

## **Abandoned Property**

Abandoned and unclaimed property left in residential facilities, on breezeways, in stairwells, laundry rooms, or on the premises may be disposed of within 24 hours. Property left in residential rooms after check out periods and/or after a resident's cancellation/contract termination will be disposed of as indicated in the Housing/Dining Agreement.

Storage space is not available. Residents are responsible for the removal of all personal belongings. University Housing is not responsible for the residents' or other person's loss of money, valuables, or personal property.

## **Appliances**

All appliances must be UL (Underwriters Laboratory) approved. Safety and sanitation standards do not permit major appliances in the residence halls. Non-grounded extension cords are not permitted in any residential facility.

Up to six (6) additional cubic foot of refrigerator space is permitted in the Woodcrest Apartments and only two (2) additional cubic feet are permitted in all other residential areas.

Stove cooking is permissible in apartment kitchens with ventilation hoods. Microwave cooking may occur in all residential rooms. Washing machines, dryers, toaster ovens, and dishwashers are NOT permitted in any residential facility. Coffee pots and George Foreman Grills may only be used in the kitchen area of the Woodcrest Apartments.

## **Bicycles**

Bicycle racks are located outside of various residential buildings. It is recommended that bicycles be removed from campus during break and vacation periods. For Norse Hall and Woodcrest Apartments residents, bicycles may be kept in one's apartment with the roommate(s)' approval. Residents of Callahan Hall may store bikes in the area bike room located near the laundry facility. Bicycles may not be stored in breezeways, or accessways as this creates a fire hazard. Failure to follow this policy is considered a fire safety violation.

All bicycles abandoned for 30 days will become University property to dispose.

## **Check In / Check Out**

Residents of University Housing will check in to and check out of housing assignments at their area's desk unless otherwise specified. Please reference the Housing/Dining Agreement for specific dates and information regarding checking in to housing and checking out of housing.

Hall Directors will provide residents with specific instructions regarding check out dates for holiday breaks and end of the year closing. If a resident wishes to cancel his/her Housing/Dining Agreement, the resident must consult with the Hall Director of your area for special check out instructions and to obtain information regarding cancellation penalties and fees.

## **Computers**

Computer labs are available for residents of University Housing. Computer labs are available in the University Suites and in Callahan Hall. For more information regarding computer usage, policies, and potential IT issues, please reference: <http://it.nku.edu>

## **Consolidation**

As indicated in the Housing/Dining Agreement, the Office of University Housing reserves the right to consolidate residents. This consolidation is performed within units/halls/areas to maximize the use of space and allow for the most people to obtain the living option they desire and are able to afford.

## **Disability Services**

Handicapped accessible rooms and rooms with modified facilities are available for extenuating circumstances. Students with special needs must register with the Office of Disability Services. The Office of Disability Services will collaborate with the Office of University Housing to provide reasonable accommodations for students with special needs. To register with Disability Services or for more information regarding the Office of Disability Services, please reference: <http://disability.nku.edu>

## **Health & Safety Checks**

Residents are responsible for maintaining rooms in a reasonably neat and clean condition. Monthly healthy and safety checks will be conducted by members of University Housing. The inspection is for purposes of ensuring safe and sanitary conditions in residential rooms and for maintaining residence hall policies. Additionally, damage charges may be assessed at this time.

If rooms contain conditions that need to be corrected, the RA will re-inspect the room within three days. If the corrections have not been made, the residents assigned to the room may be subject to disciplinary action. Any prohibition found during this time will be immediately confiscated.

## **Insurance**

The University does not assume responsibility for the Resident's or other persons' loss of money or valuables, or for damage to personal property within the Residential Village. If the Resident is not covered by insurance for loss of personal property through policies held by the Resident or the Resident's family, the University strongly recommends that the Resident contact an insurance carrier concerning the availability of protection against such losses. University Housing is not responsible for damages.

## **Mail Services**

Mail service and package pick up is available for residents at each area's desk. Daily incoming mail will be delivered to residents' mailboxes Monday through Saturday (excluding Federal holidays) by 5:00pm. Area desk schedules will be posted for residents to pick up packages. Residents must present photo identification to retrieve one's package.

## **Meal Plan / Board Plan Changes**

Residents may change meal plans up and including the first two weeks of each academic semester. For more information regarding meal plan options and meal plan rates, please reference:  
<http://www.dineoncampus.com/nku/>

## **Parking**

All vehicles parked on University property are subject to the regulations as stated in the Traffic and Parking Regulations Handbook. Please reference the Office of Parking Services for more specific information: <http://parking.nku.edu>

## **Rights of Entry**

The University reserves the right to enter any room or apartment:

(a) with or without notice for the purpose of inspection, maintenance, or repair;

(b) without notice to or permission of the resident thereof, for the purpose of

\* (1) inspecting for dangerous drugs or narcotics;

\* (2) inspecting for firearms, fireworks, explosives, weapons; or

\* (3) any other substances, materials or goods the possession of which is a breach of the Housing/Dining Agreement, the standards and regulations of the University, or the laws of the State of Kentucky.

Such entry and inspection, however, should be made only when the University has reasonable cause to believe that such items are present in the room; and (c) when there is reason to believe that the occupants of the room are in serious physical or psychological distress.

Residents shall permit the duly authorized agent, employee or representative of the University to enter, with reasonable notice, any part of an apartment or room during reasonable hours for the purpose of making inspections, improvements, or repairs.

### **Room Changes**

Residents who desire a change of room or hall must submit a room change request in order to be considered. The ability to relocate based upon space limitations and an educational philosophy that residents have tried in good faith to solve any differences. In order to be considered for a room change during the academic year, residents must meet with one's Hall Director.

### **Solicitation**

Solicitation of products and services are prohibited for residents, guests, and visitors of University Housing. Students may not conduct any private business operations from the University residence.

### **Telephones**

Residents are responsible for providing phones for their individual rooms. Local phone service is available for residents. Residents may check with their Resident Assistants during the academic year for activation and more information regarding this optional service.

### **Trash Disposal**

Residents are responsible for removing one's own trash and placing it in the area's dumpster and not common area trash cans. Trash should not be placed outside of any dumpster.

Trash is prohibited from being stored temporarily in stairwells or in breezeways for any time frame. Garbage belonging to you found in hallways, stairwells, breezeways, restrooms, or outside dumpsters may be returned to you for proper disposal and disciplinary action may be taken to include fines as outlined in the Housing Policy Notification Form.

### **Unauthorized Room Change**

Residents are prohibited from residing in a residence hall room that is not their assigned space. Room changes are only permitted with the permission of a University Housing staff member.

## **Security begins with you**

Several security features exist in the residence halls and apartments, including doors into room and apartments that lock automatically when closed. To ensure a safe environment, here are some things you can do:

- \* Never prop open a fire exit or wing door.
- \* Enter and exit through main lobby doors and ensure that others do the same.
- \* Report door security concerns to a member of the residence hall staff.

NKU does not assume responsibility for the Resident's or other persons' loss of money or valuables or for damage to personal property within the Residence Halls.

In the event theft, fire, flooding, vandalism, natural disasters and/or accidental damage takes place, University Housing recommends personal property insurance to protect you when disaster strikes.

Such insurance covers property such as:

- \* Stereos
- \* Cameras
- \* ipods
- \* Computers
- \* Cell phones
- \* Books and school supplies
- \* Furniture
- \* A variety of personal items

Some extra tips:

- \* Be sure to take your keys at all times. For Kentucky and Commonwealth Halls, all fire exit doors and wing doors (with the exception of the main lobby) must be locked at all times.
- \* The doors to the Woodcrest Apartments and Norse Hall open directly to the outside of the building. All residents are encouraged to keep apartment doors closed and locked at all times.
- \* Additionally, it is important to close your blinds in the evening.

## **Furnishings**

Furnishings and fixtures belonging to the University are not to be moved out of the unit. For a specific listing of furniture provided, by living area, please [click here](#).

**Common Area Furniture** –All public areas of the Residential Village (including Norse Commons) and Callahan Hall have furniture for your comfort. Furniture in these areas should not be moved from their designated areas. Moving furniture from its location is prohibited and University Housing staff is specifically authorized to require the return of furniture to its proper location.

**Room Furniture** –You are encouraged to arrange your room furniture in whatever manner you choose, provided that you meet the following guidelines:

- \* Furniture must rest on the floor and may not be suspended, stacked, or placed on supports.
- \* Furniture may not be moved from one room to another or exchanged between rooms (your room furniture has been specifically cataloged by inventory number and location).
- \* Extra furniture resulting from a vacancy may not be moved from a room.
- \* Additional furniture should not be placed in a room in Kentucky or Commonwealth Halls due to fire safety regulations and space restrictions.
- \* A limited amount of furniture may be added to apartment units and the University Suites, but existing furniture cannot be removed to make room for additional furniture. It is recommended that you move into your room/apartment and assess the space before adding furniture, then consult your RA.

Violation of these guidelines is considered unauthorized use of property.

**Refrigerators** –Each living space is furnished with a refrigerator. Refrigerator units may be placed in individual rooms or in shared spaces (e.g. apartment and suite-style settings). If there are questions about this service, please contact the Office of University Housing.

**Cable** –Each living space is provided with basic cable. If there are questions about this service, please contact the Office of University Housing.

## **Room Damage:**

Since your room/apartment is your home away from home, we encourage you to add your personal touch. Decorations can be hung with only “Magic Mount” (which is available through the Office of University Housing). Items such as double-faced tape, adhesive tape, and masking tape are prohibited since they damage walls and other surfaces. No painting may be done, locks added, or alterations made to any part of the building or equipment. Any nailing, boring, or screwing into walls or woodwork is prohibited. Curtains may be hung with tension rods only. Contact paper or wallpaper (including borders) is NOT permitted on any surface of the apartment or room. All shelf and drawer paper must be removed completely when an apartment/room is vacated.

Any damage that occurs in a room can result in fines and/or fees charged to the student occupant(s). Students have the opportunity to appeal damage charges/fees by contacting the Associate Director of University Housing within ten business days of billing notification.

As routine or typical damage from wear and tear occurs within the room, students should complete an online maintenance request for such instances. For the online maintenance request form, [click here](#).

Windows, Stairwells, and Breezeways:

Entry and/or exit through a residence hall or apartment window is prohibited. Throwing or dropping objects out of a window or from a breezeway is also prohibited and may result in disciplinary action. Do not store boxes or other items in the breezeways or stairwells. Fire code states that all breezeways and stairwells must remain free and clear at all times.

### **Alcohol**

In addition to federal, state and local laws governing the use and/or possession of alcoholic beverages, the University prohibits the possession, furnishing or use of alcoholic beverages (including beer and wine) by all persons while in the residence halls. Residents and their guests are not permitted to appear in a public place or at activities manifestly under the influence of a controlled or other intoxicating substance.

Additionally, the presence of empty alcoholic beverage containers and/or alcohol paraphernalia (e.g. beer bong), that could be construed as possession, consumption, or distribution of alcoholic beverages, is prohibited.

Violation of this regulation may be subject to disciplinary action which could result in removal from the residence halls. If a violation occurs, the alleged violator may be arrested and go through the appropriate criminal justice procedure.

Non-residents found in violation will be issued a no-trespassing sanction.

### **Candles/Holiday Lights**

Any open flame, including but not limited to candles that are either lit or unlit, is not permitted in any residence hall at NKU.

Holiday lights are permitted in the residence halls but may not be hung from the ceiling or from the walls within 6 inches of the ceiling. Lights or wires may not be ran under carpet, rugs, or mattresses. Light may not be hung around doors (exception: closet doors), in hallways, or in any way that may impede egress from an area if they begin to fall. All lights must be UL (Underwriters Laboratory) approved cool bulbs.

### **Cleanliness and Sanitation**

Residents are not permitted to sweep dirt, trash, or waste out of doors or throw such items from windows or balconies. Additionally, letting dirty dishes/laundry pile up, spoiled or otherwise inedible foodstuffs accumulate, or the creation of any unsanitary condition is prohibited. Clotheslines are not permitted on apartment balconies. Resident Assistants will complete room safety checks throughout the year and residents who are found responsible for unsanitary room conditions will be asked to remedy the situation through cleaning. If the resident does not comply, they will be referred to the student judicial process.

### **Complicity**

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of University Housing policies. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct or University Housing policies is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

### **Disorderly Behavior**

Residents are not to engage in any behavior that by reasonable community standards would be considered lewd, indecent, obscene, disorderly, harmful, or potentially harmful to self or others.

This type of behavior, as well as practical jokes and/or pranks, often leads to injuries, damage of personal or University property, and /or confrontations that may become violent. Therefore, any student involved in this misconduct will be subject to disciplinary action and possible dismissal from the residence halls.

The University reserves the right to remove a resident from the Residence Hall who, over a period of time, indicates that he/she is not willing to abide by or adjust to residence hall policies and procedures. If a violation occurs, the alleged violator may be arrested and go through the appropriate criminal justice procedure.

### **Disregarding Reasonable Directives**

University Housing residents are not to disregard the reasonable directive, verbal or written, of any University official, University Police officer, or member of the residence hall staff. Residents are not to obstruct emergency personnel, University Officials, University Police officers, or members of the University Housing staff in the conduct of assigned duties.

### **Disrupting Residence Hall Functions**

Conduct which, by itself or in conjunction with the conduct of others, disrupts or impairs the performance of normal residence hall functions is prohibited.



## **Drugs**

Use, possession, or distribution of illegal drugs as defined by local, state, and federal laws, and not prescribed by a properly certified and licensed medical practitioner is prohibited on University-owned or controlled property.

The possession of drug paraphernalia is also prohibited under law and university policy. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of state law.

Additionally, the offender is subject to disciplinary action including dismissal from campus residency and possible suspension from the University. If, in fact, a violation of law occurs on campus, the alleged violator will be arrested and go through the appropriate criminal justice procedure.

## **Fraudulent Application or Eligibility**

If there is any reason to believe that a person or resident has fraudulently gained access to or is no longer eligible for housing, the resident of the unit will be contacted to review the matter. If it is verified that the individual is fraudulently living in the unit, or the resident fails to respond to the inquiry, eviction procedures may begin immediately.

## **Games of Chance**

Gambling and games of chance are prohibited in Residential Village. Violation of this policy is considered a violation of state, federal and municipal law.

## **Harassment**

Any behavior that creates an intimidating, hostile, or offensive environment or unreasonably interferes with the educational or work performance of any individual at any time is prohibited. Harassment can be verbal, nonverbal, physical or written, and includes the use of technology such as the telephone, voice mail, answering machine, e-mail, or other electronic communication media.

## **Lockout Policy**

When residents become locked out of their room, regardless of the reason, they should take immediate action to regain access to their room and notify the proper University Housing staff member. The RA will require the student locked out of their room to fill out a lock-out form.

The first lock-out is free of charge. Subsequent lock-outs will be subject to fines as outlined in Housing Policy Notification statement. If the floor or apartment area RA is temporarily unavailable, the resident should next contact their respective desks in order for the desk staff to contact the RA-on-Duty. The RA-on Duty will respond with due diligence. While we provide this service, all residents are responsible for having their keys at all times and they should remain patient with the staff and appreciate the service.

After three lock-out incidents, disciplinary action may be taken. This policy is in force to protect University property as well as all persons and property of persons that may be at risk due to lock outs.

## **Residential Network Access**

- \* All computers and computing devices attempting to use the NKU Network(s) must have approved anti-virus software installed, kept up-to-date, and scheduled to run at regular intervals. For information regarding free Anti-virus software and tips for using Antivirus tools, see the IT Anti-virus Guidelines.

- \* Staff from University Housing and the Office of Information Technology reserve the right to discontinue network access without prior to notice to students whose continued network usage presents a clear and present danger to the integrity of the network or other users of the NKU network.

- \* Students must follow all federal, state, and local laws related to the use of copyrighted works. If a student isn't sure whether a certain work is under copyright, it should be assumed that it is. Ignorance of copyright laws does not provide a safe haven for infringers. Students that utilize the campus network for downloading or sharing copyrighted files risk losing network access and/or potential prosecution from the copyright owners.

## **Pets**

Pets are NOT permitted, except for fish in tanks no more than 10 gallons. Residents living in residence hall rooms or apartments should not feed or otherwise encourage stray animals to frequent the area. Any resident wishing to register a complaint regarding the keeping of an illegal animal should not hesitate to contact his/her RA or Hall Director. Residents who violate the Pet Policy will be assessed the following charges for maintenance/repair to the unit:

Walls for the entire unit will be washed and/or the unit will be painted. Damage fees' range from \$90.00 to \$300.00 depending in the type of unit and the extent of damage.

Carpet will be cleaned. Damage fees range from \$30.00 to \$90.00 depending on the type of unit.

The entire unit will be treated for fleas, including bombing. Damage fees for flea treatment will be assessed at the time of service. Cost will include labor and material.

Additional damage fees may be added for damage caused to furniture or carpet requiring replacement or additional cleaning beyond methods described above.

Damage fees may be assessed at any time during the academic term. Repairs and maintenance will be conducted when the resident has vacated the unit. Residents who refuse to remove the animal(s) in question may be asked to vacate the Residential Village.

## **Physical Assault/Harm**

Residents are not to engage in any behavior which inflicts, or is intended to inflict, bodily harm upon any person, including taking reckless action which results in harm to another person or self.

## **Quiet Hours**

The residence halls and apartment are communities. A reasonably quite atmosphere is required to create an atmosphere conducive to academic success. Excessive noise or disruptive conduct is not permitted at any time (this includes, but is not limited to music being played out of the windows, slamming doors, loud yelling in public areas, etc.). Quiet hours have, therefore, been set for all residential facilities.

Quiet hours for the Residential Village are Sunday through Thursday, 10 p.m. to 8 a.m., and Friday and Saturday, 12:00 am to 8 a.m. These hours include areas outside the buildings, in lobbies and lounge areas and in rooms/apartments.

You are expected to respect the rights of your fellow students at all times. Noise in any room with the door closed should be barely audible in adjacent rooms.

During finals week, 24-hour quiet hours are in effect throughout the residence halls. Pursuant to this policy, residents are required to leave or check out of the residence halls within 24-hours of their last final.

## **Sexual Assault**

Residents are prohibited from conduct which subjects another person to sexual contact by force, or while the person is incapable of consent, or when the person is under the influence of a substance which impairs his/her ability to consent. Students may find the NKU policy on sexual assault and the resulting procedures within the Student Code of Conduct.

## **Smoking and Tobacco Free**

All of NKU's campus, including residence halls, is smoke and tobacco free. Tobacco use at all University owned, operated, and leased properties is prohibited. Tobacco products are therefore prohibited in all interior/exterior building space, outside ground areas, walkways and parking structures, indoor/outdoor athletic facilities, and vehicles. Prohibited products include, but are not limited to, cigarettes, cigars, pipes, hookah-smoked products, and oral tobacco such as spit/spitless, smokeless, chew, and snuff products. Products that contain tobacco flavoring or simulate tobacco use, such as electronic cigarettes, are also prohibited. This policy is strictly enforced. Violators are subject to fines and/or judicial sanctions.

## **Threatening Behavior**

"Threatening behavior" means any statement, communication, conduct or gesture, including those in written form, directed toward any member of the University community that causes a reasonable apprehension of physical harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

## **Visitation**

### **General Guidelines for All Building Occupants**

No student is permitted to have a guest in his/her room over the objection of the roommate. No student shall be denied access to his/her room at any time or be placed under undue hardship by the presence of a visitor. Visitors should use toilet facilities designated for their gender. At no time may visitors use shower facilities designated for the opposite sex in KY/CW or without the consent of roommates in the areas with private shower facilities.

Guests (occasional visitors) are not to abuse visitation privileges by residing in the residence halls. The University Housing office reserves the right to distinguish between a visiting guest and actual residency. Flagrant violations of the visitation guidelines could result in the cancellation of visitation privileges, cancellation of housing/dining agreement, and/or other disciplinary action.

All visitors and overnight guests are guests of the resident(s) they are visiting. They may only stay as long as they observe procedures, policies, and regulations established by the residents, the staff, and the University. Any guest must be 18 years of age or older, or a Northern Kentucky University student. S/he

must be escorted to and from the resident's room. Any guest must be accompanied by the resident. These policies - to respect the rights of privacy of all residents - shall be supervised by members of the residence hall staff. Residents must remain in the unit whenever their guest is in the apartment/room.

Residents will be permitted 24-hour guest visitation to allow students the flexibility to visit each other's rooms. However, this does not permit or condone cohabitation. Overnight guests are only permitted with the roommate(s)' approval. No guest may be an overnight guest for more than two consecutive nights or for more than ten nights total during the academic year. The host is totally responsible for the behavior of the guest during this time. Residents wishing to have a guest use a roommate's bed must first obtain permission for the use of the bed from their roommates. Temporary absence of the roommate does not make the bed available.

### **Weapons and Firearms**

Possession or use of any type of firearm, ammunition, explosive device (including fireworks), or other weapon on residence hall property or on University-owned property is strictly prohibited. Weapons include, but are not limited to, martial arts weapons, knives (other than cooking utensils), bows and arrows, air guns, rifles, shotguns, and BB guns (e.g. - Airsoft gun). If a violation occurs, the alleged violator may be arrested and go through the appropriate criminal justice procedure. Sanctions up through eviction are typical with weapons/firearms violations.

### **Vandalism**

Willful and/or malicious action that results in damage to property is prohibited. This includes damage to personal property, damage to University property or facilities and unreported accidental damages. When those responsible for vandalism are unable to be identified, community billing may be assessed.

### **Emergencies**

For any type of medical emergency:

- \* Immediately contact the Department of Public Safety at 572-7777.
- \* When you contact Public Safety, give them your name, location, name of injured (if known), and the nature of the injury.
- \* If you need further assistance. contact the RA on duty.

## **Earthquake**

In the event of an earthquake you should take the following steps:

\* If you are indoors, stay indoors. Get under a desk or table or stand in a doorway or corner. Stay clear of windows, bookcases, cabinets, and mirrors until the shaking stops.

\* If you are outdoors, stay outdoors. Get into the open, away from building, trees, walls, and power lines.

## **Fire**

When the fire alarm is activated, you must evacuate the building as quickly as possible. Do not re-enter the building until instructed to. Failure to evacuate is not only a safety hazard, but it is a violation of University policy.

## **Tornado/Severe Weather**

In the event of a tornado or severe weather, star away from windows and take shelter in the nearest bathroom or stairwell

## **Emergency Exit Doors**

Emergency exit doors are to be used to exit the buildings during emergencies only. If you exit these doors in non-emergency situations, this act is considered a violation of fire safety policy and disciplinary action may be taken.

## **Fire Safety**

Sprinkler systems, smoke detectors, and fire alarms are provided in the residence halls as specified by fire safety codes. Since the equipment is for safety of the residents, any abuse or misuse of it, either directly or indirectly, will be dealt with accordingly.

Because intentionally causing a fire or fire hazard and unauthorized alteration, misuse or abuse of fire equipment endangers the entire community, residents who abuse these items may not only face University disciplinary sanctions, but may also be subject to arrest. Abuse of fire safety equipment includes, but is not limited to, damage to smoke detectors, damage to exit signs, propping open fire doors, and damage to fire hose pipes. Additionally, failure to evacuate during a fire alarm is not only a safety hazard but it is a violation of University policy.

Residents are not to tamper with or obstruct fire alarms, smoke detectors, sprinklers in their rooms. If a resident suspects fire safety equipment to be faulty, they should immediately report their concerns to the Office of University Housing.

There are a few things that may not be brought into a residence hall and/or a student's room as they pose a significant risk of fire. They include but are not limited to: any high wattage electrical appliances such as space heaters, heat lamps, any open coil electrical devices, or musical instrument amplifiers. Students should not bring any candles, incense/aromatic herb burners, any device using halogen bulbs, toasters, hot plates or tanning lamps. Students are not permitted to bring or construct lofts.

Extension cords are not permitted in any residential facility. Power strips with built in breakers are allowed.

### **Fire or Severe Weather Evacuations**

Failure to comply with residence hall guidelines whenever a fire or severe weather alarm sounds is strictly prohibited.

### **Keys/NKU ID Card**

If you get locked out of your room/apartment, you must contact a Resident Assistant and show a picture ID in order to gain access to your room/apartment.

Residents are prohibited from possessing residence hall keys and AllCards that have not been issued in that resident's name or lending residence hall keys to another person. Residents found responsible for giving their keys or AllCard to another person will be referred to the student judicial process.

### **Lost Keys**

If a resident's keys are lost, the resident should notify University Housing immediately. Locks will be changed to provide personal and property safety with the resident being billed for any charges.

### **Falsifying Emergencies**

The intentional false report of, or the intentional failure to report a bomb, fire, or other emergency in a residence hall facility or on University property is strictly prohibited. This includes misuse of fire pull alarms and the intentional activation of smoke alarms. If a violation occurs, the alleged violator may be arrested and go through the normal criminal justice procedure.

### **Unauthorized Entry**

Forced or unauthorized entry into any residence hall building, wing, room, or apartment is prohibited. If a violation occurs, the alleged violator may be arrested and will be subject to legal action.

## **Philosophy**

University Housing shares the ideology set forth in the Northern Kentucky University Free Expression Policy (Rev. 05/02/2007). Additionally, the posting policy set forth by the University Center Management (Rev. 08/24/2004) provides a foundation for many of the following points.

To respect the well being of students living in the Residential Village and Callahan Hall as well as the staff that works therein, the following additional guidelines have been established for members of the campus community wishing to post items:

### Permitted methods of advertising

- \* Postings: 8.5" by 11" or 11" by 17" in size

- \* Handbills

- \* Electronic distribution (emails)

- \* Sidewalk chalk

- \* Exceptions can only be made at the discretion of the Director of University Housing given nature and cause of the advertisement.

## **Approval Process**

- \* Registered student organizations must submit advertising to the Office of University Housing for approval (this includes all aforementioned methods).

- \* It is recommended that campus organizations bring their postings to the Office of University Housing in a timely manner to ensure posting.

  - o For physical postings, at least two weeks prior to an advertised activity is recommended.

  - o For electronic distribution or sidewalk chalk approval, one week submission is recommended.

- \* If approval is granted, University Housing staff shall stamp postings (where applicable) and give them to the Hall Directors. The Hall Directors shall then distribute postings to Resident Assistants to post.

## **Handling**

- \* University Housing staff shall post and remove items within the Village and Callahan Hall—no campus organization may enter any area to post unless they have received explicit permission from the Office of University Housing

- \* Student organizations posting without approval of University Housing shall have their items removed immediately and be reported to the Dean of Students.



## **Quantity**

- \* Quantities varied per each area
- \* Organizations should communicate with the Office of University Housing for information on quantities for distribution

## **Handbills**

- \* Small printed sheets may be distributed by hand on the part of campus organizations.
- \* All handbills must be approved through University Housing and may be brought by for approval on the day that the organization wishes to distribute them.
- \* Location for handbill distribution is limited to the area outside of Norse Commons.
- \* Distributing handbills outside of the business hours of University Housing, as well as on the weekends, shall be prohibited.

## **Chalking**

(the following is taken or adapted directly from the University's posting policy)

- \* Chalk is permitted for use by registered student organizations and University departments only to publicize campus events on sidewalks.
- \* Use of chalk for any purpose other than announcing the time and place of an event and the specific topics or title of the event is prohibited. Failure to abide by this standard will result in disciplinary fines and removal of the chalked messages.
- \* Requests must be made in writing to Office of University Housing at least five (5) working days prior to chalking.
- \* Messages must be written at least 30 feet from the entrance to any building.
- \* Messages must be written on horizontal sidewalks and fully exposed to the weather elements.
- \* Chalking is not permitted on brick paving surfaces.
- \* Messages shall not be written on any vertical surface which includes buildings, signs, walls, pillars, posts, benches, planters, doors, windows, fountains, gates, bridges, trash receptacles, steps and light posts.
- \* Chalking is allowed for five (5) working days. Clean up must be conducted by the responsible party at the conclusion of the 5th working day. If chalking is not totally removed, there will be a charge for clean-up.
- \* Water-soluble chalk must be used.