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Academic Year

University of South Dakota

University Housing

Community Living Policies

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INTRODUCTION

The University Housing Office at the University of South Dakota is committed to the educational and personal growth as well as safety and wellbeing of students. To that end, the following Community Living Policies apply to anyone who enters any of the residence halls at the University of South Dakota. The university reserves the right to amend or add to these rules during the term of residency. All current residents will be notified of any amendment or addition to rules before **they come into effect.** University Housing and SRR uses your official USD email address for all official communication, so please make sure to check your USD email daily.

USD Housing provides two styles of residence halls. A traditional-style residence hall refers to Beede, Mickelson, Richardson, Olson, Burgess, and Norton halls. An apartment or suite-style unit refers to Coyote Village and McFadden halls.

A. UNIVERSITY HOUSING OFFICE

The University Housing Office is the central administrative and support center for all residence halls at the University of South Dakota. The University Housing Office is located in the Commons, room 100.

B. AREA COORDINATORS AND RESIDENCE HALL DIRECTORS

Area Coordinators (AC's) and Residence Hall Directors (RHD's) are full time professional staff who live in and manage each of the various residential complexes on the USD campus. These professionals serve as a resource for residential questions or concerns.

C. ASSISTANT RESIDENCE HALL DIRECTORS

Assistant Residence Hall Directors (ARHD's) are part time professional staff who live in and assist with the management of each of the various residential complexes on the USD campus. These Graduate Assistants serve as a resource for residential questions or concerns.

D. RESIDENT ASSISTANTS

Resident Assistants (RA's) are students who live in the residence halls and work for University Housing. These students are well versed in residential living and general knowledge of the university. Residents should seek these students for help with questions or concerns that may arise.

E. OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

The Office of Student Rights & Responsibilities (SRR) oversees the student conduct process for both academic and non-academic misconduct. In order to gain a better understanding of your rights and responsibilities as a member of the University of South Dakota community, it is expected that you review the Student Code of Conduct, which can be accessed HERE. Students will be held accountable for violations of all institutional policies regardless of the individual's knowledge of existing policies, so students are provided with the Student Handbook containing the Code of Conduct prior to arriving to campus. Please do not hesitate to contact The Office of Student Rights & Responsibilities with any questions you may have regarding academic and/or student conduct expectations. SRR can be reached during standard business hours at 605-658-3561 or srr@usd.edu.

1. ALCOHOL/DRUGS

The South Dakota Board of Regents prohibits, "The unauthorized manufacture, sale, possession, use, or consumption of alcohol, marijuana (including cannabis used or possessed for medical purposes), or controlled substances by students. Possession of drug paraphernalia will result in documentation and discipline proceedings with the office of Student Rights & Responsibilities (reference SDBOR Policy Manual 3.4.1). Possession of alcohol paraphernalia, alcohol containers, or packaging materials is prohibited. Paraphernalia is considered any item that you would need to be at least 21 years old to purchase and/or at one point contained

or held alcohol. Containers (bottles, cans, boxes, etc.) that at one point contained or held alcohol are not permitted in the residence halls. Please note, being knowingly in the presence of alcohol in University Housing is prohibited, unless the space is approved through the University Housing alcohol exemption process. In addition, students under the age of 21 being knowingly in the presence of alcohol in spaces that have been approved through the University Housing alcohol exemption process is prohibited. Alcohol exemptions can only be granted to those in Coyote Village or McFadden when all residents in an apartment or suite are at least 21 years old. To request an alcohol exemption, email the Director or Assistant Director of Housing.

2. APPLIANCES

The capacity of the residence hall electrical system is limited. Overloading these systems can present fire and safety hazards. Use of multiple head plugs or splitters to obtain a greater number of outlets is prohibited. Students must use only Underwriters Laboratories (UL) approved power strips which contain their own fuse if they want to increase the number of outlets. Power strips must be plugged directly into the wall outlet; they may not be plugged into other power strips. Extension cords of any type are a fire hazard and are therefore not permitted. All cooking appliances and appliances that produce heat must be supervised while in use.

The following appliances are permitted in provided Appliances may be stored, but not used in individual resident rooms:

- Toaster/toaster ovens
- Electric skillet/fry pan
- Electric grills (e.g., George Foreman)
- Pizzazz (or similar) pizza ovens
- Waffle irons/pancake makers
- Air fryers
- Instapots

The following appliances **ARE PERMITTED** in the **residence halls**:

- Hair dryers
- Oil diffuser (humidifiers/dehumidifiers)
- Curling irons or hot rollers
- Irons
- Induction plate or induction burner
- Electronics (e.g. laptops, stereos, game systems, etc.)
- Desk lamps
- Candle warmers (candles must have wicks removed or never been lit)
- Televisions
- Other small appliances that have been approved in writing ahead of time by the Area Coordinator or Residence Hall Director.
- Crock pots
- Coffee makers
- Popcorn poppers (must have an automatic shutoff)
- Refrigerators and microwaves: **One personal (1) refrigerator per resident is permitted in a room space,** not to exceed 5.0 cubic feet or 1.5 amps. **One (1) personal microwave oven per resident room is permitted,** not to exceed 700 watts. Microwaves and refrigerators must be plugged either directly into the wall or into a UL approved, three-prong grounded, surge protected power strip. If a resident chooses to not bring a personal refrigerator, they are expected to use the communal fridge provided in the hall kitchen

space, or may, with permission from their roommate, share the roommate's personal refrigerator. No residents are permitted to dispose of another resident's items. If items in a refrigerator space are spoiled, please ask the owner to discard them, or contact University Housing for a solution if the situation is not getting resolved.

The following items **ARE NOT** permitted in the residence halls:

- Open element appliances, i.e., space heaters, ovens, coiled hot plates (other than those provided by University Housing in their assigned spaces), kerosene heaters, grills including on McFadden balconies.
- Outside antennae (satellite dishes)
- Halogen lamps
- Lava lamps
- Neon signs (halogen-based)
- Stand-alone freezers/deep freezes
- Air conditioning units (free-standing or otherwise)
- Portable dishwashers or laundry machines

3. BICYCLES AND OTHER NON-ESSENTIAL WHEELED PERSONAL DEVICES (ELECTRIC OR OTHERWISE)

Essential wheeled personal devices such as wheelchairs or knee scooters are exempt from this policy. Riding bicycles and other wheeled devices inside the residence halls is prohibited. Any fuel operated machines are prohibited. Bicycles and other wheeled devices are allowed to be stored in the bed space with prior permission from all roommates. Residents are responsible for any damage resulting from storage of bicycles or other wheeled devices in their room. No bicycles or wheeled devices may be stored in common areas.

Ample bike racks are provided at all of the residence halls for outside storage. The University Police Department provides free bicycle registration. Please visit UPD in the Davidson Building to complete the form and to obtain the sticker for your bicycle or outdoor wheeled device.
Charging electric wheeled devices in the residence halls should be practiced with extreme caution due to the lithium-ion batteries inside the device.

- Electric device must be Underwriters Laboratories (UL) approved
- Only use the manufacturers cord and power adapter (charger) made specifically for the device
- Plug directly into the wall outlet – do not plug charger into power strip or extension cord
- Follow the manufacturer's instructions for charging and storage
- Keep at least 36 inches of clearance to combustibles in the area around the battery charging and storage area
- Keep batteries and devices at room temperature, do not charge below 32 degrees Fahrenheit or above 105 degrees Fahrenheit
- Do not overcharge or leave batteries charging overnight or unattended

4. BREAK HOUSING

Students living in on-campus housing are permitted to remain in their assigned residence during official institutional breaks (excluding summer break) as part of their standard housing payment, provided they submit notice of intent to remain in housing no later than 10 calendar days prior to the start of break. Students who fail to provide notice by the stated deadline may experience interruption or unavailability of access to their assigned room during the break.

Students must be registered for spring semester coursework to remain in on-campus housing during the break between the fall and spring semesters. Students should be aware that the full suite of services and staffing

typically available during the academic term may not be available during break periods. Dining options and other services will be severely limited. Housing office staff will continue to assist students with additional needs as appropriate, based on availability.

Residence hall rooms will be inspected during Semester Break and as needed for building monitoring during breaks.

5. CANDLES/INCENSE

Use of any type of candles, possession of a candle that has been lit, burning or simmering of potpourri, and burning or usage of incense are not permitted in student rooms. Candles must have wicks removed if using a candle warmer, or have the wick trimmed to candle if used for decor. If any items listed above are found burning, or there is evidence that the item has been lit, the student may be referred to residence hall staff for follow up for resolution of the incident.

A. EXEMPTION FROM POLICY

In accordance with the American Indian Religious Freedom Act, students may request an exemption to burn items as part of traditional religious and cultural practices. Please contact University Housing or fill out the form below to begin this request process.

Any student who wishes to burn a substance for religious or cultural purposes must complete and submit a request for Exemption from Residence Hall Policy. The student must meet with the Director or Assistant Director of University Housing before burning any substance. A form to fill out to request this exemption can be found HERE.

B. RESPECT FOR THE RIGHTS OF OTHERS

The religious rights of students must coexist alongside the health and safety of all residents. Recognizing that the university is a smoke-free environment, this policy recognizes and respects the rights of students to practice their spiritual traditions, but also recognizes and respects the rights of other students to smoke-free air. Room structures, furnishings, and people should not be exposed to excessive smoke. Students using smoke must control excess smoke by exercising positive steps for ventilation.

6. CARPET

Placing any electrical cords beneath carpet is a fire hazard that increases the risk to students and property and is not allowed. Adhering carpeting or rugs to the floor is prohibited.

7. CHEWING TOBACCO

Possession of any tobacco product is prohibited unless the person is at least 21 years old. Chewing tobacco is permitted only in student rooms on the condition that it is used and disposed of in a safe and clean manner. Tobacco products are not allowed in common areas at any time. Any non-tobacco nicotine product, such as Zyns, are permitted only in student rooms on the condition that it is used and disposed of in a safe and clean manner.

8. COMMON AREAS

Students are responsible for any loss or damage to the furniture, furnishings, equipment, laundry machines, common area cooking appliances, buildings, or grounds of the University of South Dakota whether caused by the student or that student's personal guests through their careless, accidental, or intentional actions. This loss or damage indicated above includes all public and private areas in the residence hall in which the student lives.

When the loss or damage cannot be clearly identified as the responsibility of any individual or specific group of individuals, the assessed charges for this loss or damage can be charged to the residents of the area that the loss or damage occurred as determined by the Area Coordinator or Residence Hall Director along with the University Housing Office.

Damages caused in common area spaces may result in the associated costs to repair or replace the item(s) being split as follows amongst the residents of the hall, floor, and/or wing if the responsible parties cannot be determined:

- The damage and its cost will be posted on the appropriate floor(s). Over a five day period, thorough efforts will be made to investigate the damage to determine the individual(s) who is responsible for creating the damages made to common areas of the floor.
- After five days, if staff are still unable to determine the responsible parties, the amount of damage still unaccounted for will be posted (e.g. broken couch - $550.00 - 50 residents - $11.00/resident).
- This amount, in addition to an administrative processing charge, will be added to the students' SDePay account and will therefore be subject to the Business Office's regular due dates and late fees.

When housing staff are able to determine the individual(s) responsible for causing damages to common space areas, the individual(s) will be subject to applicable charges that will be added to the student's SDePay account. The amount charged may include additional labor costs and/or an administrative processing fee when applicable. Such charges would be subject to the Business Office's regular payment due dates, as well as the potential for late fees or a referral to a collections agency if necessary. Damage amounts may be based on the invoice amount provided by Facilities Management or another entity regarding the repair or replacement cost. In order to provide students with adequate time to complete their payments, some charges have pre-set costs that will be billed if a student is found responsible for causing the damages, as listed below:

- Carpet squares or tiles in a common area: $35 per tile in need of replacement/repair
- Hanging office or directional signage: $150 each
- Room number plaques: $125 each
- Miscellaneous common area damage costs: assessed as needed

Littering or leaving personal trash in any of the common areas is prohibited. All personal trash must be brought to one of the dumpsters or trash compactors outside of the residence halls. Any broken glass or sharp metal objects should be reported to a Resident Assistant or the front desk immediately.

Vandalism of any kind is not permitted. This includes any intentional damage to property of the university or another member of the community. This also includes stealing or defacing any residence hall signs, door decorations, whiteboards, personal property, and personal signage.

9. COMMUNITY HEALTH POLICY

The University of South Dakota aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. Housing will endeavor to update residents with timely information about specific health and safety guidance important for our residential students. We expect that all members of the USD Housing community—residents, staff and visitors—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residential students are prohibited from creating a health or safety hazard within USD Housing and the university may request or require a resident to leave USD Housing if their continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with health and safety laws, orders, ordinances,

regulations and health and safety guidance adopted by the university or USD Housing as it relates to public health crises.

10. COMPLIANCE

Presence in a location where a Community Living Policy is being violated indicates acceptance of this behavior and is prohibited. Residents are expected to remove themselves from such situations. Reporting Community Living Policy violations to University Housing Staff or making a reasonable effort to stop the behavior is encouraged. However, being in the knowing presence of alcohol, even if not consuming alcohol, is still a violation of the alcohol policy.

Everyone deserves to be respected and each resident shares the responsibility of creating an environment in which all residents and staff are respected and valued. Being rude or disrespectful to any student or professional staff is not permitted.

11. DAMAGE/CLEANING

Residents of a room will be held responsible for any damage, loss, custodial, or maintenance work to the room or its furnishings above normal wear. Residents will be held fully responsible for any damage and cleaning related to animals in their space. Residents may not permanently alter or change the residence hall facilities (paint, affix anything to walls, etc.). No furniture may be removed from student rooms without permission from the Area Coordinator or Residence Hall Director. All repairs and maintenance in residence halls will be made only by the university through authorized personnel. Assessment of damages or equipment replacement may be completed during the school year or at the time of checkout. Reasonable efforts will be made by University Housing staff to determine individual responsibility for damage or replacement. Should staff be unable to determine individual responsibility for noted damage, charges will be split amongst all occupants of the space. All charges will be applied to the students' USD account in addition to an administrative processing charge.

The university is not liable for loss or damage of property belonging to residents. Residents should check with their parent/legal guardian and insurance agent regarding insurance coverage while living in a residence hall. Residents are encouraged to record serial numbers and other pertinent information to their property and keep a copy on campus and at a permanent address. If personal property is missing or suspected as being stolen, students should immediately report it to the University Police Department and Housing Staff. Items found should be taken to the University Police Department or nearest front desk. Residents who have lost an item should check at the front desks and with UPD.

Any items left behind after a resident moves out will be bagged up and set aside for 15 days. This may result in an improper checkout charge and/or a cleaning fee. It is the responsibility of the resident to reach out to housing to obtain these items. After 15 days, the items will be donated or discarded.

12. DECORATIONS

University Housing encourages individual expression through room decoration. We are also concerned for the safety of our residents and damage to university property. The following guidelines should be noted before you begin decorating your room. No more than 25% of any door may be covered at any time. The peephole must also remain uncovered. If you have any questions regarding the appropriateness of any decorations, contact your Area Coordinator or Residence Hall Director.

The following are **not** allowed as room decorations, or for use in decorating your room, and therefore are not permitted in the residence halls:

- Painting in any residence hall space, public or private
- Double-sided carpet tape

- Duct-tape
- Decals, bumper stickers or contact paper to cover desktops, bulletin boards, closets, walls, university property, etc.
- Items which hang from the ceiling or go through ceiling tile (i.e. plants, blankets, netting, string lights, etc.)
- Items inserted into the walls or ceilings (i.e. screws, nails, thumb tacks, pins, staples, hooks, etc.)
- Dartboards with metal tips
- Aluminum foil on windows
- Any stolen property (such as street signs, mile marker signs, university approved postings, etc.) If these items are seen by a staff member, the University Police Department will be called.
- Items displayed or hanging from McFadden balconies

Students are encouraged to use poster putty, 3M hooks on concrete or plaster walls (not on sheetrock walls), or masking tape/painters' tape to hang items on the walls. Students will be assessed for any and all damages to university property, including marks left by adhesive materials. Even the recommended ways to hang things (3M hooks or painters' tape) can still cause damage and residents will still be liable.

Fresh cut trees or wreaths are not permitted in the residence halls for fire safety reasons. Artificial trees are allowed. Light strings must be UL approved and should only be plugged in when residents are present. Light strings may not run under carpets, hang from ceilings or sprinklers, be placed between bed springs and bed frames, or be hung on the exterior of the room door or door frame.

Placing things in the public hallway outside of your room door is prohibited due to the fire evacuation and trip hazard. This includes, but is not limited to footwear, rugs, holiday decorations (pumpkins), bikes, etc. You may hang items on your door that do not protrude past your door frame.

Door decorations will be provided by Housing Staff for each resident in all residential spaces. These door decorations serve important roles in emergency response and should not be removed without permission from the Area Coordinator or Residence Hall Director.

13. FIRE ALARMS AND FIRE SAFETY EQUIPMENT

Fire safety is everyone's concern every day. Students must be aware of the location of fire safety equipment. Specific instructions for fire evacuation are posted in each hall and may be obtained through the University Housing Office. It is required that students evacuate the building whenever an alarm sounds. If it is safe to do so, staff may enter rooms to ensure residents have evacuated the building. Students who ignore the evacuation instructions may be subject to conduct proceedings.

All rooms have heat sensors, smoke detectors, and/or sprinklers connected to the building fire alarm system. Extreme care should be taken not to bump the heat sensor or sprinkler, thus setting off the fire alarm and necessitating the evacuation of the building. Do not hang anything or place anything over, from, or near the heat sensors, smoke detectors, or sprinklers.

Activating or tampering with emergency equipment such as fire extinguishers, fire alarms, smoke detectors, heat sensors, sprinklers and/or emergency exit signs is prohibited by state law and the Student Code of Conduct and will be handled by and turned over to law enforcement in addition to a referral to the student conduct process. In addition, any costs related to the above tampering will be assessed to the parties involved.

If you are a person needing an accommodation for hearing or seeing fire alarms, please contact Office of Accessibility at accessibility@usd.edu.

14. FIREARMS, WEAPONS, AND EXPLOSIVES

Except for certain Concealed Weapons and Items of Self-Defense, possessed in full conformity with SDBOR policy 1.4.5 and SDCL, the following items are prohibited in the residence halls: shotguns, rifles, handguns, pellet guns, replica guns including nerf guns and water guns, air guns, paintball guns, replica blades, anything that resembles a gun and/or emits a projectile, anything that resembles a sword, knife, or other bladed object, bows and/or arrows, ammunition, and other types of potentially dangerous weapons or equipment. Fixed blade knives with a blade length of (5) inches or less are permitted solely for the purpose of kitchen preparation. Students lawfully possessing a concealed weapon must properly store the weapon in conformity with SDBOR and USD policy. Students wishing to store other firearms may store their firearm at the University Police Department. Please click HERE for more information.

All types of explosives, including fireworks, gasoline, and other combustible materials, are prohibited in the residence halls. Possession of any of these is a violation of the Student Code of Conduct.

15. GUESTS AND VISITATION

A guest is anyone that has not been given access by University Housing to the building, floor, and/or room space being visited. All guests must be escorted by their resident hosts at all times. A guest will be classified as an overnight guest when they will be staying in the hall after midnight.

Any overnight guest must be at least 16 years of age unless they are being hosted by a relative. A guest may stay overnight in your room with your roommate's permission for no more than two nights in a seven-day period and no more than eight nights in a thirty-day period. There will be no charge for overnight guests. Overnight guests will be limited to 2 guests per host at any given time. All guests will be expected to follow all policies of the University of South Dakota as well as the designations of SDCL 20-13-59. It is the responsibility of the host to inform the guest of these policies. Guests will be expected to present identification upon request from University Housing or University Police Department staff. Subletting and cohabitating are not permitted.

Students who are non-residents are subject to disciplinary action for violation of residence hall policies. Hosts are responsible for their guests and may be subject to disciplinary action as a result of the behavior of their guests. Guests may be required to leave a hall at the discretion of Housing Staff. Students are also responsible for the behavior of people using their room and may not host a guest in absentia.

All residence halls have twenty-four (24) hour visitation. It is recommended that roommates discuss agreeable times for visitation/guests within their shared room/space. Should residents require assistance in this process, they may contact their Resident Assistant, Area Coordinator, or Residence Hall Director for guidance.

16. HARASSMENT

The University of South Dakota and the University Housing Office prohibit harassment. Please reference South Dakota Board of Regents Policy 3.4.1 under section C-2.4 for more information.

17. IMPROPER ROOM CHANGES

All room changes must be approved through the Housing Office or another Housing professional staff member via email. Any unauthorized room changes by a resident will result in a minimum improper move fee in addition to a possible referral to the Student Rights and Responsibilities Office. There is a minimum two week move freeze during the first two and final two weeks of every semester to allow the university to account for all students registered for housing. Examples of this include but are not limited to swapping rooms with another resident, moving in with another resident, moving to an unoccupied bed space, switching to a different bedroom pod, and sleeping in or extensively occupying a lounge or other public residence hall space.

18. IMPROPER USE

The use or attempt to use university property not constituted with its designated purpose is not permitted. Types of prohibited behavior may include:

- Moving, tampering, or removing of ceiling tiles, closet doors, peep holes, or window screens (assessed a minimum of $25 in restitution per person involved)
- Stacking of furniture not intended for that purpose
- Sexual acts in a common area, shower, or restroom
- Creating health and/or safety hazards such as pranks, impersonation of another individual, hallway disruptions, and climbing from windows, balconies, or roofs

19. KEY, CARD, AND DOOR USAGE

Keys, Coyote Cards, and any door control devices are the responsibility of the student to whom the University Housing Office and Coyote Card Office has assigned them. **Keys, Coyote Cards, and any door control devices are not to be used by or lent to any other student they were not originally assigned.** You are responsible for any damages, violations, or injuries occurring as a result of violation of this policy. Should you lose your room key, contact your Hall Front Desk immediately to get a lock change. If you lose your Coyote Card, contact the Coyote Card Office immediately at (605) 658-3559, UPD, or visit THIS PAGE. Temporary access cards can be checked out at the Front Desk of each hall for a limited time. Failure to return the temporary access card within three business days will result in a charge to replace it. It is in the student's best interest to report lost keys or Coyote Cards immediately to avoid any theft or safety concerns.

Students are not allowed access to the roofs of the buildings for any reason. Unauthorized access to any residence hall space (room, floor, or hall) is considered a Student Code of Conduct violation. Students should not intentionally allow an unknown individual access into the residence hall facilities. Students may be held responsible for the actions, damages, and safety concerns of anyone they let into the residence hall facilities. Students should not prop or keep open any doors that would require Coyote Card access to enter.

20. LAUNDRY

Laundry machines are provided in every residence hall that residents can use for a nominal fee per each wash and dry. The laundry machines only accept Coyote Cash. University Housing is not responsible for any lost, stolen, or damaged items due to the use of the facilities. It is recommended that students do not leave their laundry unattended as their laundry may be removed from the machines or the laundry room if left for an extended period of time. It is also recommended to visually inspect the machines before use and if something is out of the ordinary, please notify housing per the procedures posted on the individual machines or go to THIS LINK. This reporting link should be used for money lost, the card reader not working, clothes not drying, and the water not draining.

Students should not overload the washer or dryer machines. Students may be held financially responsible for damages incurred due to their misuse of the machines.

21. LOFTS

Residents living in Burgess, Norton, Beede, or Mickelson who wish to loft their beds may rent a loft kit from University Housing. Loft kit rental fees will be billed to the student's account each semester and updated costs can be obtained by contacting University Housing at (605) 677-5663 or housing@usd.edu. Students are not allowed to use homemade lofts or lofts from outside companies. Students have until the second Friday of each semester to return the loft for a full refund. Lofts may be rented at any time during the school year; however, rent is NOT prorated. An alternative to lofting is to bunk the beds to save space. Talk to your Resident Assistant (RA) if you have questions about your loft or bunk bed.

Lofts are not available in Richardson due to the beds being self-lofting. Lofts are not available in Coyote Village or McFadden due to the styles of the beds and these being individual bedrooms. Bed risers are allowed in these residence halls. The University of South Dakota and University Housing are not responsible for injuries that occur while using bed risers, a lofted bed, a non-lofted bed, or a self-lofting bed, regardless of if the resident is using a safety rail.

22. MAIL, PACKAGE, AND DESK PROCESSES

Mail will be held at your front desk when you are an active resident in that hall. Mail will be forwarded or put as return to sender if you are no longer a resident. Mail and packages will not be held during the summer before or after residency. Residents should only be collecting and opening paper mail or packages that are addressed to that resident. Mail can be picked up from another person with prior written authorization of resident.

Packages will only be available to pick up during working desk hours. If a package is needed due to an emergency, that can be picked up through the Resident Assistant on Call.

For perishable packages, residents will be notified by email and phone when the package is dropped off at the front desk, if able. Circumstances where this may not be possible would be if the package is not clearly and visibly marked as perishable, or if the front desk is closed. Front desks are not set up for packages that need refrigeration, so we cannot guarantee the freshness and quality of the package if not picked up immediately. University Housing is not liable for any instances of spoilage, broken or warped seals, moisture damage, or similar problems. Staff are not responsible for inspecting package contents or verifying freshness upon arrival. Any damage, spoilage, or missing items must be addressed directly with the sender or carrier. If a perishable package is leaking, emitting strong odors, or poses a sanitation risk, staff may dispose of the item immediately without prior notice to protect health standards. We will inform the resident via email or when they come and pick it up.

23. MANDATORY MEETINGS

University Housing will hold mandatory meetings for residents from time to time to aid in the dissemination of important information regarding safety, security, and important processes. Generally, residents will receive at least 24-hour notice of mandatory meetings that include the areas required to attend (i.e. 4th floor of Mickelson or 3rd floor of Coyote Village). Residents of the indicated area must attend the meeting at the posted time and location and are responsible for knowing the content of the meeting regardless of attendance. If residents are unable to attend a mandatory meeting, they are responsible for informing the organizer of the meeting in advance if possible. Residents unable to attend mandatory meetings are also responsible for meeting with the organizer to obtain the meeting content. Residents are responsible for any information covered during these meetings, regardless of whether they attend or not.

24. MISSING PERSON(S) POLICY

Any person may report a university student as missing by filing a report with the Dean of Students or the University Police Department. It is not necessary to wait until the student has been missing for twenty-four hours before making a report. For purposes of this policy, a student is considered missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits, or routines. Residents are asked to register a confidential source who would typically know where they are in the case they are reported missing. These contacts may be contacted by university staff in the event you are reported missing.

25. PEST CONTROL

University Housing is committed to responding effectively and efficiently to reports of pests in our housing facilities. Our pest control measures include regular inspections and housekeeping controls and material treatments as needed. The materials and processes used to treat rooms and apartments are carefully selected to be safe and effective. University Housing requests the residents keep their rooms clean and place food in sealed containers. In addition, University Housing does safety inspections each semester to make sure students are keeping rooms clean and safe. USD Facilities and Pest Control services may enter resident spaces without residents present to address pest issues. Residents may be charged based on treatments used by pest control.

26. PETS AND ANIMALS

For reasons of health and sanitation, pets and animals of any type are not permitted in any of the residence halls, except for fish. Fish must be kept in a fish tank with a capacity that may not exceed ten gallons per apartment, suite, or traditional residence hall room. Service Animals and approved Emotional Support Animals would not be considered pets and are allowed in the residence halls. For questions regarding these animals or to begin the registration and approval process, please contact the Office of Accessibility at accessibility@usd.edu. If you have any concerns about animal care, cleaning, or behavior, please reach out to your Area Coordinator or Residence Hall Director.

Any unauthorized pets or animals will need to be removed from the residence halls promptly. Failing to comply with housing staff's removal deadline will result in a violation of the Student Code of Conduct and a referral to the Office of Student Rights and Responsibilities. Residents cannot provide food or shelter to wild, feral, or stray animals within university grounds, or engage in any other activity likely to attract these animals. For additional information, please visit USD's Animals on Campus policy (7.009)

27. POSTING, SALES, AND SOLICITATION POLICY

The University of South Dakota views residential facilities as a home to students. As such, it is the desire of the University Housing Office to ensure advertising, posting, sales, solicitation, and campaigning in residential facilities will support the student's educational endeavors while respecting their personal residential space. To that end, the following policies are enforced for all posting, sales, and solicitation within the residence halls. University Housing also follows direction from SDBOR 1.6.2 Policy: Commitment to Freedom of Expression.

A. GENERAL POSTING GUIDELINES

Groups or individuals may submit materials for posting with the purpose of promoting a campus, department, a campus affiliated organization, a community program, or a commercial advertisement in paper or electronic format. Digital postings are encouraged to support a clean, welcoming, and sustainable environment, while decreasing advertising costs and our carbon footprint. All posters and advertisements must be appropriate for public areas. At no time will a sign or poster promoting the sale, use, or advertisement of alcohol, alcohol products, or any illegal activity be approved. Upon approval, University Housing Staff will display these postings in designated residence hall locations. The only postings allowed in Residence Halls will be University Housing postings and postings that have been approved by University Housing. Postings will be displayed until the date approved by University Housing. Only residence hall staff in their capacity as a staff member may post materials and items found posted that are not approved will be removed immediately and could result in conduct proceedings.

B. POSTING APPROVAL REQUIREMENTS (DIGITAL AND PAPER)

To obtain approval by University Housing for distribution and posting at designated locations in the residence halls, posters/advertisements must contain or follow the following:

- Description of event/activity/service as well as date/time/location of the event
- Identification of the sponsoring organization or department via logo or statement of sponsorship
- Whether there is any charge for the event
- Contact person's name and phone number or e-mail address
- The poster should be no larger than 24" X 36"

C. DIGITAL POSTING

Digital, 55" kiosks are located behind the front desk locations in the North Complex that are available for digital posting. These kiosks will accept advertisements in PDF and JPEG formats. Small screens located in each of the laundry rooms across campus are also available and can accept advertisements in JPEG format. To submit an advertisement for digital posting, please complete the following link 24 hours in advance of the desired posting start date: Digital Signage Advertising Application

D. PAPER POSTER/FLIERS

Paper posters or fliers should be submitted to the University Housing Office located in the Commons, room 100. Posting materials must be submitted at least 5 business days prior to the desired posting date for distribution and posting. Submitting posting materials late will result in them not being accepted, distributed, or posted. A sample of the proposed poster or flier should be submitted to the University Housing Office before posters are made in the event that changes must be made. University Housing approved postings will receive a stamp with signature and valid posting date. It is recommended that an approximately 1"x3" space be left blank for this stamp. If a space is not available, staff will attempt to mark postings in a way that is minimally intrusive on the poster. A digital version of this stamp may be obtained by request to Housing@usd.edu.

E. POSTING NUMBERS

University Housing will accept no more than six posters or fliers to be used as advertising. Should fewer posters be received, University Housing will attempt to divide the posters equally amongst all locations and will place them in higher visibility areas.

F. MAILERS/MAILBOX STUFFERS

Advertisements to be placed in residence hall mailboxes must be individually addressed unless approved by the Housing Director or their designee. Mailbox advertisements that are not individually addressed to each resident will be made available as a handout at front desk locations for 48 hours and will then be recycled. For more information on posting numbers or addresses, please contact University Housing at Housing@usd.edu.

G. OTHER PAPER ADVERTISEMENT/ALTERNATIVE ADVERTISEMENT

In an effort to decrease our paper usage, other forms of paper advertising such as door hangers, handbills, banners, etc. are discouraged. Alternative forms of advertisement not expressly described above must receive approval from the Director of University Housing. Please contact Housing@usd.edu to request a review of alternate advertising options.

H. SALES, SOLICITATION, AND CAMPAIGNING

The sales, solicitation, and campaigning policy exists to protect the rights of community members to privacy and personal security. Please contact the front desk or a Resident Assistant immediately if there is someone who is violating the following solicitation guidelines:

- Sales or marketing may not be conducted in public areas of the residence halls.

- Student organizations may receive permission from the Director of University Housing to use tables and chairs in designated public areas for the purpose of campaigning or to solicit support for their organization/cause. Tabling will not be allowed by any group during any hall opening or closing period.
- Some groups raising funds, selling services, or sharing information that is of benefit to the residence hall community and are done in connection with a residence hall program/activity may be permitted with prior approval. The University Housing Office shall review and approve these activities.
- Individual/groups may not campaign/solicit by placing advertisements under residents' doors or in student mailboxes, except as previously stated (Mailers/Mailbox Stuffers).
- Door-to-door campaigning for on-campus elected offices is permitted for the duration of the two school days immediately preceding the first day of elections from 10:00AM to 8:00PM. **ONLY the candidates themselves**, not campaign workers, will be allowed to campaign door-to-door. The candidate must be escorted by a host who access, should they themself not have access to the area that they are campaigning.

28. PROHIBITED ACTIVITIES

The following activities are not permitted in the residence halls due to safety and noise concerns: This list is not exhaustive and any other similar activities that pose a safety or noise concern would not be permitted as well. Special care should be taken when engaging in activities adjacent to the buildings. Individuals will be responsible for any damage caused as a result of these activities and are in violation of the Community Living Policies.

- Rollerblading
- Skateboarding
- Riding scooters
- Water fights
- Bike riding
- Throwing frisbees, balls, or any other object or projectile
- Golfing
- Playing basketball, baseball, or any other physical sport
- Playing hacky sack
- Bouncing balls
- Wrestling
- Running
- Nerf guns

Motorized personal transportation devices (e.g. hover boards, electric long boards, electric scooters, etc.) are not permitted for use anywhere in the residence halls.

The filming or use of cameras in a living space without the consent of all parties involved is prohibited. For common areas, follow the Student Code of Conduct Policy 2.4.8.2 on Voyeurism.

29. QUIET HOURS & COURTSEY HOURS

As the residence halls are an academic environment, **Courtesy Hours** are in effect twenty-four (24)-hours a day. Residents are expected to be aware that their actions and behaviors do affect other community residents, regardless of established quiet hours for the floor. Complaints about noise, even outside of Quiet Hours, are considered a violation of Courtesy Hours. Concerns surrounding Quiet Hours should be presented to the floor's Resident Assistant, Area Coordinator, or the Residence Hall Director for mediation.

A. **Mandatory Quiet Hours** are in effect Sunday through Thursday, 10:00PM to 9:00AM and Friday and Saturday from 12:00AM to 9:00AM. Individual floors may lengthen quiet hours if they so desire through a voting process. During quiet hours, noise should not be heard outside your room door. Contact your Area Coordinator or Residence Hall Director for information on voting for extended quiet hours.

B. **Finals week** for both semesters includes mandatory twenty-four (24) hour quiet for studying in all residence halls. 24-hour quiet hours typically begin at 5:00 pm on the last day of classes each semester and continue until the residence halls close.

C. **Speakers** may not be placed so music is played out windows. Stereos being used outside must conform to the quiet/courtesy hour policy.

30. RESTROOMS

Gender specific restrooms are to only be used by people that identify as that gender. Shower and toilet stalls in these restrooms may only be occupied by one (1) person at a time unless there is a medical need or an emergency. Gender neutral restroom showers may only be occupied by one (1) person at a time unless there is a medical need or an emergency. If the door is kept fully propped open, multiple occupants may occupy a gender-neutral restroom, provided no other policies are being violated. Sexual acts in any area of the restrooms is not permitted.

31. ROOM CARE AND CLEANING

Room care and cleanliness are the responsibility of residents. Rooms must be kept clean for health and safety reasons. A limited amount of cleaning equipment is available at the front desks that can be checked out. Should the cleanliness of a room be such that University Housing is concerned for the student's health or safety, said staff can mandate cleaning of the space. Upon request, should students not clean their space to the reasonable expectations of University Housing staff, the space will be cleaned for them, and the cost will be charged to the student's account. University Housing staff will perform cleanliness checks minimally once a semester. Residents will receive twenty-four (24) hour notice of these checks.

A. TRASH REMOVAL AND RECYCLING

Students are responsible for taking their personal trash and recycling out to the appropriate dumpsters or trash compactors. Residents cannot misuse dumpsters or trash compactors. Personal trash includes pizza boxes, parcel packaging (Amazon boxes), large quantities of trash (full trash bags), etc. This is not a custodial responsibility. Trash found in common areas may result in student conduct proceedings and/or a fine.

32. ROOM ENTRY AND SEARCH POLICY

In accordance with SDBOR Policy 3.4.4, the rights of students to be secure in their person, living quarters, papers and possessions against unreasonable entry, searches and seizures shall be assured. Entry, search and seizure by civil officers upon warrant shall be governed by civil law. Institutions are delegated authority and responsibility to establish and publish reasonable administrative entry, search and seizure procedures necessary for the enforcement of institutional regulations, to protect and to maintain institutional property, and to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere.

University Housing staff will report and respond to a prohibited act, violation of the Code of Conduct, or Community Living Policy based on a reasonable suspicion or if the evidence is in plain view. If items that are not permitted are found after entering a student's room during a normal inspection, their possession may be

noted for the student conduct process. If illegal items are found after entering a student's room during a normal inspection, UPD will be called and the items may be removed, and as appropriate, either stored or disposed of; their possession may be noted for student conduct or legal processes.

A. University officials may enter a student's room only when:

- A staff member is invited in by any occupant of the room.
- Routine inspection of rooms for cleanliness, safety, health, and general upkeep purposes, as well as preventative or restorative maintenance is being performed upon institutional initiative, which is generally preceded by at least twenty-four (24) hours written or posted notice to occupant(s), when possible.
- Maintenance requested by the occupant(s) or university personnel is being performed. Prior notice will likely not be given if the maintenance was requested by, on behalf of, or for the occupant.
- There is perceived imminent risk to the health, safety, or security of occupant(s) or institutional property.
- Room checks are being conducted during announced break times, which includes ensuring a room is ready for a new resident to move in.
- Reasonable suspicion exists that a university policy is being violated.
- They are turning off an alarm, loud stereo/music, or loud TV when residents are not present.
- With permission from the resident in order to allow entry by another person to retrieve item(s) left behind in the room.
    a. If a guest of a resident asks to be let into a resident's room to retrieve an item(s) left in the room, staff must first verify the identity of the resident, then obtain verbal or written permission for the guest to enter the room and have the resident explain exactly what the guest is allowed to take from the room. If such permission is given, staff must then accompany the guest to the room and ensure they take only the item they were given permission to retrieve.

B. University officials may search a student's room only when:

- They are conducting a room search pursuant to an administrative search permit signed by the Dean of Students, or their designee. Such permits must include:
- The room(s) to be searched.
- The regulation(s) allegedly being violated.
- The basis for the belief that the regulation(s) is (are) being violated.
- The item(s) being sought (if applicable).
- The names of those authorized to enter and search.
- There is a search warrant being carried out by a member of law enforcement. These agencies include, but are not limited to, the University Police Department, Vermillion Police Department, Clay County Sheriff, and the South Dakota Highway Patrol. Through a court-ordered search warrant, police can search you, your room, and/or your vehicle. In such cases, the police, not the university, control the search process.

C. It is a reasonable and lawful request for staff to ask residents to fully open the door to a room in any situation and to present identification. Failure to comply with the request is a Student Code of Conduct violation and will be subject to disciplinary action through Student Rights & Responsibilities.

33. SMOKING AND SMOKE FREE ENVIRONMENTS

Smoking is not permitted on the University of South Dakota campus through SDBOR Policy 4.7.2. In addition, this Community Living Policy was established by students and endorsed by the University Senate to protect and promote the health and well-being of employees, students, and visitors. This policy prohibits the smoking of any

substance, including but not limited to, tobacco, cloves, and marijuana. The use of other smoking products is also prohibited, including cigars, pipes, hookahs, vaporizers, Juul Pods, and other types of electronic cigarettes.

Fire regulation exemptions may be submitted by turning in this Exemption Form to the Housing Office.

34. SURVEY DISTRIBUTION, COLLECTION DRIVES, AND DONATION BINS

Anyone wanting to distribute a survey or do a collection drive in the residence halls must contact the Director of University Housing for approval.