



# Housing and Residence Life

**ACADEMIC YEAR 2018-2019  
RESIDENT STUDENT HANDBOOK**

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## **WELCOME TO THE COMMUNITY**

### **Our Mission**

Housing and Residence Life is committed to providing a safe and well-maintained student centered environment that is innovative and inclusive of a global community. We are dedicated to creating a home that enriches the experiences of our students, staff and faculty.

Over 6,100 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 that 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 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) 993-8730.

#### **Counseling & Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) at George Mason University prioritizes access to effective mental health care and learning services. Services are provided by a multidisciplinary team of mental health providers and learning specialists who assess concerns, discuss treatment options, and connect students with appropriate services both on and off campus. CAPS consistently strives to integrate multicultural awareness and sensitivity into the everyday functioning and structure of our Center. The office serves as an entry point for students to work with experts in college mental health who assess concerns and connect students with appropriate services on and off campus. Services available include crisis intervention, group therapy, time-limited individual therapy, case management support, coping skills workshops, and academic coaching. Time-limited, psychiatric services are available as appropriate. Providers also consult with faculty and staff to offer support and education to the University. For more information, please call (703) 993-2380 or visit their website at <http://caps.gmu.edu>.

#### **Student Support and Advocacy (SSAC)**

The Student Support and Advocacy Center is committed to providing an empowering environment for all Mason students to seek support services and to explore healthy life choices. We offer educational programming, one-on-one consultations, and resources in the areas of interpersonal violence, personal wellness, and alcohol and drug use. We assist students encountering barriers to personal success.

For more information, please visit <http://ssac.gmu.edu> or contact 703-993-3686.

### **Meal Plans**

Meal plans offer tax-exempt dining, are billed to your account, and are accessed with the Mason ID. Students living on campus in traditional and suite-style housing accommodations (i.e. without a private kitchen), are required to have a meal plan. Students who live in apartment-style communities (Townhouses, Liberty Square, Potomac Heights, Northern Neck, and Rogers Hall) are not required to have a meal plan, but are welcome to select a voluntary 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 - <https://masondining.com>
- Meal Plans - <https://mealplans.gmu.edu>
- Mason ID - <https://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 (DS) staff members actively participate in the campus-wide diversity dialogue. The office welcomes and encourages all students with disabilities, whether registered with Disability Services 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 <https://ds.gmu.edu>.

### **Office of Diversity, Inclusion, and Multicultural Education (ODIME)**

The Office of Diversity, Inclusion, and Multicultural Education engages the various Mason constituents in awareness and exploration of the diversity of our campus community, identity development, and global and cultural competencies. With student support and advocacy as a primary focal area, ODIME offers services, resources, and experiences that assist students in recognizing, cultivating, and actualizing their potential to thrive and succeed at Mason and beyond. ODIME serves as a resource to members of the Mason community who seek to strengthen their capacities to meaningfully engage and interact with people with different identities than their own and co-create an inclusive and welcoming campus environment.

For more information, please visit <http://odime.gmu.edu>.

### **Student Health Services**

Student Health Services clinics at the Fairfax, Arlington and Science and Technology campuses are staffed by dedicated doctors, nurse practitioners, and nurses who provide easily accessible and affordable health care to all enrolled students. From diagnosis and treatment of illness and injury, to immunizations and prescriptions, and health and wellness counseling, we offer a wide variety of services in a caring and confidential environment to keep students healthy. If Student Health is closed, our free after-hours nurse advice phone service is available for medical concerns. For more information please contact 703-993-2831 (Fairfax & nurse advice service) or visit <https://shs.gmu.edu>.

### **George Mason University Police Department**

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

The Police Department operates 24/7 on all three campuses. Should you need an officer dispatched to your location, please call (703) 993-2810. If in an emergency please dial 911 and let dispatch know you're on George Mason University property. For general information, please visit <http://police.gmu.edu>.

### **Housing and Residence Life Resources**

Housing and Residence Life is committed to ongoing support of our residents and the University mission. Within HRL there are multiple resources in place to address questions and concerns. Please utilize the Residence Life staff as a resource. Additionally, contact HRL at [housing@gmu.edu](mailto:housing@gmu.edu) or 703-993-2720.

### **Resident Student Association (RSA)**

RSA is an advocate for student needs, and push for changes for the better in residence and dining halls. They address problems, concerns and questions you might have, and they represent the collective interests of on-campus resident students. They also provide social and educational events by organizing building and neighborhood activities.

RSA is open to all residents on campus, and welcome everyone who wants to get involved and have an impact on life at Mason.

### **Resident Advisors (RAs)**

These student staff members live in the halls and serve as the main contact for students living on campus. They coordinate activities and programs and help manage their areas.

**Resident Directors (RDs)**

These full-time professional staff members live on campus, so they will be there when you need them. They will answer your questions, furnish information on helpful resources when you need a hand, and provide stability and guidance when someone is not being a good residence hall citizen.

## Services and Amenities

### **Neighborhood Desks**

A 24-hour desk is open in each neighborhood to assist 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	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.

- Most 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 [itservices.gmu.edu](http://itservices.gmu.edu) or contact ITS Support at 703-993-8870 or [support@gmu.edu](mailto:support@gmu.edu) for the latest recommendation.
- The most up-to-date TV channel TV line up is posted on [https://itservices.gmu.edu/services/view-service.cfm?customel\\_dataPageID\\_4609=6100](https://itservices.gmu.edu/services/view-service.cfm?customel_dataPageID_4609=6100)
- Students have the option to purchase premium services for a small additional charge.

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

### **Streaming Services**

Residents on the Fairfax and SciTech campuses are eligible to utilize the following streaming services while living on campus:

- HBO Go
- Stream2 (IPTV)

### **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).

Mason provides and maintains its general computing services to support the education, research, and work of its employees and students. At the same time, Mason desires to protect all users' rights to an open exchange of ideas and information.

- University Policy Number 1301: This policy sets forth the responsibilities of the users of Mason's Computing Resources.
- University Policy Number 1302: This policy defines the roles and responsibilities of the Information Technology Services (ITS) and the network user community with respect to planning, deploying, and managing wireless technologies.

**Telephone Service**

George Mason provides local phone service (no hook-up fee or monthly charge) and individual voicemail service for each resident only 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 to support@gmu.edu. 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 neighborhood, 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**

Below is a list of items that are most commonly questioned as to whether they are permitted or prohibited from residence halls. Residents found in possession of prohibited items will be required to remove the item from the residence halls and will face disciplinary action. In addition, residents may be responsible for any cost related to the removal and/or storage of the item. Residents are responsible for all damages from permitted and/or prohibited items.

Permitted Property	
<p><b>Traditional/Suite</b></p> <ul style="list-style-type: none"> <li>• The Commons</li> </ul>	<p><b>Apartments</b></p> <ul style="list-style-type: none"> <li>• Liberty Square</li> </ul>

<ul style="list-style-type: none"> <li>• Commonwealth - Dominion</li> <li>• Eastern Shore</li> <li>• Hampton Roads</li> <li>• Mason Global Center</li> <li>• Piedmont - Tidewater</li> <li>• President's Park</li> <li>• Whitetop</li> </ul>	<ul style="list-style-type: none"> <li>• Northern Neck</li> <li>• Potomac Heights</li> <li>• Rogers</li> <li>• Townhouses</li> </ul>
<ul style="list-style-type: none"> <li>• Computers (laptop or desktop)</li> <li>• Curling/Hair Irons (required auto-off feature)</li> <li>• Sealed Unit Coffee Makers (e.g., Keurig™, coffee makers without exposed heating elements)</li> <li>• Electric Razors</li> <li>• UL-Approved Fans</li> <li>• Fish Tanks (10 gallons or smaller)</li> <li>• Portable Hair Dryers</li> <li>• UL-Approved Indoor Holiday Lights (1 strand per electrical outlet – light strands cannot be connected)</li> <li>• UL-Approved Surge Protector (with on/off switch and internal overcurrent protection)</li> <li>• Microwave (600 watts max)</li> <li>• Energy Star certified mini or compact refrigerators up to 4.3 cubic feet or non-Energy Star 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)</li> <li>• Bicycles</li> <li>• Kitchen Utensils, excluding kitchen non-table knives</li> <li>• Live potted plants</li> <li>• Non-Electrical Bed Risers less than 8 inches</li> </ul>	<ul style="list-style-type: none"> <li>• Computers (laptop or desktop)</li> <li>• Curling/Hair Irons (required auto-off feature)</li> <li>• Sealed Unit Coffee Makers (e.g., Keurig™, coffee makers without exposed heating elements)</li> <li>• Exposed heating element coffee makers in kitchen area only</li> <li>• Electric Razors</li> <li>• UL-Approved Fans</li> <li>• Fish Tanks (10 gallons or smaller)</li> <li>• Portable Hair Dryers</li> <li>• UL-Approved Indoor Holiday Lights (1 strand per electrical outlet – light strands cannot be connected)</li> <li>• UL-Approved Surge Protector (with on/off switch and internal overcurrent protection)</li> <li>• Microwave (700 watts max)</li> <li>• Energy Star certified mini or compact refrigerators up to 4.3 cubic feet or non-Energy Star 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)</li> <li>• Bicycles</li> <li>• Kitchen Utensils, including standard kitchen knives</li> <li>• Live potted plants</li> <li>• Non-Electrical Bed Risers less than 8 inches</li> </ul>

<b>Prohibited Property</b>	
<b>Traditional/Suite Housing</b>	<b>Apartment Housing:</b>

Previously listed in above Permitted Property table	Previously listed in above Permitted Property table
<ul style="list-style-type: none"> <li>• Incense, Candles, Oil Lamps, Traditional Plug In Air Fresheners (lit or unlit)</li> <li>• Cinder Blocks</li> <li>• Electrical Appliances w/ exposed heating elements</li> <li>• Resident-Owned Air Conditioners</li> <li>• Cut Trees or Dead Plants</li> <li>• Pets (except fish)</li> <li>• Halogen Lamps and Bulbs</li> <li>• Black Lights and Black Light Bulbs</li> <li>• Spider Lamps (i.e., lamps w/ more than one bulb f/ one electrical outlet)</li> <li>• Antennas (e.g., television, satellite, radio, etc...)</li> <li>• Projectiles or projectile propelling devices</li> <li>• Waterbeds</li> <li>• Non-NFPA (National Fire Protection Association) 701 Resident Owned Furniture</li> <li>• Wall-mounted televisions</li> <li>• Weapons (as defined by University Policy)</li> <li>• Non-NFPA 701Retardant Curtains (e.g., window, room dividers, or bed privacy)</li> <li>• Non-University Supplied Loft Equipment</li> <li>• Extension Cords</li> <li>• Multi-Plug Adapters</li> <li>• Hookahs</li> <li>• Vaporizers and E-Cigarettes</li> <li>• Motorized vehicles</li> <li>• Hover boards</li> <li>• Electric skateboards</li> <li>• Drones (Please see University Policy 1414)</li> <li>• Wax Melters</li> <li>• Lava Lamps</li> <li>• Kitchen Knives</li> <li>• Charcoal for grilling</li> <li>• Lighter fluid for refillable lighters</li> </ul>	<ul style="list-style-type: none"> <li>• Incense, Candles, Oil Lamps, Traditional Plug In Air Fresheners (lit or unlit)</li> <li>• Cinder Blocks</li> <li>• Electrical Appliances w/ exposed heating elements (permitted in kitchen areas only)</li> <li>• Resident-Owned Air Conditioners</li> <li>• Cut Trees or Dead Plants</li> <li>• Pets (except fish)</li> <li>• Halogen Lamps and Bulbs</li> <li>• Black Lights and Black Light Bulbs</li> <li>• Spider Lamps (i.e., lamps w/ more than one bulb f/ one electrical outlet)</li> <li>• Antennas (e.g., television, satellite, radio, etc...)</li> <li>• Projectiles or projectile propelling devices</li> <li>• Waterbeds</li> <li>• Non-NFPA 701 Resident Owned Furniture</li> <li>• Wall-mounted televisions</li> <li>• Weapons (as defined by University Policy)</li> <li>• Non-NFPA 701Retardant Curtains (e.g., window, room dividers, or bed privacy)</li> <li>• Non-University Supplied Loft Equipment</li> <li>• Extension Cords</li> <li>• Multi-Plug Adapters</li> <li>• Hookahs</li> <li>• Vaporizers and E-Cigarettes</li> <li>• Motorized vehicles</li> <li>• Hover boards</li> <li>• Electric Stakeboards</li> <li>• Drones (Please see University Policy 1414)</li> <li>• Wax Melters</li> <li>• Lava Lamps</li> <li>• Charcoal for grilling</li> <li>• Lighter fluid for refillable lighters</li> </ul>

<ul style="list-style-type: none"> <li>• Wall decorations that exceed 20% of the total area of the wall</li> </ul>	<ul style="list-style-type: none"> <li>• Wall decorations that exceed 20% of the total area of the wall</li> </ul>
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### **Key and Card Access**

Students in certain buildings are provided 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. Additionally, you are not permitted to 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 information 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 SciTech 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, place a work order through eLiving at [housing.gmu.edu](http://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. 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-of 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 assuming the responsibility to protect themselves and others. Take a few moment to get yourself Mason Ready (<http://ready.gmu.edu/>) which highlights resources you need to prepare yourself for emergency situations that may arise on campus.

### **Be an Empowered Bystander**

If you are concerned about someone’s behavior trust your gut and tell somebody. More often than not, 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 specifically regarding what you observed (who, what, when, where, how, and why). For all emergencies, please call 911 or 703-993-2810 (GMUPD). To supply anonymous information regarding a crime or suspicious activity call Crime Solvers Tips at 703-993-4111. 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. Please describe what you specifically observed: who or what you heard, when you saw or heard it, what occurred, and why it is suspicious.

### **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 keep their information up to date and accurate on Mason Alert by visiting <http://alert.gmu.edu>.

The university offers a free public safety app that features a virtual safety escort function, allows users to submit tips to university policy anonymously, and has the ability to relay your information and location. The RAVE Guardian application is free through the [iTunes store](#) and the [Google Play store](#).

### **Emergency Contacts**

Housing and Residence Life collects emergency contact information at the time of application or through completion of a student's registration card. . You may update your emergency contact information throughout your occupancy by visiting eLiving.

### **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 your 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 safe 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 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, 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.

### **Bed Bugs**

All bed spaces received bed bug inspections using National Entomology Scent Detection Canine Association (NESDCA) certified canine teams; while no bed bug inspection can be 100% accurate, the use of a trained K-9 bed bug inspection teams is the most accurate means of detection available- 96% according to University of Florida study.

What Should I Do If I Believe I Have Bed Bugs?

- Notify the Neighborhood Desk immediately.
- Be prepared to follow written instructions to the letter and in a timely manner (within 24 hours).

What Shouldn't I Do If I Believe I Have Bed Bugs

- Do Not Panic! Although bed bugs can be annoying, they can be exterminated in a safe and successful manner if you follow all guidelines given to you by the Housing and Residence Life.
- Do Not wait to notify someone if you suspect that you have bed bugs.
- Do Not apply your own pesticides. The pest control company is licensed operated in Virginia to handle such situations.
- Do Not move your mattress or any furniture into the hallway or other spaces.
- Do Not make plans to sleep in a friend's room or at off-campus residences. If you actually have bed bugs, you will only spread them to others.

## 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 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 and how long they can stay.

...**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’ homeowners 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 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 room who’s there to assist you as well as a Resident Director (RD) 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 is billed for it. Do your part to make sure your community stays safe and clean.

...**Assume that you can easily cancel your housing agreement.** The agreement you sign with Housing & Residence 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

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 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 is 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, 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 a administrative hearing, please contact your assigned hearing officer directly.

### **Communication**

All electronic communications are sent to a student's official George Mason University email account. The university utilizes Mason e-mail systems for communicating relevant and important information. Students are responsible for setting up and checking their official George Mason University e-mail account regularly and will be held accountable for all information communicated by Mason e-mail and their campus mailbox.

## Residence Life Standards 2018-2019

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

## RESIDENCE HALL STANDARDS

### **Sexual Harassment and Misconduct**

One of George Mason University's strategic goals is becoming a model well-being university. Central to this goal is ensuring the personal safety of the faculty, staff, and students on our campuses.

The Office of Compliance, Diversity and Ethics affirms and supports Mason's commitment to diversity, inclusion, and equity, as well as a culture of integrity that values shared responsibility, as critical elements of an inclusive and diverse academic community.

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.

Title IX covers a broad set of unwanted acts. 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](mailto:cde@gmu.edu).

Additionally, there are several other resources available. Resources can be confidential or non-confidential (but still private). Confidential resources cannot share identifying information about you without your written consent. Non-confidential (but still private) resources have staff who are required to report incidences to Mason's Title IX Coordinator. Below are several additional resources are available to you:

- *Your Resident Director/Assistant Director (Mandatory reporter to Title IX Coordinator): To identify them as well as retrieve their direct contact information please visit: <https://housing.gmu.edu/about/campus-neighborhoods>. You may also 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 (Confidential) located in Sub I, suite 2300 (703) 993-2831*

- *Mason Police (Mandatory reporter to Title IX) can be reached at (703) 993-2810*
- *Counseling and Psychological Services (Confidential) located in Sub I, suite 3129 (703) 993-2380*

*Please note: Any Mason employee (student, faculty or staff) who is not a confidential resource is required to promptly report all relevant information regarding incidents of sexual violence and misconduct to the Title IX Coordinator (University Policy #1412). Confidential resources include Counseling and Psychological Services (CAPS), Student Support and Advocacy Center (SSAC), and Student Health Services.*

*Additionally, all Mason employee (with the exception of Counseling and Psychological Services staff) are required to report crimes to Mason Police. The report to the Police can be made without disclosing identifying information at the request of the victim /survivor.*

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 social media platforms, 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 or someone you know have been a target or have witnessed an act motivated by bias, please tell us what happened using the Bias Incident Report Form (<http://odime.gmu.edu/bias-incident-response-tool/>). 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.*

#### *Interpersonal Violence*

Interpersonal Violence (commonly referred to as intimate partner violence, dating violence, domestic violence, and relationship violence), can encompass a broad range of abusive behavior committed by a person who is or has been:

- In a romantic or intimate relationship;
- Spouse or partner;
- Family member; or
- Cohabitant or household member within the past 12 months, including a roommate.

Interpersonal 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. 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 all relationships.

### *Stalking*

Stalking occurs when a person engages in a unwanted course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress.

Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

### *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.

### *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.

### *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.

*To see the entire policy and its definitions, please review policy 1202 at <https://universitypolicy.gmu.edu/policies/sexual-harassment-policy/>.*

## **Alcohol and Other Drugs**

### *Alcoholic Beverages*

In accordance with state law, Housing and Residence Life prohibits the illegal or otherwise irresponsible use of alcohol.

- **Of-Age Resident:**
  - This prohibition includes providing alcohol to a student under the legal drinking age of 21. 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.
  - 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.
- **Under age residents:**
  - If you choose to engage in the use of alcohol while under the age of 21, you will be held accountable for possession, use, or impairment 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 as well if you engage in behaviors that are disruptive to the community.

### **Designated 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.

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.

### **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 shared refrigerator of the assigned space.

### **Containers & Paraphernalia**

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 bong, trashcans, gallon jugs, or alcoholic punch. General drinkware that is not bulk or binge drinking paraphernalia and can be purchased by anyone regardless of age is permitted.

- Under age Residents: 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.
- Of Age Residents: Collections of containers that contain or previously contained alcohol beyond the quantified amount are not permitted for of age residents.

### **Games**

Drinking games, common source containers and/or containers designed for rapid consumption of alcohol including but not limited to punches, “beer pong” tables, beer bong, 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.

### **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.

### **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 to the County detoxification center. A person is “intoxicated” under Virginia law when s/he has drunk enough alcoholic beverages to observably affect their manner, disposition, speech, muscular movement, general appearance or behavior.

### **Quantity Limits**

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

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

Containers of alcohol larger than the above quantities will be considered not in compliance with the alcohol policy. That includes, but not limited to, 1.75L bottles of liquor, 1.5L bottles of wine, and kegs, among other things.

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 permitted amount designated above are not permitted. Empty bottles should be discarded in the trash room upon consumption.

### *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](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 or other smoking devices are not illegal, a hookah found with drug residue will be considered drug paraphernalia.

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**

### *Abandoned Property*

HRL assumes no liability for damaged or loss of any abandoned property. Any personal property not removed after a check-out; published hall closing deadline; housing suspension, relocation, or room change deadline; termination of the housing contract, withdrawal, or separation from the university is considered abandoned. A storage and room-cleaning charge will be assessed against any student who fails to remove their items or personal property, in accordance with housing damage billing. Personal property left in hallways, stairwells, lounges and other common areas will be considered abandoned property and will be subject to disposal or recycling as deemed appropriate at the student's expense.

### *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 removing the chalk advertising or decoration within 7 days 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. Personal property may not be stored for any period of time in common areas including lounges, balconies, and hallways.

Students are responsible for removing trash and recycling from their rooms in a timely manner. Students are required to clean all pots, pans, and dishes used and return them to their proper place. All sinks, showers, counters, and floors should be cleaned. Students who fail to practice good housekeeping could be responsible for associated charges. Fees and/or other sanctions will be assessed for excessive cleaning.

### *Communication*

The university utilizes Mason e-mail systems for communicating relevant and important information to its residents. You are responsible for setting up and checking your official George Mason University e-mail account regularly and will be held accountable for all information communicated by Mason e-mail and your campus mailbox.

### *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 or misleading, partially truthful, 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.

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.

Students may be held accountable for the damage. This includes extra housekeeping or maintenance services required for the removal of blood-borne pathogens (vomit, blood, bodily fluids, etc.).

### *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, sealed-unit coffee makers and sealed-unit water kettles. 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](http://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. 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 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 is 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 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, windows & 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 window opening or closure, restricting corridor width, or blocking emergency equipment are a violation. All means of egress must be free of obstructions.

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 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. *For more information please see the decorations policy.*

While Housing tries to cover most living circumstances in this handbook, be advised 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 and Residence Life. 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. Students who fail to correct violations 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 accommodation or support 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 an individual with a disability is unable to safely evacuate 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.
- 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, explosives, pyrotechnic devices, flame-producing materials 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. This includes lighter fluid for refillable lighters. 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. 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. The item(s) in violation will be confiscated by a staff member.

### **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, you are expected to behave responsibly. Charcoal 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 in order to obtain safety equipment (fire extinguisher/water bucket) and have equipment present at the grill during operation.
- Self-lighting charcoal not requiring lighter fluid is the only approved fuel source to be used with the grills but is not permitted to be stored in the residence halls.
- 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 University and HRL policies and as host you are responsible for your 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 guests 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, requests to which guests 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 acquire advance 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, subletting, or rental of residence hall space are prohibited at Mason even if no money is changing hands. 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. It is at the discretion of the Assistant Director of Residence Life whether appropriate special circumstances warrant approval or denial for the request.

### *Visitation at SMSC*

SMSC students are permitted to have visitors Friday at 5pm through Monday at 7am. Visitors during the week will not be allowed on site.

### *Keys/Card Access*

Residents will either be issued hard 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 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. Residents who are found to have given a key or Mason ID to another individual or provided another person guidance with the intent to retrieve a key or temporary access card from an HRL staff member may face disciplinary action. Residents should keep their key or access card with them when they leave their room. Lost keys or access cards should be reported to your neighborhood desk. Loss of keys or access cards beyond five times within a

semester may result in disciplinary action. Residents can check out a temporary key or card from the neighborhood desk, however, misuse of this service may result in disciplinary action.

### *Noise and Volume*

#### **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, you are expected to comply as a courtesy to fellow community members.

#### **Quiet Hours**

A violation of the quiet hours policy is defined as any time 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 Friday 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, in addition to standard disciplinary procedures.

### *Painting*

Residents and/or guest are not permitted to paint any objects inside or outside residence hall buildings including but not limited to rooms, suites, apartments, lounges, and stairwells. Personal painting projects must be completed in grassy areas with a tarp from the Neighborhood Desk and residents are subject to disciplinary action and restitution if found damaging university property as the result of said project. Painting of university property, including walls and furniture, 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.

- 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 with service animals are not required to register with Disability Services, though it is recommended as Disability Services provides accommodations related to accessibility for other needs (e.g., testing, classroom). Service animals are subject to the same local licensing and vaccination rules that are applied to all dogs. The handler is

responsible for caring for and supervising the service animal (e.g., toileting, feeding, grooming, veterinary care). Housing and Residential Life are not obligated to supervise or otherwise care for a service animal.

- Students who wish to have an emotional support animal must submit that as a special housing accommodation request through Disability Services. Visit the Disability Services office or website for additional information — ds.gmu.edu.

#### *Posting and Distribution*

*Please also review the chalking policy and decorations policy for additional information.*

### **Posting Policy**

Posting items in residence halls is limited to recognized George Mason University offices, departments, and recognized student organizations. Unauthorized posting may be removed. Clubs, bars, and non-Mason related vendors 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 may be trespassed from the hall and referred to police
- Non-students found posting or distributing prohibited items may 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, unapproved/prohibited postings shall not be affixed to any walls, windows, doors, doorframes, glass panels, or painted surfaces either inside or outside.

### **Posting Procedures in/around the residence halls**

Postings should not be posted outside of designated posting locations. 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 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 whether or not money or goods are visibly being exchanged. Gambling is not permitted within the residential halls.

### **Misuse of Space**

Unauthorized camping, defined as erecting a tent/shelter or sleeping 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 side of the room and on/within furnishings designated for one person. At any time a new resident may be assigned to the vacant space and the space needs to be ready for occupancy. Students found to have occupied unassigned space in their room may be subject to disciplinary action

### **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 in or directed at 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
- dropping or throwing items from windows

Residents may be held responsible for damage to interior and exterior windows, walls, floors, ceilings, 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, presence in common areas wearing only underwear, and public urination is prohibited.

### **Smoking (including e-cigarettes and vaporizers)**

All residence halls are smoke-free. Smoking is prohibited within all residence halls including stairways balconies, landings, and entrances. Outdoors, smoking is permitted **25 feet or more beyond a state building**, unless it is a hazardous area or if otherwise posted. Cigarettes butts must be disposed of in designated cigarette urns. If you or your guest are found smoking in a prohibited area you will face disciplinary action. The smoking policy extends to the prohibition of smoking devices including but not limited to hookahs, e-cigarettes, vaporizers, and homemade smoking devices.

### **Solicitation**

Soliciting and selling in the residence halls is strictly forbidden. Students are not permitted to conduct private businesses or to use computer connections for this purpose. Hosting of parties where attendees are expected or encouraged to make purchases is prohibited. Offering services such as haircuts or makeup sessions for profit is prohibited. Fund raising activities by recognized student groups may be authorized within specific university guidelines.

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.

### **Theft**

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

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 Mason ID is prohibited.

### **Threatening Behavior**

Behaviors which represent a threat (perceived or actual) to the health and safety 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, written or digital communication (including social media and group chat applications), pranks, entrapment, behaviors under the influence of alcohol or a controlled substance, and hall sports are prohibited.

*If you suspect that a person is capable of causing harm to themselves or others, or observe a suspicious incident or person, report your observation to Mason Police immediately by dialing 911 or 703-993-2810. Remember, if you see something, say something. For more information please visit <http://ready.gmu.edu/active-threat-response/>.*

### **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 and/or personal property within the University community, including but not limited to social and digital media platforms.

### **Weapons**

You may not possess, keep, use, display, carry or create firearms, airsoft guns, paintball guns, pellet guns, knives, stun guns/Tasers, 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. \*\*See full list for further detail below:\*\*

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. Additionally, ammunition that could be used with a prohibited item is not permitted.

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 multi-tool 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 that a student may be charged with a violation of the weapon policy if an item is used as a weapon.

### *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, and may NOT be stored in any off-campus location. 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, if the individual(s) responsible cannot be identified. 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**

Residents in buildings with dry wall should utilize hangers/hooks that do not require hammering or screwing into the wall as a means to prevent damage and damage billing upon move out. Residents should leave these hangers/hooks in place upon their departure.

Window coverings, room dividers, tapestries, partitions, flags, 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, with proof of compliance clearly affixed to the product itself. Products that residents desire to use for these purposes that do not meet the appropriate standard and/or do not have attached evidence of compliance, such as a tag, 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.

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 tape other than painters tape, 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 cleaning charge.
- When students' move out of a room that they have modified, the room must be returned to its original state or the students will incur charges.
- Any student furnishing (including but not limited to curtains/window hangings, furniture, decorations, and carpets) must have affixed 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.
- No decoration or other objects shall be placed to obstruct access to or visibility of exits or life safety equipment.
- Overhead or room lights may not be covered with any material.
- 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. See the "Prohibited Property" list above for examples of personal lamps and lighting that are not permitted. 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.
- Artificial snow or any material that is difficult to remove or might result in damage is not permitted.
- Decorations that violate the *Code of Student Conduct* are prohibited.
- Decorations that exceed 20% of the total space on a wall is prohibited.

Any structures or decorations that do not meet the standards set by Housing and Residence Life, the Virginia Statewide Fire Prevention Code, or University policies will be asked to be taken down immediately. If the required changes are not made, HRL reserves the right to remove all items from the room and bill the student for the cost of removal.

### **Bunk/Raised Beds**

HRL provides furniture that has the ability to be bunked. If you would like your bed bunked or raised 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 equipment are bed risers commonly sold at retailers that raise the bed no more than 8 inches in height.

### **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](http://itu.gmu.edu), University Policy Number 1301 (Responsible Use of Computing), or University Policy Number 1302 (Wireless Networking).

### *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 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.

### *Trespassing/ Unauthorized Entry*

Use of a residence hall is restricted to the assigned residents, university employees, and guests of assigned 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 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 or use windows to gain access to any community space, including roofs. 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. At the sole discretion of the University, advance notice might be given to the Resident.

### *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. Windows or balconies may not be blocked or obstructed. Climbing onto roofs or balconies not accessible to residents is prohibited. Hanging or swinging from windows or balconies is prohibited.

## **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 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 vandalism 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 per key*  
*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 16, 2019. 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 18, 2019. 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*:

“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 apply for an on-campus room for the next academic year.

### *Housing Selection: Housing Deposit, Applications, and Room Selection*

- 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 duration of the upcoming academic year.
- Please refer to our website, [housing.gmu.edu](http://housing.gmu.edu), for the most current information regarding Housing Selection. Information for the following academic year will be updated no later than November of the current year.
- Due to the overwhelming demand for on-campus accommodations Housing and Residence Life generally does not accept late or incomplete applications for the Housing Selection Process.

### *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 for any difference in room rate. If you remain in a room/suite/apartment that has a vacant bed space, 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. Housing will work together with that office 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](http://ds.gmu.edu) or contact Disability Services at 703-993-2474.

## **Room Changes**

Residents who want to change their housing assignment after taking possession of the room must contact their RA and RD to request a room change. Room changes are offered after the second week of class. In the case of a roommate conflict, the RA and/or RD may require mediation before a room change will be considered. Housing & Residence Life reserves the right to move students as necessary. If a student loses a roommate during the year, HRL reserves the right to assign another student to that space without prior notification. The University also has the right to relocate students at any time for any reason.

### *Roommate Swaps*

We encourage students to try to resolve their differences prior to seeking alternative living arrangements. If you feel that a move is necessary, or if you want to live with a particular person, you may want to consider a roommate swap. Residents may try to arrange a mutual room swap when submitting a room move request during the first few weeks of the semester. You can tell us in your move request who you'd like to swap rooms with if you already have someone in mind. You must speak with your assigned roommate to see if he or she would be willing to switch places with your preferred roommate.

In order for this to work, all four students have to agree to this in writing or via email and the students who wish to move must submit a room move request.

Please remember that you must wait until you have received official approval of your room move request and room swap via email from HRL prior to moving. **You cannot move without prior approval.** If you move into a room that is not your official assignment you will be subject to the conduct process.

### *Agreement Appeal Process*

You can submit a housing termination request in writing to the Housing Agreement Appeals Committee, which is comprised primarily of faculty and staff from outside Housing and Residence Life. Appeals will be considered **ONLY** after you have sought assistance from your Resident Director to resolve the problem, and all other, less extreme options have been exhausted — including transferring to a different room, room type, residence hall or apartment. To submit an appeal, you must submit the [Housing Agreement Appeal Form \(PDF\)](#), along with supporting documentation, to Housing and Residence Life. The supporting documentation depends on the reason(s) for your appeal.

A completed appeal should be submitted well in advance of the date on which you would like to move out. Appeals received less than three weeks before the move-out date might not be complete by that time. If you've already left, your appeal will be accepted and reviewed only if it is received within 60 days of your move-out date.