



Housing and Residence Life

**ACADEMIC YEAR 2016-2017
RESIDENTIAL STUDENT HANDBOOK**

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WELCOME TO THE COMMUNITY

Our Mission

We foster dynamic, respectful, student-centered communities that support the educational development of our residents and the academic mission of our University.

Over 6,200 students call the residence halls home. On-campus living offers many benefits including special programs and activities and a convenient location. We believe that living on campus will be the perfect complement to your academic experience at Mason.

Housing and Residence Life believes the out of classroom learning experience is an important part of your academic and personal development. We provide and support a wide array of educational and social programs that focus on providing invaluable opportunities to you throughout the academic year. We are committed to creating an environment that encourages you to explore interpersonal relationships without bias while being a part of an ever evolving campus community. We invite all members to become active participants in their living and learning experience at Mason.

Campus Resources

Compliance, Diversity, & Ethics (CDE)

Compliance, Diversity, & Ethics advances the University's commitment to creating a welcoming, respectful and inclusive educational environment that values integrity and a culture of shared responsibility. This office is available as a resource for you as a student should a need arise to file a Title IX complaint around issues of discrimination based on gender, sexual harassment, or sexual assault.

For more information please visit, <http://diversity.gmu.edu/> or call (703) 993-1000.

Counseling & Psychological Services

Counseling & Psychological Services (CAPS) provides a wide range of services to faculty, staff, and students. Services are provided by a staff of professional clinical psychologists, social workers, counselors, learning specialists, and psychiatric providers. CAPS individual and group counseling, workshops, and community education programs are designed to enhance students' personal experience and academic performance. For more information, please call (703) 993-2380 or visit our website at caps.gmu.edu.

Meal Plans

Meal Plans

Meal plans offer tax-exempt dining, are billed to your account, and are accessed with the Mason ID. If you live on campus without a kitchen, you will have a meal plan. Students who live in the Townhouses, Student Apartments, Liberty Square, Potomac Heights, Northern Neck, and Rogers Hall are not required to have a meal plan but are welcome to select a voluntary meal plan to save money when eating on campus. These plans offer the greatest savings in our three resident

dining halls: Southside, Ike's, and the Globe. More information can be found at the following web sites:

Campus Dining - masondining.com

Meal Plans - mealplans.gmu.edu

Mason ID - masonid.gmu.edu

Disability Services

Disability Services is available to serve all students with disabilities, including those with cognitive, sensory, mobility, and other physical impairments.

As part of the University Life's commitment to recognizing and honoring the richness of diversity at Mason, Disability Services staff members actively participate in the campus-wide diversity dialogue. The office welcomes and encourages all students with disabilities, whether registered with the DS or not, to identify themselves as members of the community, and to engage in the diversity dialogue on campus by getting involved with DS and other multicultural programs and activities. For more information please contact (703) 993-2474 or visit ds.gmu.edu.

Student Health Services

Student Health Services' mission is to provide high quality health care to George Mason University students. Student Health Services is available to all Mason students. For more information please contact 703-993-2831 (Fairfax) or visit shs.gmu.edu.

Department of Police & Public Safety

The mission of the George Mason University Police Department is to provide a safe and secure environment for all university employees, students and guests. Embracing the principles of community policing, the department will work collaboratively with academic and administrative units, individuals and organizations in furtherance of the mission of the university.

Our department operates 24/7 on all three campuses, should you need an officer dispatched to your location, please call (703) 993-2810. For over the phone non-emergency assistance please call (703) 993-2800.

Office of the Ombudsman

The Office of the Ombudsman is a confidential, impartial, informal and independent problem-solving and conflict resolution resource for all students of the George Mason University community. The Office of the Ombudsman provides a safe place to help students review options for managing or resolving interpersonal disagreements and university-related concerns. For more information contact 703-993-3306 or visit ombudsman.gmu.edu.

Services and Amenities

Neighborhood Desks

A 24-hour desk is open in each neighborhood to help you with general information, housing questions, equipment borrowing (games, vacuums, etc.), and lock-outs. You can visit any desk to have questions answered and to discuss housing concerns. Equipment should be borrowed from and returned to your neighborhood's desk.

Neighborhoods

Rappahannock	(Piedmont-Tidewater)	703-993-9880
Aquia	(Whitetop)	703-993-1977
Shenandoah	(Eisenhower)	703-993-2750
Mason Global Center	Mason Global Center	703-993-6008

Cable Television

All residence halls* are provided with on-campus cable service that are included in the housing rates.

- The majority of channels are digital, requiring a television set with a 'clear QAM' capable tuner. If your TV is not digital, you will need a converter box. Visit <http://netinfo.gmu.edu/services/channels> for the latest recommendation from ITS.
- The current TV channel TV line up is posted on <http://netinfo.gmu.edu/services/channels>
- In addition, you have the option to purchase premium services for a small additional charge.

*Townhouse residents are provided basic cable service through Cox Cable - residents can contact Cox Cable to arrange for premium services. Beacon Hall residents are provided basic cable service through Comcast.

Internet Access

All residents are provided high-speed internet service. Townhouse residents have a wireless connection only. Problems with connecting to the internet should be reported to the **ITS Support Center** (703-993-8870). For Townhouse residents, please contact Cox Cable if you are having issues connecting to the internet.

Telephone Service George Mason provides local phone service (no hook-up fee or monthly charge) and individual voicemail service for each resident upon request.

Note: There has been sharp decline in the use of campus voicemail in the past few years. While voice mail is still available at no additional cost on your residence hall phone, it will not automatically be activated unless you specifically request it. If you would like to have voicemail on your residence hall phone line, you must **submit a request**. Once a request is submitted, voicemail activation will take about 3 days.

*Townhouse residents may arrange service through the phone company of their choice. Additional costs may apply.

Laundry

Laundry, to a set limit, is included in housing payments. All buildings have laundry facilities in their area, most within the building. Each townhouse has a washer/dryer in the unit.

Mason uses [WashAlert](#), an on-line laundry system that gives residents the ability to:

- Go on-line to check if washers & dryers are available in your laundry room
- Use your student ID to activate the wash and dry cycles
- Receive notification that your wash and dry cycles are complete via e-mail or mobile device.

Appliances and Equipment

Housing and Residence Life encourages residents to make the most out of their on-campus experience. Appliances assist residents in making their space feel more like home, however some appliances in communal living environments can create safety hazards and may be more prone to cause fires or damage property. Below is a list of items the most commonly permitted and prohibited from residence halls. Residents found in possession of prohibited appliances will be required to remove the item from the residence halls and may face disciplinary action. In addition, residents may be responsible for any cost accrued in the removal of the item. Residents are responsible for all damages from permitted and/or prohibited items.

Permitted Property

- Computers (laptop or desktop)
- Curling/Hair Irons (required auto-off feature)
- Sealed Unit Coffee Makers (e.g., Keurig™, coffee makers without exposed heating elements)
- Electric Razors
- UL-Approved Fans
- Fish Tanks (10 gallons or smaller)
- Portable Hair Dryers
- UL-Approved Indoor Holiday Lights (1 strand per electrical outlet)
- UL-Approved Surge Protector (with on/off switch and internal overcurrent protection)
- Microwave (600 watts max)
- Energystar certified mini or compact refrigerators up to 4.3 cubic feet or non-energystar certified mini or compact refrigerators limited to 3.3 cubic feet or smaller (operate at 118 volts, 60 Hz or less and draw no more than 1.5 amps or 180 watts of power)
- Bicycles
- Kitchen Utensils
- Live potted plants
- Non-Electrical Bed Risers less than 8 inches

Prohibited Property

- Incense, Candles, Oil Lamps, Traditional Plug In Air Freshners (lit or unlit)
- Cinder Blocks
- Electrical Appliances w/ exposed heating elements (permitted in kitchen areas only)
- Resident-Owned Air Conditioners
- Cut Trees or Dead Plants
- Pets (except fish)
- Halogen Lamps and Bulbs
- Black Lights and Black Light Bulbs
- Spider Lamps (i.e., lamps w/ more than one bulb f/ one electrical outlet)
- Antennas (e.g, television, satellite, radio, etc...)
- projectiles or projectile propelling devices
- Waterbeds
- Non-NFPA 701 Resident Owned Furniture
- Wall-mounted televisions
- Weapons (as defined by University Policy)
- Non-NFPA 701 Retardant Curtains (e.g., window, room dividers, or bed privacy)
- Non-University Supplied Loft Equipment
- Extension Cord
- Multi-Plug Adapter
- Hookah
- Vaporizers and E-Cigarettes
- Motorized vehicles
- Hoverboard

Key and Card Access

Students in certain buildings are provided with hard keys to gain access to their rooms. In other spaces, your access to your space will be added to your student ID. In order for personnel to reach you in case of an emergency, you are not permitted to replace or add locks to your doors. If you have a concern about your safety or privacy, please contact the RA. In addition, you are not permitted loan your key or access card to another individual. Students who violate this policy will be processed through student conduct.

If you are issued a hard key, it must be returned when you check out of your room to avoid being charged for a lock replacement. If you would like additional info or are locked out of your space, please visit the neighborhood desk. Please notify the Neighborhood Desk if you lose your Mason ID card. You will need to get a new card from the Mason Card office in Student Union Building I at the Fairfax Campus or Bull Run Hall at the Prince William Campus during normal business hours. If you lose your ID over the weekend, you can receive a temporary room access card from the Neighborhood Desk until you can get a new Mason ID on the next business day.

Maintenance

Our staff works hard to ensure our facilities are kept clean and in order. If you discover that there is a maintenance issue in your room, please place a work order through eLiving at housing.gmu.edu. If there is an emergency such as flooding or another issue that directly impacts the safety and security of the living area, please contact the Neighborhood desk or the

Resident Assistant on duty immediately. Please include the building, room number, and a complete description of the problem.

Wellness and Safety

Shared Responsibility

Campus safety and security at Mason is a shared responsibility. No campus or community is free from crime. The best protection against campus crime is an aware, informed, alert campus community—students, faculty and staff who use reason and caution—along with a strong law-enforcement presence. Safety depends on each member of the campus community taking the seriously the responsibility to protect themselves and others.

Be An Empowered Bystander

If you are concerned about someone’s behavior trust your gut and tell somebody. More than often, you are in a better position to identify behavior and activities that are out of the ordinary, concerning, or suspicious. On a college campus, some behaviors of concern go unreported and an incident occurs. Sometimes after the incident people come forward with bits of information which, in retrospect, may have signaled an issue. This information, when viewed collectively, may be helpful in preventing incidents and providing assistance to an individual. Therefore, as a member of the community, if you observe any behavior which is concerning, please provide detailed information. For all emergencies, please call 911 or 703-993-2810 (GMUPD non-emergency line). Any individual who is concerned about the behavior of a Mason student is encouraged to contact the [Student Support and Advocacy Center](#) (703.993.3686) and [Counseling and Psychological Services](#) (703.993.2380).

Building Access/Security

It is extremely important to prevent non-residents from following behind you when entering your building. If someone you do not recognize attempts to follow you in when you open a door to a residence hall, please do not automatically let the person in. You can help deter this by asking, “May I help you?” or “Do you live here?” If you live in a residence hall and are asked these questions, please do not be offended and know that you are being asked the questions as part of a community effort to keep the residential living areas safe. If you are behind someone who is entering a residence hall and you would like the convenience of following him/her into the building, we suggest you say hello and identify yourself by showing your student ID. If someone does follow you into a residence hall and you are concerned about their presence, please do not hesitate to call the GMUPD at 703-993-2810.

Emergency Notification

George Mason University maintains an emergency notification system (Mason Alert). Mason Alert allows the University to contact you during an emergency by sending text messages to your cell phone and email. Residents are encouraged to make sure their information is up to date and accurate on Mason Alert by visiting <http://alert.gmu.edu>.

Emergency Contacts

Housing and Residence Life collects emergency contact information from all residents at check-in. You may update your emergency contact information throughout your occupancy by visiting your PatriotWeb profile.

Emergency Preparedness

Emergencies are likely to occur with little or no advanced warning. University officials will immediately begin to assess threats to life and property, survey damages, and plan out how the university can best respond. However, you can take a proactive approach to emergencies by being prepared. Consider keeping a simple emergency kit in their room in case of an emergency. The [Department of Homeland Security](#) or the [American Red Cross](#) are great resources for what should go into simple emergency kits. Housing and Residence Life recommends at least the following items:

- Flashlight w/ Batteries
- List of Emergency Contact Phone Numbers
- Prescription Medication
- Corrective Lenses (i.e., Glasses or Additional Contacts)
- Set of Clothing
- First-Aid Kit
- Bottled Water
- Shelf Stable Food (e.g., peanut butter, apple sauce, protein bar)

In some emergency situations campus authorities may order an evacuation or relocation, in which case the following steps should be followed:

- Remain calm
- Take emergency supply kit with you.
- Carefully follow instructions from authorities.
- Use recommended travel/evacuation routes.
- Return only when it is safety to do so and permission has been granted by authorities.

Shelter In-Place

In some emergency situations, the university will use campus alerts to advise students to shelter in place for safety. Such notifications may be issued during severe weather events, such as during a hurricane or tornado or in the unlikely event of an act of violence. If ordered to stay where you are and shelter-in-place, please take the following steps:

- Remain in your residence hall or building until further instruction indicates a different action
- Secure your residence by locking windows and doors and turning off appliances if directed to do so.
- Move to an interior location, stay away from windows, and use the stairs to move to a lower level if necessary.

Many buildings on campus, including the residence halls, have designated shelter-in-place locations for severe weather, marked by wall-mounted signs. These locations are found on interior hallways that are away from windows and on the ground level of a building. Residents

should familiarize themselves with the location of these areas as these are likely to be the best shelter-in-place locations.

Microbial Growth

Microbial growth is a common environmental fungus. Given its natural presence everywhere we live and work, mold can grow and become obvious when conditions (mold spores, moisture, and food) are present to support growth.

It is important that you take the following action to help prevent the growth of mold in your space:

- Ensure that your area is well ventilated to reduce the amount of moisture in the air.
- Please leave windows closed in order to ensure that the heating and cooling system can appropriately balance the indoor environment.
- Residents should clean on a frequent basis to prevent growth from occurring in spaces such as a private bathrooms using an appropriate anti-microbial disinfectant like 10% bleach, and, 90% water solution. If resident is uncomfortable using a bleach solution, bleach alternatives can be purchased from most local stores.
- When cleaning, residents should wear non-porous gloves and safety glasses to protect their hands and eyes from splash and contact with cleaning products.

If you are concerned about microbial growth in your residence hall and would like an assessment, please submit your request promptly using the work order system and consult your Residence Life staff member(s). If you have other questions or concerns, please feel free to contact HRL at 703-993-2720 or housing@gmu.edu or [your neighborhood desk](#).

Severe Weather

Severe weather includes high winds, thunderstorms, lightning storms, hail, floods, hurricanes, extreme heat or cold, and other weather systems that have the potential to create safety hazards or cause property damage.

Residents are encouraged to take the following action when notified of severe weather:

- Monitor television, radio, or weather radio for information about approaching storms.
- If severe weather is expected to impact your area, go into or remain inside the nearest building.
- If possible, seek shelter away from windows in a central or lower level hallway or room.
- Stay away from large loose objects such as book cases, cabinets, and shelves.
- Use stairs to reach the lowest level of the building, do not use elevators.
- Do not exit the area until the severe weather has passed.
- If you are unable to take shelter in a building, find a low lying area and protect your head with your hands.

LIVING IN THE HALLS

Roommate Bill of Responsibilities & Rights

Being a roommate and having a roommate can be one of the most important experiences for a residential student. How residents approach this new experience, what they put into it, what they expect from it, and what they learn from it are equally important steps in determining the success of any roommate relationship.

The “Roommate Bill of Responsibilities and Rights,” reveals what room/apartment/suite-mates can reasonably expect from one another. Residence Life staff is available to assist, as requested.

- YOU HAVE THE RIGHT to a safe and secure residence hall living environment;
- YOU HAVE THE RESPONSIBILITY to keep your room door and hall doors locked, and to not prop them open or allow in strangers. You also have a responsibility to uphold all security policies and procedures. Violations of these security policies and procedures put you and others at risk.
- YOU HAVE THE RIGHT to a reasonably peaceful and quiet space in which you can sleep and study;
- YOU HAVE THE RESPONSIBILITY to observe quiet hours, to keep your stereo, television, computer and your voice at a reasonable volume in your room and on your floor, and to remind your guests and others that you expect the same of them.
- YOU HAVE THE RIGHT to privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;
- YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preference for hours of sleep, study, and visitation, and to work through any difference you may have in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate's rights or interfere with the use of your room.
- YOU HAVE THE RIGHT to confront another person's behavior when it infringes on your rights;
- YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and to work toward resolving conflicts.
- YOU HAVE THE RIGHT to the assistance of your Resident Advisor, Resident Director, Assistant Director, or other OFFICE OF HOUSING AND RESIDENCE LIFE staff members when you need help with a problem;
- YOU HAVE THE RESPONSIBILITY to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.
- YOU HAVE THE RIGHT to know what is appropriate and inappropriate behavior in your living environment;
- YOU HAVE THE RESPONSIBILITY to read the information provided to you by George Mason University. This includes, but is not limited to, your Residence Hall License Agreement, Dining Service Agreement, *Resident Student Handbook* and *University Code of Conduct*. You may report any violation, whether or not you were personally affected by it.

*Adapted from the University of Delaware, <http://www.udel.edu/reslife/students/randr.html>

Residence Halls Do's & Don'ts

DO...

...Talk to your roommate/apartment mate. Communication is key to make any living situation successful. Fill out a roommate living agreement and take it seriously. Some people find it easier to stick to “formal” agreements so it’s important to seriously communicate concerns and show respect for what the other person wants/needs.

...Take your Mason ID with you. It will give you access to your community. If you lose it please visit your neighborhood desk.

...Make sure that you (and your guests) know the rules well (before you invite them over). Remember, you’ll be held accountable for anything your guest does so keep yourself covered. Keep in mind there are several guidelines regarding guests.

...Lock your door. Seems like a no-brainer but it’s pretty easy to forget. While we’d like to trust everybody who walks by, life has shown us it’s just not that simple. Lock up your valuables every time you leave. You (and your living companions) will be happy that you did.

...Get renter’s insurance if you’re not covered under your parents insurance. The university is not responsible for personal property that is lost, stolen or damaged at any time. Make sure you’re covered.

...Get involved in your residence hall and on campus. Whether it’s a leadership position on in RSA (Residential Student Association), or just general attendance at events happening in your residence hall, getting involved is a great way to maximize your living experience and meet new people. Talk to your RA about more ways to get yourself out there.

...Participate in the conflict-resolution process. Working through problems can be

a challenge but it’s even more challenging when you’re unwilling to participate fully. Involve your floor RA to help you to work through the conflict and find a solution you can live with.

...Be up front with your parents if you’re going to involve them. Tell them the entire story. They want you to have a good living situation too and want to help you resolve the situation.

...Know your resources. There’s a Resident Advisor (RA) on your floor or close to your apartment who’s there to assist you as well as a Resident Director overseeing your community.

DON'T...

...Get charged for damage that you didn’t create. It pays to keep a watchful eye on your floor and in your area. If vandalism and damage occurs and the culprit can’t be identified, every resident of that floor/area get billed for it. Do your part to make sure community stays safe and clean.

...Assume that you can easily cancel your housing contract. The contract you sign with the Office of Housing & Residential Life is just like a lease for an apartment you might have off campus. The dates as well as terms and conditions are binding. Be sure you understand it.

...Take over the room if your roommate moves out—or be uninviting to a new roommate. Vacant spaces in rooms may be allocated to new residents at any time, so make every effort to keep the space neat, clean and orderly. You should also make sure you’re ready to get a new roommate if necessary, too. Keeping a welcoming attitude can make a challenging situation so much easier for you and your new roomie.

...Get hung up on “winning” if you’re having a conflict in your room or

apartment. Being right feels great but the goal is to reach a compromise. Odds are, if you're feeling tension about something then so is your roommate and you both think you're "right." Take some time to listen to your roommate and then reflect on how to make things better for both of you. It will make finding a solution beneficial to all much easier.

...Expect your parents to solve the problem for you. You're the student and

we're here to work with you. A member of the Residence Life Team will ultimately need to talk to you if there's a problem. Definitely use your parents as a resource, but we expect you to work with us to help resolve your situation.

...Assume that if you request a move, you'll get exactly what you want. Keep in mind spaces are limited and the ability for us to approve your request depends on space availability.

*Adapted from Virginia Commonwealth University 2013

Community Standards and Policies

Housing and Residence Life is committed to fostering the best environment possible for the pursuit of academic goals, personal growth, and community development within the residence halls. As a public institution of higher education, Mason has as its primary mission the development of students into productive citizens and critical thinkers who contribute to the well-being of society. It is the purpose of the University's conduct system to promote a climate that facilitates behaviors supportive of learning and protects the university community from conduct that is destructive to the learning environment.

The Residence Life Standards are set forth to provide you notice of prohibited conduct in the residence halls as described in the *Resident Student Handbook*. All Mason residents are responsible for abiding by the *University Code of Conduct*, as well as the following Residence Life Standards. The following acts when conducted by a you or your guest(s) will constitute a violation.

Statement of Values

As indicated in the Code of Student Conduct and supported by Housing and Residence Life, underlying the University's mission are basic values which must be respected if these goals are to be achieved. These indispensable community values include:

- The importance of personal integrity.
- The right of every individual to be treated with respect and dignity.
- The freedom of intellectual inquiry in the pursuit of truth.
- The freedom of speech and open exchange of ideas.
- The acceptance and appreciation of diversity.
- The freedom from discrimination on the basis of gender, religion, sexual orientation, age, disability, ethnicity, and political views.
- The eradication of violence that limits freedom or interferes with University activities.

Student Conduct Procedures

All students alleged to have violated the policies and/or procedures are subject to conduct proceedings. The model for conduct procedures is that of an administrative proceeding, rather than a criminal or civil trial. Because the administrative proceeding is not intended to become excessively legalistic, the Hearing Officer(s) or Community Adjudication Board (CAB) may find it necessary to remind parties, counsel, or advisors that the proceedings are not criminal or civil trials, that criminal or civil trial procedures and rules of evidence are not controlling and that the Hearing Officer(s) or CAB shall have discretion to interpret, vary, and adjust procedural requirements in order to promote a fair and just decision, as long as the procedural assurances as outlined are not abused. To be found responsible for a violation, the standard of evidence is that a policy was "more likely than not" violated by the resident (a preponderance of evidence). Furthermore, if a resident is aware of, or in the presence of, a policy violation and does not report or immediately leave the situation, they may be subject to disciplinary action.

The Code of Student Conduct and student disciplinary policies and procedures may be found at: <http://studentconduct.gmu.edu>

Complicity in Prohibited Acts

Complicity defined as condoning, supporting, or encouraging any violation of the Code of Student Conduct. Students who anticipate or observe any violation of the Code of the Student Conduct, and by extension, Housing and Residence Life policies, are expected to remove themselves from association or participation in any such inappropriate behavior. Individuals who fail to do so may be subject to the disciplinary process for alleged violations.

Students living in the residence halls and any event sponsors are accountable for the behavior of their guests and may be sanctioned under this provision as if they had committed the violations themselves. When in the presence of a potential violation of policy and/or procedure, residents are expected to do one or more of the following: a) personally confront and stop the violation, except in cases of violence or threat of violence; b) bring the violation to the awareness of a staff member, Security, and/or University Police; c) leave the scene of the violation, if not assigned to the unit in which the violation is occurring.

Release of Confidential Records

Housing and Residence Life adheres to Federal law in relation to the release of educational records, which includes documentation related to student conduct. If you would like to review your conduct case file, you may submit a written request to Student Conduct or the Freedom of Information Act (FOIA) Compliance Officer. The FOIA Compliance Officer can assist you in ensuring you receive all requested information and may be reached at 703-993-5115. If you would like to review information relating to current administrative hearing, please contact your assigned hearing officer directly.

RESIDENCE HALL POLICIES

Sexual Harassment and Misconduct

The University is committed to protecting the rights of all individuals to pursue their intellectual, vocational, and personal interests without harassment or interference. The University is also committed to providing an environment in which visitors to and members of the campus community are treated with dignity, respect and regard for their welfare, privacy, and learning needs.

The Office of Compliance, Diversity, and Ethics advances the University's commitment to equal opportunity by providing leadership in developing strategies to promote equity in employment and educational programmatic access informing the University communities of their rights and responsibilities through education and outreach, collaborating with and advising the University community on actions that foster an inclusive work and educational environment in which diversity is respected.

If you feel you have been a victim of gender discrimination, sexual harassment, sexual assault, stalking, relationship violence, sexual exploitation, retaliation or complicity, you may file a Title IX complaint with the Office of Compliance, Diversity, and Ethics. For more information please visit, <http://diversity.gmu.edu/>, call (703) 993-8730, or email cde@gmu.edu. Additionally, several additional resources are available to you:

Your Resident Director/Assistant Director (access them through your RA or neighborhood desk)
Student Support and Advocacy Center (Confidential) located in Sub I, suite 3200 (703)993-3686
Student Health Services located in Sub I, suite 2300(703) 993-2831
Mason Police (703) 993-2810
Counseling and Psychological Services (Confidential) located in Sub I, suite 3129 (703) 993-2380

For comprehensive information regarding the University's sexual harassment policy, please refer to university policy 1202.

Harassment/Intimidation/Bullying

The Office of Housing and Residence Life will not tolerate a hostile environment created by conduct so severe, pervasive, and objectively offensive that it effectively bars the victim's access to educational opportunity or benefit. Residents living in the residence halls are expected to treat others with respect and dignity. Sexual and gender-based harassment is not tolerated.

Use of cameras, camera phones, digital recording devices, and/or video equipment will be considered harassment if utilized without the specific consent of the persons(s) being photographed, recorded, and/or videoed.

Bias Incident

Mason defines a Bias Incident as an act of discrimination, harassment, intimidation, violence, or criminal offense committed against any person, group, or property that appears to be intentional and motivated by prejudice or bias. Such acts are usually associated with negative feelings and beliefs with respect to others' race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, social class, political affiliation, disability, veteran status, club affiliation, or organization membership.

If you believe you have been a target or have witnessed an act motivated by bias, please tell us what happened using the Bias Incident Report Form (odime.gmu.edu). Completing the Bias Incident Report form does not constitute filing a formal complaint of discrimination, hate crime or harassment. In some cases, however, the university may use information from an incident report to establish a formal charge. To file a Title IX complaint contact the University's Office of Compliance, Diversity, and Ethics (intergrity.gmu.edu) or the University Police (www.gmu.edu/depts/police), as appropriate.

Intimate partner violence

Dating/partner violence is often a pattern of controlling behaviors, but can be a one-time incident. It is used by an individual to gain and maintain power and control over another individual in the context of a dating/partner or familial relationship. The pattern of controlling behaviors is not caused by a lack of impulse control on the part of the abuser or as a matter of coincidence, but rather is usually an ongoing effort to maintain domination over the victim to ensure submission to the abuser's will. This definition applies to people in heterosexual and same sex relationships. If you feel you are a victim of intimate partner violence, please reach out to your hall staff, the Title IX Coordinator, the Student Support and Advocacy Center or Mason Police.

Stalking

Stalking is defined as any behaviors or activities which when taken as a whole cause the victim to reasonably fear bodily injury, experience substantial emotional distress, and/or materially affects the learning experience and participation in the University community.

Depending upon the context, stalking may take many forms, including but not limited to:

- Unwanted communication or contact (whether face-to-face, telephone, voice mail, email, US mail, unwanted gifts or otherwise)
- Use of threatening gestures
- Pursuing or following
- Surveillance or other observation
- Obtaining or tracking private information without permission
- Trespassing
- Vandalism
- Non-consensual touching of person or property
- Posting of pictures, private messages, or information online
- Sending unwanted/unsolicited email or talk request
- Installing spyware on a victim's computer
- Using Global Positioning System (GPS) to monitor a victim

- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victims

If you feel you are a victim of stalking, we encourage you to report the incident to the Mason Police, Housing and Residence Life or the Title IX Coordinator. Support is also available at the Student Support and Advocacy Center.

Sexual Assault

Sexual assault is a crime punishable by both civil and criminal legal action and is a serious violation of University policy. Previous sexual contact does not nullify the need for consent. If you are affected by sexual violence, please know that there are several resources available to support and assist you: your hall staff, the Title IX Coordinator, the Student Support and Advocacy Center, and the University Police.

Sexual Exploitation

Sexual exploitation includes purposefully or knowingly engaging in or allowing voyeurism, causing the incapacitation of a person to prevent them from giving affirmative consent to sexual activity, recording/photographic sexual activity or a person's intimate parts without their consent, and/or disseminating or posting images of private sexual activity and/or a person's intimate parts without consent, and knowingly transmitting a sexually transmitted disease to another person. For more information or assistance, contact your hall staff, the Student Support and Advocacy Center, the Title IX Coordinator or Mason Police.

Retaliation and Complicity

Members of our community should be able to report sexual harassment or sexual misconduct without fear of retaliation. Taking any adverse action against anyone who, in good faith, reports prohibited conduct or participates in any proceedings related to these policies is strictly prohibited. Examples of retaliation include threatening, harassing, coercing or intimidating individuals.

The university defines complicity as any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct by another person.

For more information or assistance, contact a Resident Director or Assistant Director; the Student Support and Advocacy Center at (703) 993-3686 (confidential); the Title IX Coordinator at (703) 993-8730; or the Mason Police at (703) 993-2810.

Alcohol and Other Drugs

Housing and Residence Life is committed to providing a safe and educational living experience for our residents. In our commitment to doing so, we are required to uphold state and federal laws around the use of alcohol and drugs. The following section discusses our expectations regarding the use of alcohol in the residence halls.

Alcoholic Beverages

In accordance with state law, Housing and Residence Life prohibits the illegal or otherwise irresponsible use of alcohol. This prohibition includes providing alcohol to a student under the legal drinking age of 21. If you choose to engage in the use of alcohol while under the age of 21, you will be held accountable for this decision as well as the consequences of any behavior that results from this choice. This includes if you choose to drink off campus and return to campus and engage in behaviors that are disruptive to the community. If you are an of age student, you or your guest's possession, use, or consumption of alcohol shall not infringe upon the privacy, peace, or enjoyment of other students or guests in the residence hall. Residents of legal drinking age found intentionally or inadvertently providing alcohol to underage students may be removed from the residence halls. Students of legal drinking age are responsible for accurately verifying that those in their presence are also of legal drinking age.

In order to maintain conditions conducive to a learning environment, possession or consumption of alcoholic beverages is only permitted according to the following provisions.

Dry Areas (Alcohol Free)

Alcohol possession or consumption is prohibited in any room or suite where all residents assigned to the space by Housing are under the age of 21. This includes the consumption of alcohol by guests over the age of 21.

Games, Containers, & Paraphernalia

While we encourage students to decorate their spaces, please note that if you are under the age of 21, you are not allowed to possess empty alcohol containers (including cans, bottles, boxes, etc). This prohibition applies to items used for decorative purposes, hobbies, and projects. Collections of containers that contain or previously contained alcohol beyond the quantified amount are not permitted for of age residents.

Binge drinking paraphernalia is also prohibited. This includes but is not limited to the presence of alcohol in and the consumption of alcohol from kegs, beer balls, beer bongs, trashcans, gallon jugs, or alcoholic punch. General drinkware that are not bulk or binge drinking paraphernalia are permitted.

Drinking games, common source containers and/or containers designed for rapid consumption of alcohol including but not limited to punches, "beer pong" tables, beer bongs, funnels, tubing, beer balls (commercially sold gallon kegs), gallon jugs, drinking games, etc.) are prohibited in or around the residential communities. Playing drinking games with water in the presence of alcohol is considered a policy violation. Kegs containing alcohol are prohibited in residence halls. Possession of excessive amounts of alcohol, and/or common source containers, regardless of age, may result in housing suspension.

Virginia State Law prohibits open containers of alcohol in public areas. Therefore, no open containers of alcoholic beverages are permitted outside of residential rooms, suites, apartments, and townhouses regardless of your age. Alcohol is not to be consumed in residential common areas and exterior areas including but not limited to porches, balconies, landings, corridors, study

lounges, parking lots, or courtyards. If you are found with an open container you will be asked to dispose of the alcohol under the supervision of HRL staff and may face disciplinary actions.

Guests

Part of creating a home environment is allowing guests to visit in that environment. Along with this right comes the responsibility of ensuring that your guest is aware of and remains in compliance with the alcohol policy, including not consuming in dry areas regardless of age. If your guest is of legal drinking age but you are not, your guest cannot possess or consume alcohol in your living space unless your of age roommate is present.

If you are of legal drinking age, your guest who is of age may bring alcoholic beverages of the permitted amount to your living space while you are present.

In the presence

Since alcohol abuse poses a significant risk to all residents of the residence halls (drinkers as well as non-drinkers), community members must assume responsibility for the compliance and enforcement of the alcohol policy

Please know that if you are knowingly in a location containing alcohol, you may be considered to be in possession of or in the presence of alcohol.

When in the presence of a potential violation of policy and/or procedure, we expect our residents to do one or more of the following:

- a) Personally confront and stop the violation, except in cases of violence or threat of violence;
- b) Bring the violation to the awareness of a staff member, Security, and/or University Police;
- c) Leave the scene of the violation, if not assigned to the unit in which the violation is occurring.

Of Age & Underage Roommates

In the instance in which one resident is 21 years of age or older and one is under the age of 21, the resident of age 21 may possess alcohol for individual reasonable consumption (according to the quantity limits detailed on the next page). At no time should residents of 21 years of age or older provide alcohol to underage residents/roommates. Under these circumstances, the resident 21 years of age may store alcohol for individual reasonable consumption in the common area refrigerator. Empty alcohol containers as decorations are prohibited in areas where any of the residents are under the age of 21.

Public intoxication

Regardless of age, students walking through public spaces (including the Mason campus) while intoxicated risk being charged with public intoxication and can receive a police summons and/or be transported the County detoxification center. A person is “intoxicated” under Virginia law when s/he has drunk enough alcoholic beverages to observably affect his manner, disposition, speech, muscular movement, general appearance or behavior.

Quantity Limits

If you are of legal drinking age, you may only possess and store in your assigned living space no more than **ONE** of the following:

- twelve 12 oz. beers
- 1500 ml of wine
- 750 ml of distilled liquor

You may only consume alcohol in living spaces assigned to residents 21 years of age or older when those residents are present.

Collections of containers that contain or previously contained alcohol beyond the quantified amount are not permitted.

Drugs/Prescription Medication Abuse/Illegal Substances

Since the use or possession of a controlled substance poses a significant threat to all residents of the residence halls, community members must assume responsibility for the compliance and enforcement of the University Drug Abuse policy. Therefore, any student in a location containing a controlled substance (and/or paraphernalia) may be considered in possession of the controlled substance (and/or paraphernalia).

No student shall use or possess an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia (http://www.dhp.virginia.gov/Pharmacy/pharmacy_laws_regs.htm).

Residents are responsible for the conduct of their guests and visitors while in the residence halls. Therefore, the host will be held responsible if a guest or visitor is found in the possession of, consuming, manufacturing, or distributing controlled substances and may be removed from the residence halls.

Misuse of over-the-counter drugs or prescriptions, and inhaling dangerous substances (i.e. huffing) is illegal as well as prohibited in the residence halls. Not using an over the counter drug or prescription as directed is prohibited. Providing over the counter drugs or prescription to another individual is also prohibited.

Any object or device (homemade or otherwise) that reasonably can be assumed for use as a consumption or concealing device for controlled substances are not permitted in the residence halls. This includes but is not limited to roach clips, bongs, pipes, blow tubes, bowls and/or any type of water pipe or any object filled with water through which smoke is drawn as well as needles, scales, and syringes (unless there is a documented medical need). While hookahs are not illegal, a hookah found with drug residue will be considered drug paraphernalia.

Beginning July 1, 2008, the herb *Salvia divinorum* or Salvia became illegal in the state of Virginia. Possession of, manufacturing, or distribution of *Salvia divinorum* in any form will be a violation of the controlled substance policy.

A common sanction for a student's first violation involving possession or use of marijuana is likely to be a disciplinary probation period, and an educational referral (a fee for this service will be imposed). Repeated violations are likely to result in a suspension or dismissal from housing, and/or a University suspension.

A common sanction for any student found responsible for a violation involving sale or possession of an illegal substance, including prescription drugs, with intent to distribute is expulsion.

A common sanction for any student found responsible for use or possession of an illegal drug other than marijuana, including prescription drugs, is likely to be suspension from the University for a minimum of one year, and/or housing suspension or dismissal. The suspended student may be asked to provide documentation of successful completion of a drug treatment program prior to reinstatement.

For more information about the drug policy and potential sanctions associated with it please refer to the Student Code of Conduct and the University Drug Policy. If a student is removed from the residence halls for a violation of the University Drug Abuse policy, they will be trespassed and may not return to the residence halls as a guest without written approval from the HRL. Residents removed from the residence halls for violating the University Drug Abuse policy forfeit all housing fees and deposits. Please refer to the Residence Hall License Agreement for more information.

Community Standards of Living

Bathrooms and Showers

As a member of the community, we ask that you help in maintaining a clean, sanitary and non-hazardous living environment. It is your responsibility as a member of our community to keep bathrooms, showers, and restrooms clean, sanitary and non-hazardous.

Bathroom and shower stalls are designed for individual use and are only to be used by one person at a time.

Bicycles

The university is not responsible for theft or damage to bicycles. If you choose to bring a bicycle to campus, you are responsible for securing and storing it properly. Bike racks are available outside most academic buildings and residence halls. Bikes may be stored in the provided bike racks and in your individual room in the residential areas. Bike placement must meet applicable regulations and not be stored in a manner that blocks entrances/exits, pathways, or safety equipment. Bikes stored anywhere else will be considered abandoned and will be removed.

Chalking Policy

The use of chalk to advertise or decorate is limited to students and recognized student groups at Mason. Students, or recognized student groups, who use chalk to advertise on sidewalks are responsible for promptly removing the chalk advertising or decoration after the event is

concluded that is being advertised. Housing reserves the right to remove any chalk advertising or decoration and may bill the student and/or registered student organization for the cost of removal. Chalking is **only permitted** in areas where it may be washed away by rain (i.e., sidewalks). Chalking is not permitted on buildings.

Chronic Misbehavior

A resident establishes an unacceptable pattern of misconduct when the resident is involved in/or around policy violations, even though individual offenses might be minor. A pattern of recalcitrance, irresponsible conduct, or manifest immaturity may be interpreted as a significant problem. A student is typically charged with chronic misbehavior to facilitate a discussion about that student's previous behaviors and whether or not the resident should remain in the residence halls.

Cleaning

As a member of the community, we ask that you help in maintaining a clean, sanitary and non-hazardous living environment. It is your responsibility as a member of our community to keep your assigned space and common areas (lounges, bathrooms, kitchenettes, etc.) clean, sanitary and non-hazardous. Fees and/or other sanctions will be assessed for excessive cleaning.

Communication

The university utilizes Mason campus mail and e-mail systems for communicating relevant and important information to its residents. You are responsible for setting up and checking your Mason e-mail regularly and will be held accountable for all information communicated by Mason e-mail and your campus mailbox. If you block or filter emails from the University you run the risk of missing important information.

Compliance

Students in the residence halls are expected to comply with and respond truthfully and respectfully to reasonable requests of any Housing, Security or University officials when acting in the performance of their duties, including administrative instructions and deadlines. Examples of noncompliance include but are not limited to the following.

- Being verbally abusive or argumentative with a HRL staff member, Security, or University official.
- Failure to leave premises when asked to by a HRL staff member, Security, or University official in the performance of their duties.
- Attempts to bribe university representatives.
- Giving false information
- Interference or disruption to processes which include but are not limited to attempts to influence, intimidate, or threaten anyone

Vandalism

Vandalism is defined as the intentional or reckless destruction, defacement, or damage of property.

Residents found responsible for vandalism will be referred to the Office of Student Conduct and University Police. Possible sanctions include restitution for damage and housing suspension from the residence halls.

You are responsible for your guests while they are visiting you in the residence halls. If your guest engages in reckless behavior or is found vandalizing or damaging property, you will be held responsible.

Residents found tampering with, damaging, and/or driving through parking gate(s) will be charged the expense of repairs or replacement.

Disruptive Behavior

Disruptive Behavior is defined as behavior that infringes upon academic pursuits or is disruptive to orderly community living, including the privacy and privileges of residential community members.

While part of building community is engaging in social activities with fellow hall mates, actions such as throwing items in the hallways, bicycle riding, wrestling or bouncing balls inside the residence halls are prohibited. Sports/recreational equipment should not be utilized in the residence halls, as they can lead to injury, activation of sprinkler system or damage to person or property. Skateboarding is prohibited in/around the residence halls or in parking lots.

No athletic activity of any kind is allowed in the halls. This includes, but is not limited to, skating, kicking or tossing a Hacky Sack™ or Frisbee, playing basketball or football, wrestling or jumping rope, etc. There are places to participate in these activities around campus. All athletic equipment must be stored in residents' rooms.

Cooking Safety

Cooking is not permitted in residence hall rooms with the exception of food that can be prepared in a microwave. Basic room convenience appliances are permitted in residence hall rooms. Basic convenience appliances include refrigerators, microwaves, hot-air poppers and sealed-unit coffee makers. All appliances with the exclusion of basic convenience appliances must be stored and used in kitchen areas accessible to students. Residents living in residence hall suites with full kitchens are provided with University kitchen appliances (refrigerator, stove, oven, and microwave). Students may bring additional appliances to their kitchen area as desired. Any kitchen appliances utilizing oil or grease or resulting in greasy residue should use appropriate disposal methods (**cool and throw away, do not pour down drain**). Please make sure you are paying attention and present the duration of cooking. You will be held responsible for damages resulting from negligent cooking practices.

The following cooking techniques are recommended by the Housing and Residence Life:

- Read and follow food product preparation instructions prior to beginning to cook. (e.g., microwave popcorn or microwave macaroni and cheese)
- Never leave oven, stove, or microwave un-attended while in-use.
- Clean appliances and cookware frequently to prevent the build-up of grease and grease

by products.

- Turn on overhead exhaust fan prior to cooking to reduce the potential for smoke.
- Prepare food to designated safe temperatures prior to eating. See the following chart for type of food and appropriate temperatures. Visit www.foodsafety.gov for more information.

Fire Safety - Equipment

For the safety of all residents, the university regularly inspects all fire safety equipment in campus living spaces, including smoke detectors in accordance with the Virginia Statewide Fire Prevention Code. University policy and the Code of Virginia prohibit tampering with smoke detectors. Please do not attempt to disconnect, reset, or repair a smoke detector.

Residents of the university townhouses have independent, battery operated smoke detectors. Although these devices are bi-annually inspected by university staff members, residents should be conducting weekly tests to ensure they are functioning correctly. Any concerns noted by a resident upon inspection of a device should be immediately reported through a phone call to their Neighborhood desk.

Fire Safety – General

Each resident is ultimately responsible for personal safety. A fire hazard is any situation in which there is a greater than normal risk of harm to people or property due to fire. Fire hazards can take the form of, but are not limited to: the obstruction of an exit in a residence hall obstructing or compromising adequate exit (path of egress), overloading electrical systems, possessing materials that produce toxic fumes when heated, propping of corridor and/or stairwell doors, etc.

Tampering with any fire safety equipment including but not limited to fire extinguishers, smoke detectors, suppression system sprinkler heads, heat detectors, or fire doors is grounds for disciplinary action, including removal from housing areas and criminal prosecution. Residents are responsible for guests while in the residence halls; therefore, hosts will be held responsible for familiarizing guest(s) with fire safety policies and procedures.

Tampering, removing, or discharging fire suppression equipment, failure to correct upon notice a violation of the fire code, falsely activating fire alarm, or any other emergency equipment except when responding to a fire is a violation of the Code of Virginia and prohibited. Misuse of such equipment is considered a Class 1 Misdemeanor that is punishable by law with one year in prison, a \$2,500 fine, or both as defined by the Code of Virginia and in addition to University disciplinary action.

Arson is defined as maliciously burning to anything, or aiding, counseling or procuring the setting of fire to anything. Arson is considered by the Code of Virginia a felony. This is a crime punishable by significant fines and/or significant jail time. The likely minimum sanctioning for arson under University disciplinary action is suspension.

All means of egress, including doorways & stairs, are intended to provide a safe and adequate means by which occupants may exit a facility and emergency personnel may access a building

during an emergency. Items in stairwells, blocking or restricting door opening or closure, restricting corridor width, or blocking emergency equipment are a violation. All means of egress must be free of obstructions.

While Housing tries to cover most living circumstances in this handbook, please remember that as a state property, all student housing is subject to inspection(s) from the Virginia State Fire Marshal's office, the Environmental Health and Safety Office and Housing. All residents must comply with all Virginia Statewide Fire Prevention Codes and University policies. Any violations must be corrected promptly and rooms are subject to re-inspection. If not corrected, students may be subject to fines, confiscation of property, conduct procedures, housing suspension and/or criminal prosecution.

Alarms and Evacuation – Alarms and Reporting

When a fire alarm sounds, residents must immediately evacuate the building, report to their designated assembly point, attempt to report to a staff member, and follow the instructions of emergency personnel and staff. It is against the law to remain in a building during a fire alarm activation. Residents who do not evacuate in a timely manner, or fail to adhere to instructions given by emergency personnel and Housing staff, will be subject to disciplinary action and criminal prosecution.

Alarms and Evacuation – Students with Disabilities

To aid in the safety of residents with disabilities, either permanent or temporary, residents should report special needs to their Resident Director (this may include residents with physical impairments and psychological conditions) and Disability Services. A list of rooms occupied by residents with disabilities is provided to the Environmental Health & Safety Office for the sole purpose of notifying University Police and Fire & Rescue personnel. Residents consent to this release of information through Disability Services during the intake process.

If a resident with a disability is unable to safely evacuate during when a fire alarm is activated:

- If the student is in a room when the alarm sounds, the student may remain there. The resident should close the door and windows and dial 911 from a landline. Inform the dispatcher that a student with a disability is calling, that there is a fire alarm sounding in the building, give a name and room number, and request assistance in evacuating the building. The dispatcher will inform the responding fire department of the resident's location.
- If the resident is in another room when the alarm sounds, follow the steps outlined in the previous bullet.
- Many buildings have areas of assistance; some are equipped with telephones for communicating with emergency personnel. Students with disabilities are encouraged to know these areas and use them as they are able.
- If the student is in a common area bathroom when the resident hears the alarm sound, the resident should return to the room or to the nearest available room, and follow the steps outlined in the first bullet. In some cases, stairwells have been constructed to be safer alternatives, as well.
- If safe to do so, resident is to remain in self-determined location until help arrives.

Combustible Material and Fireworks

The possession and/or use of fireworks or other highly combustible materials (e.g. gasoline, lighter fluid) inside a residence hall, on residence hall property or at a residence hall-sponsored event or activity are prohibited unless otherwise approved by the State Fire Marshall's Office. Residents found possessing or using fireworks in or around the residence halls may be immediately removed from the residence halls. The host will be held responsible if a guest is found using or possessing fireworks.

Health and Safety Inspections

For the health and safety of each resident, Housing staff members (in collaboration with the Virginia State Fire Marshal and the Environmental Health & Safety Office) will periodically inspect rooms for safety hazards, damages, and cleanliness throughout each semester. You are not required to be present for these inspections. Health and Safety Inspection timelines will be communicated per the residence hall license agreement to the extent possible. Failure to immediately resolve or correct violations resulting from a Virginia State Fire Marshal or Health and Safety Inspections will result in disciplinary action, confiscation fines, and/or housing suspension.

Neighborhood Grills

Housing and Residence Life has installed permanent mounted park style grills for use of all residential students. Grills can be used on a first-come, first-serve basis and are not able to be reserved through the neighborhood desk. If you decide to use the grill, we ask that you behave responsibly with their use remember that charcoal or lighter fluid cannot be stored in your residence hall room. You should only purchase the amount of charcoal you need for one use at a time. In order to appropriately use the grill within your neighborhood we ask that you follow the rules for use:

- Visit Neighborhood Desk prior to use to obtain safety equipment (fire extinguisher/water bucket) or have equipment present at the grill during operation.
- Charcoal not requiring lighter fluid is the only approved fuel source to be used with the grills.
- You must be present at grill until charcoal is appropriately disposed of using the provided equipment.
- If applicable, you must return safety equipment (fire extinguisher/bucket) in good working condition after use to the neighborhood desk.

Guests

You are responsible for informing your visitors of the residence hall policies. Guests are required to adhere to all of these policies and as host you are responsible for their guests' behavior. A guest is defined as any person who is not assigned by the HRL to live in the room, even if that person is a Mason student. No more than two guests per resident of that space present are allowed at any one time. You assume full responsibility for your guest while they are visiting whether you are present at the time of an incident or not. If you cannot come to an agreement with the other students in your living unit, the right of the student who does not want to guest takes priority.

Non-Resident Guests

1. All guests must adhere to the guidelines set up in the Roommate(s) Contract.
2. All guests must be escorted at all times and carry a valid photo I.D.
3. Residence Life staff may ask guests to leave at any time to which they are required to comply.

Overnight Guests (resident and non-resident)

An overnight guest is defined as a guest who stays after 2:00 a.m. You are allowed to have overnight guests to your living space provided you get prior permission from your room/apartment/suite-mates.

Your guest's stay may not exceed three nights in a ten day period. If you need a guest to stay longer you must get approval from the Assistant Director of your community. You may not give your room key or access card to your guest. You are responsible for escorting your guest during their stay in the community. Cohabitation, loan, or rental of residence hall space are prohibited at Mason. This includes allowing guests to stay for an extended period of time in a room/apartment/suite regardless of whether or not the resident assigned to the space is present or the roommate agrees to the arrangement.

Guests Under the Age of 18

Resident students who host minors as visitors or overnight guests take on a special and extra responsibility. Minors, defined as non-students under the age of 18, require greater supervision and guidance than an adult guest. The following rules also apply to minors and their hosts:

1. Guests who are 16 or 17 years old may remain overnight with a resident student host. Guests of this age must provide the Resident Director with written permission from their parent/guardian for this stay over. The Resident Director must approve the stay over prior to the visit.
2. Guests under the age of 16 may visit overnight only in rare circumstances. Parental/guardian permission must be provided and the Assistant Director of Residence Life approves or denies these requests.

Keys/Card Access

Residents will either be issued keys and/or have their Mason ID cards programmed to grant access to their assigned residential space. The keys issued upon move-in are property of Mason. They may not be duplicated or loaned. Keys assigned by the HRL and Mason ID cards should be kept with residents at all times. Students using another resident's key or Mason ID card may face disciplinary action.

Courtesy Hours

Courtesy hours are observed 24-hours a day throughout residence halls. When asked by another resident or staff member to reduce noise to a reasonable level, we ask that you comply as a courtesy to fellow community members.

Quiet Hours

A quiet hours violation occurs when noise from a room/apartment/suite is audible outside the door past quiet hours. Failure to comply with a request to reduce noise levels by a resident may result in disciplinary action. Quiet hours will be observed during the following times: 10:00 p.m.-8:00 a.m. Sunday-Thursday and 12:00 a.m. (midnight)-10:00 a.m. Friday-Saturday.

24-Hour Quiet Hours

Twenty-four hour quiet hours begin at 10:00 p.m. on the last day of classes before each semester's final examination period. Twenty-four hour Quiet Hours are observed throughout the duration of final exams. Residents violating the 24-hour quiet hours may be asked to leave immediately from the residence halls.

Painting

Residents and/or guest are not permitted to paint any objects inside residence hall buildings including but not limited to rooms, suites, apartments, lounges, and stairwells. Craft projects must be completed in grassy areas and residents are subject to disciplinary action and restitution if found damaging university property as the result of said project. Painting is solely done by university staff. If needed, you may submit a work request.

Pets and Animals

Animals are prohibited within residential spaces except for fish in a properly maintained aquarium of 10 gallons or less, ecospheres, and service animals.

- No pets are allowed in the residence halls for visits.
- Since pets are prohibited from the residence halls, residents should not be in possession of related items such as litter boxes, leashes, and pet food.
- For residents sanctioned with removal of pet, HRL staff will determine an appropriate timeframe.
- Residents found violating this policy will be required to remove the animal(s) and have their spaces cleaned at their expense and be responsible for any other charges resulting from possession of a non-approved pet. A follow-up inspection may occur to verify the removal.
- Students registered with the Office of Disability Services may have service animals reside with them for documented needs. This includes providing veterinarian verification that the animal has all veterinary recommended vaccinations to maintain the animal's health and prevent contagious disease and the designation of an alternative caregiver for the animal if the owner becomes ill or unavailable. Please contact the Office of Disability Services and HRL central office for additional information prior to bringing the animal to campus.
- Permitted service animals in the residence hall should be kept clean, groomed, and supervised. The owner is responsible for the cleaning up of any waste created by the animal and for costs related to damages created by the animal.

Posting and Distribution

Posting Policy

Posting items in residence halls is limited to recognized George Mason University offices, departments, and recognized student organization. Unauthorized posting may be removed.

Clubs, bars, and non-Mason related businesses are prohibited from posting or distributing items in the residence halls.

- Residents found distributing such prohibited items will face disciplinary action and be held responsible for the cost of removing items.
- Non-resident students found posting or distributing prohibited items will be trespassed from the hall.
- Non-students found posting or distributing prohibited items will be referred to the University Police.

No prohibited materials may be posted on the exterior surface of any university building, or interior or exterior pillars, breezeways or walkways, trees, light and lamp posts/poles, traffic control signs, or other existing permanent signs on posts. In addition, nothing shall be affixed to any walls, windows, doors, doorframes, glass panels, or painted surfaces either inside or outside.

Posting Procedures in/around the residence halls

Materials which meet the following criteria may be posted in the residence halls:

- The sign does not exceed 11 inches by 17 inches.
- The sign must be related to a campus/student organization or a university sponsored event.
- The sign must not include events which involve alcoholic beverages or occur at off-campus bars.

The sign may not include content so severe and pervasive and objectionably offensive that it effectively creates a hostile environment. For more information about posting procedures and how to go about getting your item disseminated, please contact the Office of Housing and Residence Life at [703-993-2720](tel:703-993-2720).

Prohibited Activities & Items

Please also visit the Appliances & Equipment section of the handbook for a list of allowable and non-permutable items.

Gambling

Gambling is defined as engaging in any activity or game for profit. Gambling is not permitted within the residential halls.

Misuse of Space

Unauthorized camping, defined as erecting a tent/shelter or sleeping overnight in the lounges, is prohibited in residence hall areas except during states of emergency and as authorized by the State Fire Marshal's Office or University Environmental Health and Safety Office.

Should there be a vacant space, a resident's belongings must remain on the assigned bed space within the bedroom.

Projectiles

Projectiles and projectile propelling devices are not permitted. No student shall throw or cause to be projected any object, substance, or person, which has potential for:

- damaging or defacing university or private property
- causing personal injury or disruption

This includes but is not limited to:

- throwing objects or athletic equipment inside the residence halls
- throwing snowballs in or near halls
- use of water balloons and other water containing or propelling devices (e.g. squirt guns, water balloon launchers, slip & slides)
- use of sling shots or nerf guns

Residents may be held responsible for damage to windows and doors of rooms or suites even if the source of damage is unknown.

Public Nudity

Any act of public nudity, including but not limited to, streaking, mooning, and public urination is prohibited.

Smoking

All residence halls areas are smoke-free. Smoking is prohibited within all residence halls including stairways and entrances. Outdoors, smoking is permitted 25 feet or beyond a state building, unless it is a hazardous area or if otherwise posted. Proper disposal of cigarette butts is required. If you or your guest are found smoking in a prohibited area you will face disciplinary action. The likely minimum sanction for a smoking policy violation is a charge for a cleaning fee. The smoking policy includes but is not limited to e-cigarettes or vaporizers which are prohibited items.

Solicitation

Solicitors and salespeople, except on official business with the University, are not permitted on the campus without prior approval from HRL. Please report any unauthorized solicitors or salespeople to a Residence Life Staff member or to the University Police.

Soliciting and selling in the residence halls is strictly forbidden. Students are not allowed to conduct private businesses or to use computer connections for this purpose. Any students engaged in such activities will be subject to disciplinary action. Fund raising activities by recognized student groups may be authorized within specific guidelines by Student Involvement, Auxiliary Enterprises, and HRL.

Theft

HRL supports a safe and secure living environment. Theft is defined as the taking of property without the owner's consent, depriving the rightful owner the use of their property. Incidents involving theft may be referred to the Office of Student Conduct and the University Police.

Possessing stolen property, including University-owned property, is prohibited. Possessing lounge furniture, street signs, and dining items may be considered possession of stolen property.

Unauthorized use of account/password information, identity information, computers, University services, equipment, and/or card access is prohibited.

If you are responsible for theft you may be removed from the residence halls.

If you believe that a theft has occurred, contact the University Police at (703) 993-2810 and complete an incident report at <http://studentconduct.gmu.edu>.

Threatening Behavior

Behaviors which represent a threat (perceived or actual) to the health and well-being of residents and/or guests, including threats of or injury to other residents are prohibited.

Active or passive behaviors which may cause physical injury including but not limited to verbal or physical altercations, pranks, entrapment, behaviors under the influence of alcohol or a controlled substance, or hall sports are prohibited and may be subject to disciplinary action.

Recording Devices

In accordance with the Code of Student Conduct, the following behavior is prohibited and may result in removal from the university:

- Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.
- Undisclosed and unauthorized recording of other individuals within the University community.

Weapons

You may not possess, keep, use, display, carry or create firearms, airsoft guns, paintball guns, pellet guns, knives, stun guns/Tasers, pepper spray, or other items deemed to be dangerous, inflict a wound, or cause injury on University property. A weapon may be a substance, instrument, or object as defined by University Policy

Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets or shots (including paint balls), electrical charges, regardless of the propellant used. Possession of realistic replicas of weapons on campus, including air soft guns, is prohibited.

Dangerous instruments may be defined as: any explosive or incendiary device; any object carried or created for the purpose of inflicting or threatening bodily injury (even if only the perception of threat); any instrument of combat, including, but not limited to knives with fixed blades or pocket knives with blades longer than four inches, razors, swords, metal knuckles, blackjacks, hatchets, bows and arrows, and other martial art weapons or blunt instruments.

Please note student are allowed to own kitchen knives but may be charged with a violation of the weapon policy if the knife is used as a weapon. Students found responsible for possession of a weapon may be removed from the residence halls.

Residential Living Agreement

Students must abide by the guidelines they have outlined within their residential living agreement. Failure to follow the agreement is subject to disciplinary action.

Room Furnishings

Bedroom Furniture

Furniture placed in student rooms and common areas are for the sole use of the residents assigned to that location/community and must remain in the rooms. Residents are responsible for leaving clear, accessible paths of exit (egress) of a minimum of three feet. Residents may not obstruct any windows with screens, furniture, or other objects/materials in such a way that will compromise the potential exit in the event of an emergency. In accordance with the State Fire Marshal, absolutely no furniture is permitted in main corridors. Additional furniture brought by the resident must meet NFPA standard 701 and approved by the Director of University Life Safety and Emergency Management prior to the furniture being brought into a residence hall. Student will be required to submit documentation from manufacturer supporting claim.

Common Area and Lounge Furniture

The furniture is intended for the sole use of residents assigned to the floor/community and may not be removed from the lounge area for any reason. Residents found with lounge area furniture in their room/apartment/suite may face disciplinary action. Further, residents are financially responsible for lounge area furniture and any damage or theft of lounge area furniture will be billed to the floor/community. Residents of apartment style residence halls who share common area furniture are financially responsible for the common area furniture. Any damages to the furniture will be billed to the residents of the apartment.

Decorations/Furniture

Housing strongly encourages you to decorate/rearrange your room to make it feel more like home. To ensure that no safety hazards are created through the decoration of spaces Housing will inspect each space for health and safety violations at least once a semester. Please reference the Health and Safety Inspection section for more information.

Residents in buildings with dry wall should utilize hangers/hooks that require not hammering or screwing into the wall as a means to prevent damage and damage billing upon move out. These hangers/hooks must be removed promptly for check-out. Please adhere to the following guidelines when personalizing your space.

- All electrical appliances/devices must be UL approved and conform to all sections of this handbook, the Statewide Fire Prevention Code, and University policies.
- Entrance doors, room doors, walls and windows may be decorated in a manner that does not deface or damage property or create a fire hazard. No more than 20% of the side of a door may be covered at any time. No more than 20% of a single wall can be covered or decorated at any time.
- No decoration or object shall be placed to obstruct access to or visibility of exits or life safety equipment. Decorations, furniture, etc... must be at least 18 inches away from life safety equipment such as suppression system sprinkler heads, fire extinguishers or fire alarm pull stations.
- Do not attach materials to walls in a way that damages the surface; do not use tacks, nails or certain tapes, coverings and wall paper.

- Do not hang materials from ceiling, smoke detector(s), sprinkler heads, or other life safety equipment.
- Do not paint any part of the room.
- Do not remove any of the room's original furnishings or alter the physical structure of the room in any way.
- Students working on room decoration projects are responsible for clean-up. Failure to do so will result in a clean-up charge.
- When students' move out of a room that they have modified, the room must be returned to its original state or students will incur charges.
- Any student furnishing (including but not limited to curtains/window hangings, furniture, decorations, and carpets) must have proof supporting flammability requirement (NFPA 701). If no such proof exists, the item(s) are not permitted and the resident will be asked to remove said item(s) immediately. Students are encouraged to retain proof of fire resistance for health and safety inspection purposes.
- Residents are prohibited from hanging anything out of windows or balconies. Posters, flags, or other decorations are prohibited from facing out of any window.
- Overhead or room lights may not be covered with any material.

Holiday/Special Event Decorations

- Garbage bags or other flammable material may not be used for decorations.
- All lights and cords must be in safe operating condition and be UL-approved and used in the appropriate manner. Lights cannot be plugged into each other.
- Room/apartment/suite and individual lights may not be covered for any reasons. Any questions regarding lamps and lighting brought by residents should be clarified by the Resident Director or Director, University Life Safety and Emergency Management.
- Artificial trees made of aluminum or any other metal may not be wired with tree lights and cut trees are prohibited.
- No decoration or other objects shall be placed to obstruct access to or visibility of exits or life safety equipment.
- Artificial snow or any other material that is difficult to remove or might result in damage is not permitted.
- Decorations that violate the *Code of Student Conduct* are prohibited.

Any structures or decorations that do not meet the standards set by Housing, the Virginia Statewide Fire Prevention Code, or University policies will be asked to be taken down immediately. If the required changes are not made, the Housing reserves the right to remove all items from the room and bill the student for the cost of removal. Failure to remove or redesign items may result in fines and/or a disciplinary referral including housing suspension.

Loft/Bunk Beds

HRL provides furniture that has the ability to be lofted or bunked. If you would like your bed bunked or lofted please submit a maintenance request. Please note that lofting a bed with non-University supplied equipment is prohibited. The exclusion to the non-university supplied lofting equipment are bed risers commonly sold at big box retailers that raise the bed no more than 8 inches in height. Note that bed risers with electrical outlets must conform to the UL approved electrical devices restrictions.

Window Coverings, Room Dividers, Bed Privacy Tents

Window coverings, room dividers, tapestries, partitions, and bed privacy tents used in residence halls must be in compliance with Housing standards, the Virginia Statewide Fire Prevention Code and University Policies. All items are subject to inspection by the State Fire Marshal's Office, Housing and the Environmental Health and Safety Office.

All products used for these purposes must be in compliance with National Fire Prevention Association Standard 701. Store-bought products that are in compliance with NFPA 701 are marked appropriately by the manufacturer. Products that residents desire to use for these purposes that do not meet the appropriate standard must be treated by Housing and Residence Life with aftermarket products to achieve compliance. Housing and Residence Life provides the treatment free of charge to residents to comply with NFPA 701. Residents should contact their Resident Advisor or Resident Director for more information regarding treatment.

Screens

The removal of screens is prohibited and may result in a charge assessed to one's student account, in addition to the cost of a new screen if required. Residents are prohibited from installing screen doors and other screens that alter the structure of the area. Additionally, residents are prohibited from removing a screen to enter or exit a residential space.

Technology Usage

Housing provides network connection services in the residence halls and other university-owned housing facilities. Use of this service is a privilege, and it is the responsibility of each user to utilize these services appropriately. By connecting a host/computer to the Mason network, users are bound to and required to adhere to all aspects University Policy on Responsible Use of University Computing Resources, as well as any and all university, city, county, state, and federal regulations. For more information please visit the IT website at itu.gmu.edu.

Trash Removal and Room Cleanliness

Students residing in the residence halls are required to properly dispose of personal garbage in trash receptacles, located on each floor or within each community. Trash is to be placed in the identified receptacles, not in recycling or cigarette butt bins. Residents of an individual room or residential community will be assessed the charges for removing excessive garbage or trash that is left in areas other than trash rooms or trash areas. This charge will be determined solely by HRL. It is not a function of housekeepers and staff to remove personal garbage from any space other than designated trash areas.

In general, residents are expected to keep their assigned living spaces clean and free of excessive trash and debris. We encourage you to develop cleaning responsibilities with their roommates and suitemates and include them within your residential living agreement.

Trespassing

Use of a residence hall is restricted to residents, university employees, and guests of residents. Attempting to gain access or trespassing in a residence hall is prohibited. Any individual that

enters or remains within a residential space after being forbidden to do as well as any individual who enters a residential space without permission is in violation.

No person shall enter any residence hall area which is not intended for the use of residents or their guests (i.e., attics, storage areas, roofs, equipment rooms) without the permission of the Assistant Dean/Chief Housing Officer Housing and Residence Life or his/her designee. Nor shall any person assist the unauthorized entry of any person into any restricted area.

Unauthorized Entry

Unauthorized entry is defined as entry into a room or property without the necessary approval of the resident or University.

No student shall make unauthorized entry into any residence hall room. No student shall make unauthorized entry into any University facility, building, office, closet, workspace, attic, elevator shaft or other University property including computer labs or any residence halls closed for break periods. No student shall make unauthorized entry onto any roof of a residence hall or community building. No student shall prop open any doors, or disable/alter any locks. No student shall be in possession of unauthorized room and hall keys/access card(s).

University Right of Entry

The University reserves the right to enter the premises for housekeeping, maintenance, inventory purposes, to verify occupancy, and to protect interests related to the University's educational mission. The University further reserves the right to inspect a room and its contents when probable cause exists to indicate a violation of University or residence hall regulations, including but not limited to possessing illegal substances, or conducting activities that could endanger the life, safety or welfare of members of the University community. The University shall not be liable for loss or damage from such necessary entrances. Advance notice will be given when possible and practical.

Windows and Balconies

Throwing, dropping or causing the fall of anything, solid or liquid, through or out of a window, or off a balcony, is extremely dangerous and is prohibited.

Entering and/or exiting any residence hall through a window or balcony is prohibited. Residents are prohibited from hanging anything out of windows or balconies. Posters, flags, or other decorations are prohibited from facing out of any window. Windows or balconies may not be blocked or obstructed. Climbing onto roofs or balconies not normally accessible to residents is prohibited. Hanging or swinging from windows or balconies is prohibited.

Residence Life Standards 2016-2017

RL01	Possession of empty alcohol containers by residents under the age of 21
RL02	Possession of large quantities of alcoholic beverages
RL03	Participation in drinking games (i.e. beer pong or possession of beer pong tables)
RL04	Possession of unauthorized common source containers and/or containers designed for rapid consumption of alcohol (i.e. kegs, funnels, tubing)
RL05	In the presence of alcohol or other drugs
RL06	Possession/use of prohibited items
RL07	Possession of highly flammable objects/open flames
RL08	Failure to evacuate immediately upon the sound of a fire alarm or reentering prior to being authorized
RL09	Not adhering to the Health and Safety Inspections policy or failure to correct violations
RL10	Unauthorized Room change (including the occupation of vacant spaces or preventing vacancies from being filled)
RL11	Misuse of space
RL12	Unauthorized sales/solicitation activity within the residence areas
RL13	Bathroom/Showers Policy Violation
RL14	Chalking Policy Violation
RL15	Chronic Misbehavior
RL16	Cooking Policy violation (includes failing to monitor food preparation)
RL17	Decorations Policy
RL18	Disruptive Behavior
RL19	Failure to adhere to a signed Residential Living Agreement
RL20	Furniture Policy violation
RL21	Guest Policy violation (includes failure to monitor guest behavior)
RL22	Key/Access Card Policy violation
RL23	Noise Policy violation
RL24	Pet Policy violation
RL25	Posting Policy violation
RL26	Public Nudity Policy violation
RL27	Smoking Policy violation
RL28	Trash Removal Policy violation
RL29	Windows/Balconies Policy violation

OFFICE OF HOUSING AND RESIDENCE LIFE PROCEDURES

Housing Services

Hall/Floor Meetings

Hall/Floor meetings are designed to provide you with important information about upcoming issues, events, and deadlines at Mason. You are responsible for the information presented at hall and floor meetings.

Room Condition Reports (RCRs)

Room condition reports (RCRs) are used to track the condition of a room prior to and after your stay in a room. It is important that you receive an RCR at check-in and verify that what is listed on it corresponds with the condition of your room upon taking ownership of the space. You will need to complete your own inspection and turn the RCR in to your Neighborhood desk within 48 hours after you check in. You will be held responsible for any damages not noted on the RCR.

If you reside in the Student Apartments, Student Townhouses, Potomac Heights, Liberty Square, Rogers, or Northern Neck Hall, you must also complete the Common Area Condition Report section of the RCR. Otherwise, you may be held responsible for all the charges noted at check-out, even if the charges are disputed. You are also held responsible for damages in shared lounges, laundry facilities, and common areas within the residential community. Any charges for damages to shared lounges and common areas will be placed on your account via community billing.

Billing

The condition of your assigned space will be assessed by residence life staff at move-in and move-out. Any damage done will be assessed against the Room Condition Report (RCR) and billed to your university student account. It is the responsibility of all residents to ensure the room is clean once all residents have moved out. We encourage you to work with your roommate(s) to identify the cleaning responsibilities. Common area damage will be divided among all residents and assessed to each individual student account. Damage bills will be emailed after residents check out of their space. If a resident wishes to appeal a charge, the resident must adhere to the timeline and procedures set forth in the damage bill notice. Damage Billing Appeals must be submitted in writing to the Resident Director for the resident's area before the designated deadline for consideration.

Charges for damages and cleaning will be determined by the Resident Director during the floor inspections which take place after check-out. The Resident Director adds the amount to the student's account per the University's timeline and procedure. In all cases, the verified University assessment is conclusive. This includes any and all charges related to actual damages, cleaning, vandalism and actual costs in preventing areas from being vandalized in the future. Appeals may be submitted to the Assistant Director of Residence Life for each neighborhood.

Example of Billing Charges and Minimum Amount

Bathroom Cleaning - \$100.00 minimum
Kitchen Cleaning - \$100.00 minimum
Removal of personal belongings - \$50.00
Damage/Carpet replacement (average) - \$500.00
Improper Check-out - \$100.00
Keys not returned (Recore) - \$75.00
Damage/ Wall painting (1 wall) - \$100.00

Personal Property

The University shall not be responsible for any property of the Resident which may be lost, damaged, or stolen, or for any loss thereof occasioned by fire, the elements, or other casualty. The University does not provide liability insurance for theft or damage to the personal property of Resident. Residents are advised to secure personal property insurance to protect against personal loss or damages. The majority of Residents can obtain coverage under their parents' home owner's policy, but all Residents should consult an insurance agent to determine if this is so, or whether a renter's policy is necessary. The University is not responsible to reimburse Residents for damage to personal property regardless of the cause of damages. The University is not responsible to replace personal property of Residents for damage to personal property regardless of the cause of damages.

Academic Year Closing

All residence halls close for the academic year at 12 noon on Thursday, May 18, 2017. You are expected to vacate the residence halls 24 hours after your last final exam. If you fall into one of the following categories you will need to apply for extended stay to request to stay in your assigned room beyond hall closing:

- Graduating Seniors receive an automatic extension, and will be required to move-out no later than 6:00 p.m. on Saturday, May 20, 2017. Certain stipulations may apply.
- Interns and Summer School students who will be living on-campus for the first summer session. These students must submit an additional extended stay application when they complete their Summer School Housing or Intern Application.

Abandoned Items

Our staff must prepare our rooms for future occupancy. As a result, if you leave an item behind in the room/apartment/suite after departure, it will be considered abandoned and disposed of at your expense:

- After a check-out
- After the published hall closing deadline
- After an housing suspension, relocation, or room change deadline
- For non-approved extensions (extensions must be requested and approved in writing, in advance)

As stated in Section 5 of the *Residence Hall License Agreement*:

“The Office of Housing and Residence Life reserves the right to discard or store at no liability for a limited period personal property remaining in an assignment after the assignment has been reassigned to another resident or is not vacated at the prescribed time.”

Housing Selection Process

The **Housing Selection Process** is the procedure where current you may choose an on-campus room for the next academic year.

Housing Selection Process Housing Deposit

- Please refer to your housing agreement for more information concerning housing deposits and agreement releases. The non-refundable deposit indicates a commitment to reside on campus for the full next academic year.
- The deposit will be returned to your Student Account in October.
- In order to secure a room you must complete an on-line application, select a space, and submit a non-refundable deposit.

Applications

- In order to secure a room for the following academic year, you must complete an on-line application during the published dates.
- Due to the overwhelming demand for on-campus accommodations Housing and Residence Life does not accept late or incomplete applications for the Housing Selection Process.

Room Selection and changes

- The Housing Selection Process for the following academic year will take place from February through early April.
- Detailed information about this process will be available in late January.
- Information related to Housing Selection Room Changes can be found online after housing selection is completed.

Room Adjustments

No adjustment in the charge for room rent will be made because of absence from the University for periods during the academic year. This includes, but is not limited to absences due to interruptions in service due to fire, the elements, or other casualty. In the event of mechanical difficulty (air conditioning, heat, hot water, and other equipment) or interruptions of data/cable/telephone availability, electrical power or water service, the University will make reasonable efforts to restore service. However, there shall be no abatement in residence hall charges because of such failure.

Vacancies

The University reserves the right to consolidate students with vacancies in their room/suite/apartment and/or change room assignments. This includes the right to fill vacancies or require you to move to a different assignment when the University deems it necessary. In such a circumstance your account will be credited or charged the difference in room rate. If you remain in a room/suite/apartment that has a vacant bed space, the Office of Housing and Residence Life requires that the vacant space be available for occupancy at any time. This includes maintaining clean and accommodating common areas and ensuring your belongings are not impeding a student's ability to take occupancy. If you engage in behavior that infringes upon

the rights or space usage of your roommate, suitemate, or apartment mate, you may face disciplinary action.

Special Requests

Students who have specific housing requirements because of a documented disability should register with Disability Services. The housing committee works together to determine reasonable accommodations for applicants. For special consideration, please provide the requested information by the appropriate deadline. If you feel you will need special accommodations, register with Disability Services and then fill out the housing application and housing form. More information is available at ds.gmu.edu or contact Disability Services at 703-993-2474. Also visit <http://housing.gmu.edu/myhousing/special.cfm> for more information.