

LIVING ON CAMPUS

Welcome to Pitt-Johnstown!

*Housing Policies &
Procedures
2019-2020*

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Housing & Dining Services

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Greetings, Pitt-Johnstown Residence Community Member!

Welcome to your new home! We are delighted that you have chosen to enhance your Pitt-Johnstown experience by living on campus. As you will soon discover, being a resident student strengthens your connections with the members of the Pitt-Johnstown community and provides you with a rewarding and positive life-changing experience. Many of the friendships you will make while living on campus will last through your lifetime.

We encourage you, as a resident student, to take advantage of the many opportunities and programs that are made available to you through the Housing and Dining Services, Residence Life, and Student Activities and Engagement offices. Remember that the entire Student Affairs team is here to answer your questions, help you navigate your way, and make your on-campus experience memorable and rewarding. You will quickly discover that Pitt-Johnstown is a great place to live!

Our top priority is to provide you with a living experience that is safe, comfortable, and welcoming. We strive to create an environment that is inclusive and free from hateful or harassing acts. In fact, we have a zero tolerance for any action that threatens, intimidates, or harasses another member of the campus community.

This publication has been designed to provide you with information on policies, procedures, and expectations relating to your on-campus experience. You will find additional information on our web site: www.upj.pitt.edu/Housing. If you can't find the answer to your question, please reach out to me directly and I will be happy to help you. I also welcome any comments that you would like to share regarding your on-campus experience.

On behalf of the entire Pitt-Johnstown Student Affairs team, we look forward to seeing you on campus and working with you to create a living-learning experience that will generate a lifetime of great memories!

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MEAL PLAN OPTIONS AND RATES

All first-year residence hall, lodge, Willow, and LLC Residents must contract for a meal plan. All plans are per term. (First-year residential students are required to contract for Plan 1, 2, 3 or the unlimited plan). Commuter students may select from any of the plans.

Meal plan purchases and changes are coordinated by the Office of Housing and Dining Services. Meal plan questions may be directed to upjmeals@pitt.edu.

RESIDENCE HALLS/LODGES/WILLOW/LLC		
Unlimited Dining		
	Unlimited dining + \$150 dining dollars	\$2,410
Plan 1	165 meals + \$450 dining dollars	\$2,010
Plan 2	150 meals + \$350 dining dollars	\$1,980
Plan 3	125 meals + \$475 dining dollars	\$1,980
Plan 4	120 meals + \$400 dining dollars	\$1,865
Plan 5	75 meals + \$385 dining dollars	\$1,705
COLLEGE PARK APARTMENTS/TOWNHOUSE & COMMUTER STUDENTS*		
*any of the above or		
Commuter Plan 1	65 meals + \$150 dining dollars	\$925
Commuter Plan 2	55 meals + \$220 dining dollars	\$925

What are dining dollars?

Dining dollars have cash value in campus dining venues and are part of meal plans. Each dining dollar is worth one dollar and can be used in any of the dining venues on campus.

Please note that any meal plan Dining Dollars and/or meals remaining at the end of the fall or spring terms will be forfeited. *There is no longer an end-of-semester meal conversion program.*

Meal Plan dining dollars and meals do not carry over from one term to the next.

Dining dollars cannot be used in the Bookstore or the convenience store.

Dining dollars cannot be refunded.

If students run out of dining dollars, they may purchase additional dining dollars through the Office of Housing & Dining Services. Students may also purchase Mountain Cat Cash through the Business Office. Mountain Cat Cash can be used in any campus dining venue and the campus Bookstore and does not expire at the end of the term. We recommend purchasing Mountain Cat Cash instead of additional dining dollars.

HOUSING RATES

The housing rates listed below are **per term** for the academic year. The rates include the room, room furnishings, internet and Wi-Fi, residence hall programming and events, Philo television service, and all utilities. Meal plans are a separate cost.

Housing Facility	Shared Room	Single Room**
Residence Halls <i>(Hemlock, Hickory, Laurel, Maple, Oak Halls)</i>	\$3,020	\$3,675
Living-Learning Center (LLC)	\$3,165 \$2,375 (tripled room)	\$3,865
North & South Lodges <i>(Briar, Buckhorn, Foxfire, Hawthorn, Heather, Larkspur, and Sunset Lodges)</i>	\$3,020	\$3,785
Townhouses <i>(Cascade, Highland, Summit, Timberline, Wilderness, and Woodland Townhouses)</i>	\$3,305	\$4,040
Willow Hall	\$3,305	\$4,040
College Park Apartments	\$3,305 (4-person apartment) \$3,675 (2-person apartment)	\$4,040

For more information about each housing option, please visit www.upj.pitt.edu/housing and click on the "Housing Options" link.

**Single Rooms may be available on a limited basis and are generally not available until the semester has started.

All students desiring on-campus housing need to sign the appropriate Housing & Dining Services Contract and complete an on-line housing application. Students wishing to be considered for a private room also need to complete an on-line "Private Room Request Form."

To cancel housing, a student must complete an on-line cancellation form. Please note that failure to cancel housing on-line may result in penalties. These penalties include forfeiture of deposit, continued room charges and/or fines. Please see the current "Housing and Dining Services Contract" for more details. This document may be found on the Office of Housing & Dining Services website at www.upj.pitt.edu/Housing.

AMENITIES

We are committed to providing a comfortable, supportive living environment for our residential students. Each student is provided with a twin-XL bed and mattress, desk with chair, and dresser. Flame-retardant window treatments are provided in each room, as are a microwave and refrigerator. Residents also have access to free laundry facilities, that are conveniently located.

Students residing in campus residence halls have access to University wi-fi and gaming networks. Free television is provided to all resident students via Philo Edu streaming service. Philo enables students to watch programming on their televisions, computers, and mobile devices. More information on Philo is available at www.johnstown.pitt.edu/housing-services/philo.

WHAT TO LEAVE AT HOME

Your safety and well-being are a top priority at Pitt-Johnstown. Therefore, the following items are not allowed on campus.

- Air conditioning units
- Refrigerators (including small personal refrigerators)
- Power tools
- Candles and wax burners
- Cooking appliances (hot plates, toasters, toaster ovens, George Foreman Grills, InstaPots/rice cookers, or other appliances with heating element)
- Drones
- Fireworks
- Halogen lamps
- Incense and incense burners
- Lighter fluid
- Extension cords (power strips with surge protection are acceptable)
- Gas grills and propane tanks
- Space heaters (electrical, kerosene, etc.)
- Weapons and ammunition

This is not an exhaustive list. A complete list of non-permitted items is available on our website.

Please remember that Pitt-Johnstown also has a no-pet policy.

HOUSING PROCEDURES

Being a member of the University of Pittsburgh community is a privilege. This privilege comes with the responsibility to act in accordance with all institutional rules and policies. Any full-time student under the age of 24 is eligible for residential living. Students requesting adjustments or accommodations due to disabilities must contact The Office of Health and Counseling Services at 814-269-7119 or email ohcs@pitt.edu.

As members of the Pitt-Johnstown community, all students are expected to comply with all federal, state and local laws and ordinances. In addition, all students should be familiar with the *Student Code of Conduct*. Likewise, all resident students should be familiar with the current *Housing and Dining Services Contract*.

COMMUNICATION WITH STUDENT HOUSING

Any request, cancellation, application, or similar communication with the Office of Housing & Dining Services must be initiated by the student. Housing & Dining Services cannot respond to requests from parents, guardians, or similar agencies on the student's behalf.

Communications should be through one of the following methods:

1. online via the housing module (my.pitt.edu, askCathy, Johnstown Campus Housing & Dining Services,
2. via email from the **student's Pitt email address**, or
3. in person at the Office of Housing & Dining Services, Student Union.

Students who are under the age of 18 at the time they apply for housing will need to have a parent or guardian co-sign their Housing and Dining Services contract.

AVAILABILITY OF RESIDENTIAL FACILITIES

Residential facilities will be available for occupancy the day before classes begin and must be vacated and left in good order no later than 12 hours after the student's last scheduled final examination in the academic period covered. Students who withdraw from the University must vacate the premises within 24 hours.

Students wishing to arrive earlier or stay later than the above time frame may be billed a nightly rate outside the current term rate. Students wishing to arrive early or stay late must receive permission from the Office of Housing and Dining Services. Students not obtaining permission may face fines and/or judicial action.

HOUSING DEPOSIT AND REFUNDS

A \$150 housing deposit is required for all students when registering for campus housing. Note: The deposit is held against the spring term housing fee. This deposit is refundable under certain circumstances. For detailed information on how to cancel housing and have the housing deposit refunded, please reference the current *Housing and Dining Services* contract.

ASSIGNMENTS

The Office of Housing & Dining Services has the sole right to make assignments and reassignments in the residential facilities. Students can be reassigned to another facility at any time during the academic year at the discretion of the Director of Housing & Dining services or his designee. Administrative reassignments can occur when a

student's lifestyle, hygiene, health, or behavior may adversely affect the other students in the facility, or when the need arises to make optimal use of the facilities. When possible, a student will be given 24-hour notice before an administrative room change occurs. A student is responsible for any costs incurred if a move results in increased housing fees. A private room rate will be charged not only to a student who requests and is granted a private accommodation, but also to one who chooses not to move out of an assigned room or refuses to allow another student to move into the room. Such action could also result in a fine and/or disciplinary action.

ASSIGNMENT CHANGES

Room changes are subject to the approval of the Office of Housing & Dining Services. Students may not move to another assignment without first receiving approval from said office. In most cases involving a roommate conflict, residents will be asked to participate in a formal mediation process. Students who have a concern about a roommate conflict should first attempt to resolve the issue informally with their RA. A student is responsible for any costs incurred should a move result in increased housing fees. Students moving without prior approval could be subject to a fine and/or disciplinary action.

ROOM VACANCIES

All vacancies in rooms, suites, and lodges will be posted. The exception is vacancies in organizational housing. When a vacancy occurs, students should be prepared to have another student move into the vacancy at any time. Refusing to allow a student to move into a vacancy could result in disciplinary action and/or fines. Moving into an available space without authorization from the Office of Housing & Dining Services could result in disciplinary action and/or fines.

ROOM CONSOLIDATION

When deemed necessary, the Office of Housing & Dining Services may consolidate students without roommates together. This process can occur in either the fall or spring terms, or both. Detailed instructions will be sent to students involved in the process. The consolidation process is not necessarily implemented every term.

OVERLOADING SPACES

Due to the number of students requesting housing, at times it might be necessary to overload a space (triple). If overloading a space is necessary, the Office of Housing & Dining Services will work to return the space to the designed capacity as soon as possible. A reduced rate may be offered should mandatory overloading be necessary. Once the room returns to designed capacity, the reduced rate will no longer be in effect and the room rate will return to the published rate.

GENDER-INCLUSIVE HOUSING

Gender-inclusive housing provides students the opportunity to live with the student of their choosing, regardless of sex, gender, or gender identity or expression.

Gender-inclusive housing will be available to upper-class students in a designated building/area. Gender-inclusive housing will not be available to first-year students in the five first-year residence halls. No preference will be given to those students who choose gender-inclusive housing. While no formal restriction applies, the Office of Housing & Dining Services does not recommend that romantic couples choose to live

together in gender-inclusive housing. In the event that one of the students in a gender-inclusive assignment cancels his/her housing contract or moves out of the room for any other reason, the remaining student can identify a new roommate to fill this vacancy. The amount of time available to identify a new roommate will depend upon current housing needs. If the remaining roommate cannot identify a new roommate, Housing & Dining Services will assign a new roommate to the room, the room will revert to a single-sex room and a new roommate will be assigned based upon the sex of the remaining roommate.

PRIVATE ROOMS

All students should plan to have a roommate for the year. Private rooms may be offered to those students completing an online "Private Room Request" form should rooms be available. Private rooms may not be available until after the term has begun. Private rooms are offered based on terms-in-residence (how long a student has lived on campus), where spaces are available, and by date of request, in that order. Accepting a private room will result in an increased cost to the student.

INSPECTIONS

Residence Life staff will conduct announced health and safety inspections. Students are expected to clean their facility and remove all garbage. Students will be billed for missing or damaged property and for cleaning charges. Action on all health and/or safety issues will be documented on inspection forms and may warrant judicial action and/or criminal prosecution. Students failing to correct health and/or safety issues could face judicial action and/or criminal prosecution.

ROOM ENTRY

The University reserves the right for authorized representatives to enter the premises for housekeeping purposes, for damage and/or cleanliness inspections, for repairs or maintenance, to determine occupancy, to ensure the well-being and safety of members of the University community, to check the condition of University property, or to recover University property. In addition, rooms can be entered when there is probable cause to believe that a violation of University policy and/or State or Federal law has taken or is taking place.

MAINTENANCE REQUESTS

Students who have a maintenance need are asked to submit an online work order via the University's Campus Services website (<http://campusservices.upi.pitt.edu>). Physical Plant employees work Monday through Friday between the hours of 7 a.m. and 3 p.m. For emergencies that occur during the evening or on weekends, students should also contact an RA.

RE-CONTRACTING

Students desiring to return to campus residences for the following year may do so during the re-contracting process that takes place every spring term. Students will be charged a \$150 room deposit after all other accounts with the University are paid in full. After the \$150 room deposit is paid, students can apply online for housing within residential facilities reserved for upper-division students.

RECESS PERIODS

All residential facilities will be closed between terms. Residents are responsible for making their own temporary arrangements during periods of closure. Dining facilities will close during all breaks and periods of closure. Anyone found in University housing during a period of closure without authorization will be subject to University disciplinary action and/or criminal prosecution.

Students requesting to stay during recess periods may be billed a nightly rate which is outside the current term rate for the nights in which they stay on campus.

CHECKING OUT OF RESIDENTIAL FACILITIES

Students vacating their rooms at any time during a term or at the close of a term must complete the following before leaving:

- (1) Ensure that their facility is clean and in good condition. Cleaning charges at a rate of \$50/hour will be assessed to students who leave environments unclean.
- (2) Unless choosing to take advantage of the "Express Check-Out" option, meet with an RA to conduct a room inspection. Damages found will be assessed to the residents of the room in which they are found.
- (3) After an inspection, keys are to be returned to the RA conducting the inspection. Failure to return keys upon departure results in a key fine. Personal property left in any residential facility upon completion of check-out becomes the property of the University one week following departure.
- (4) Students can choose to use the Express Check-Out option. This option is available if a RA is unavailable or if the student simply chooses to expedite the check-out process. The student will obtain an Express Check-Out envelope, empty the room of belongings, place the room key in the envelope, and place the envelope under the RAs door or turn it into the Office of Housing & Dining Services or University Police. The RA will then inspect the room at a later time without the student present. When choosing the Express Check-Out option, the student waives the right to dispute any charges that may result from room damages, etc. All other check-out policies are in effect when using the Express Check-Out option.
- (5) Students failing to follow the above procedures will be identified as an improper check-out and may be subject to fines and/or penalties.

CRIMINAL DISCLOSURE

Resident students must disclose to the Office of Housing & Dining Services any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If a student has any such conviction, residing in on-campus housing first require express permission from the Office of Housing & Dining services. Students with such convictions must agree to assist Housing & Dining Services in conducting a background check and to adhere to any reasonable housing conditions placed on them at the discretion of the Office of Housing & Dining Services. Based on the nature and circumstances of past or future convictions, the student can be prevented from residing in University-owned housing.

STUDENTS' RIGHTS & RESPONSIBILITIES IN THE JUDICIAL PROCESS

The Residence Life staff (RA) are actively involved in working with students to create an academically supportive environment. The staff are committed to encouraging students to adhere to University policies and procedures and exhibit appropriate behavior at all times. While educating students about what it means to be a member of a positive living community, the staff must address the behavior of individuals who act inappropriately and/or who serve as a disruption within the community. Students are expected to be responsible for their own actions and the actions of their guests at all times and places on campus. Additionally, it is the responsibility of all resident students and their guests to respectfully comply with the directives given by the members of the Residence Life and Housing & Dining Services staff.

Depending upon the nature and severity of an incident, a student's behavior could result in one or several possible interventions including an informal discussion with one's Resident Assistant or Head Resident Assistant, an administrative hearing conducted by an Area Coordinator, a judicial referral to the Office of Student Conduct and Conflict Resolution, and/or the involvement of University Police. Some actions could result in a student's immediate removal from living in and/or visiting campus residential facilities. Additional information on the judicial system can be found in the *Student Code of Conduct*.

HOUSING POLICIES

ALCOHOL POLICY - RESIDENTIAL FACILITIES

The University has established a comprehensive policy concerning the use and abuse of alcohol and other drugs by students and employees. It is of the utmost importance that each student read and be familiar with University policies regarding alcohol and other drugs. As adults, students are expected to obey the law and take responsibility for their conduct. The relationship between the University and students is a non-custodial one. The University will not invade the personal lives of its community members (faculty, staff, students or others) on or off the campus, nor conduct unreasonable searches and seizures. Our policy has been designed to give reasonable assurance that campus regulations, township ordinances, and state laws will be complied with. Members of the University community will be subject to disciplinary action, or legal process, for violation of laws, ordinances, and regulations, as well as procedures designed to comply with the same.

It is recommended that students familiarize themselves with the University policy by consulting the *Student Code of Conduct*.

CONFISCATION

If stolen property, contraband, prohibited items, and/or item(s) considered a danger to a student or the community is found in a student's possession, University personnel will remove it immediately. Contraband includes, but is not limited to, fire hazards, prohibited items such as candles, weapons, illegal drugs, drug paraphernalia, etc. The student or students in whose room, lodge, suite, townhouse, or apartment the item is found will be subject to University action and/or criminal prosecution. Some confiscated

items may be retrieved within one week of the date of confiscation. Any retrieved item must be permanently removed from campus immediately. Items related to alcohol and/or drug use or items that could present a danger may not be retrieved. Any item not retrieved within one week becomes the property of the University.

QUIET HOURS

To ensure a quality living/learning environment, conduct and noise interfering with study and sleep of residents is unacceptable. During quiet hours, a student should be able to study or sleep in his/her room without disturbance from his/her neighbors.

Quiet hours for all University-owned residential facilities are Sunday through Thursday 10 p.m. to 8 a.m. and Friday and Saturday midnight to 8 a.m. Exceptions to this timeframe are during exam weeks when quiet hours are in effect at all times through the duration of the exam week. Violations of the quiet hours policy can result in a fine and/or judicial action.

DAMAGES AND LIABILITY

The University does not assume responsibility for any resident's, guest's, or other person's loss of money or valuables or for the loss of personal property due to natural or unnatural causes. Students whose personal property is not covered by their parents' or guardians' personal property insurance policy, should purchase coverage.

- (1) Upon arrival, all residents of a room, suite, townhouse, or apartment must review and sign a room condition report (RCR) for their living and/or common space. The report is completed by a RA, and documents the condition of the room, suite, lodge or apartment and items contained within it. University property that is noted as damaged and requires repair or replacement must be listed on the report. Residents will be charged for all damages or losses not documented on the RCR.
- (2) Only maintenance and/or custodial staff members may repair, replace, or adjust University equipment or property. Residents are not permitted to do so.
- (3) All residents of a room, suite, lodge, townhouse, or apartment are held mutually liable for damages to public and/or private areas when individual responsibility for the damages cannot be clearly established.
- (4) An individual is held solely liable for public or private area damages to a room, suite, townhouse, lodge, or apartment when individual responsibility can be clearly established.
- (5) Living spaces and common areas must be in same condition upon resident departure as recorded on the condition report upon arrival.
- (6) Residents are responsible for securing their room, suite, townhouse, lodge, or apartment. Residents can be held accountable for loss of personal belongings or University property.
- (7) All residents are held liable for damages to public or semi-public areas of the residential facilities when an individual or a group of individuals responsible for the damages cannot be clearly established.
- (8) Residents who observe vandalism within or around residential facilities, and who do not report the vandalism to Housing & Dining Services, Residence Life staff or University Police can also be found financially or judicially liable for damages.
- (9) A student's failure to remit payment when found financially liable will result in an administrative hold being placed on the student's University account. This hold may prevent a student from scheduling classes or completing a housing application.

- (10) Because the University considers it a privilege and not a right to reside in campus housing, those students who, on the basis of campus records, participate in or are responsible for excessive and/or malicious damage to University property may be required to immediately vacate campus housing and/or may lose on-campus housing privileges.

DISORDERLY CONDUCT

At all times, students are expected to act in a mature, rational, and respectful manner towards one another and all University faculty, staff and administrators. Actions, attitudes, and behaviors to the contrary aimed, either directly or indirectly, towards any member of the University community will be appropriately addressed through the University's judicial system, which could result in criminal charges, if warranted. In every situation alleging disorderly conduct, a student's residency status is questioned and could be altered and/or revoked.

DRUGS

On-campus possession, sale, or use of any controlled substances (as defined under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act 64 of 1972) is prohibited. Students who are found to possess, sell, or use these substances could be required to vacate University housing immediately and are also subject to permanent disciplinary dismissal from the University.

FIRE SAFETY/FIRE SAFETY EQUIPMENT

Each residential facility is equipped with a central fire alarm system. If an alarm sounds, students are required to immediately evacuate their facility. Obstruction of or disobeying emergency evacuation procedures will result in judicial and/or criminal action. Abuse, tampering, misuse, or unauthorized use of fire safety equipment, including, but not limited to, setting off false alarms or false alarm boxes, or intentionally activating a sprinkler system, smoke detector, fire extinguisher, or fire hose connection, is prohibited and will result in appropriate fines and/or University action, up to and including termination of housing and criminal prosecution. This includes covering smoke detectors. Setting fires in the residential facilities or surrounding areas is prohibited and punishable under the Pennsylvania Fire Code. This includes, but is not limited to, setting fire to bulletin boards, wall coverings, posters/ flyers, trash containers, furniture, door decorations and/or setting fires or burning items outside of a residential facility. Students may not remove the curtains from a room nor may they hang fabric in their rooms or common areas for decorative or other purposes.

FIREARMS AND WEAPONS

Possession of firearms and/or weapons in University housing or on University premises is strictly prohibited. Included in the University's definition of firearms and weapons are: pellet guns, BB guns, airsoft guns, paintball guns, ammunition, bows and arrows, knives, sling shots, darts, martial arts implement, and any item described as being an "offensive weapon" under the Pennsylvania Crimes Code. Due to the popularity of hunting in the Johnstown area, arrangements can be made with University Police for storage of firearms/weapons. Any student desiring this service can make appropriate arrangements by contacting University Police at 814-269-7005. (Note: The storage of firearms/weapons with University Police is a service and a privilege. Failure to return them to University Police immediately upon returning to campus will result in

revocation of this privilege.) Residents must report the possession, use, or storage of any firearm, weapon or explosive device to University Police when they are aware of such possession. Game animals killed while on hunting trips may not be brought to campus and dressed/processed. All cleaning and dressing must be done off of campus property.

FIREWORKS

Pennsylvania law forbids the use of smoke bombs, firecrackers, fireworks, and other incendiary devices. Possession and/or use will result in disciplinary sanctions and/or police action.

GUEST AND VISITOR POLICY

All visits are subject to the following conditions:

- (1) A visitor/guest is defined as any person not assigned to that hall or room.
- (2) The roommate's approval is required.
- (3) All residents and visitors/guests must present proper photo identification upon request. Proper identification for visitors/guests includes state issued identification as well as identification cards from other schools.
- (4) All visitors/guests must be escorted by the resident while in the building.
- (5) Residents are limited to five (5) visitors/guests per room at any one time.
- (6) A resident may not entertain persons under the age of sixteen (16), unless accompanied by a parent. At no time are non-students under the age of 18 permitted to stay in the residence halls overnight.

OVERNIGHT GUEST POLICY

An overnight guest is defined as any non-resident guest visiting between the hours of 12 a.m. and 8 a.m. Sunday through Thursday nights and between the hours of 2:00 a.m. and 8:00 a.m. on Friday and Saturday nights. All visitation regulations apply to overnight guests (see "Guest and Visitor Policy" above). Residents may have overnight guests subject to the following additional conditions:

- (1) All non-resident overnight guests must be registered via an overnight guest registration form completed by the host student. The overnight guest form must be completed and turned into an RA before 11:30pm. **The roommate's approval is required** even if the roommate will not be in the room during the guest's stay.
- (2) A resident may not have more than two overnight guests at one time.
- (3) An overnight guest may not stay longer than three consecutive days (Sunday through Saturday).
- (4) A resident is limited to having six guest nights during any calendar month.
- (5) Guests must abide by the *Student Code of Conduct*. Violations of the *Student Code of Conduct* could result in the immediate removal from campus.
- (6) The total number of overnight guest nights allowed for any resident student is 24 in a given term.
- (7) Having an unregistered overnight guest, **failing to receive roommate consent** and/or having guests for too many nights could result in disciplinary action and/or fines. Repeated violation could result in removal from University housing.

UNIVERSITY ID CARDS

For purposes of identification and means of access, all students are required to carry their University ID card while on campus. Students must produce a student ID card when requested to do so by a University official. University officials include University Police Officers, Housing & Dining Services staff, Residence Life staff, and other University administrators. Lost or missing ID cards must be reported immediately to the ID Center (152 Student Union). Students are financially responsible for the cost of a replacement card.

KEYS

University room, suite, townhouse, lodge, and apartment keys are issued to the assigned occupants of the living space. Residents should not lend their keys to anyone. Lost or missing keys must be reported immediately via the online Lost Key replacement form found at my.pitt.edu, askCathy Johnstown Campus Housing & Dining Services. Residents are financially responsible for the cost of all lock changes.

- (1) It is a violation of state statutes and University regulations to duplicate keys to any residential facility.
- (2) Residents are financially responsible for the cost of changing locks and the re-cutting of keys if they do not return their residence hall keys upon departure from the facility. The cost associated with changing locks and re-cutting keys is set annually by the Office of Housing & Dining Services.

LAUNDRY

Most residential facilities are equipped laundry machines. All laundry machines on campus are open to use by residential students and do not require coins or cards to operate. Questions regarding the laundry or requests for repairs should be submitted by following the instructions posted in the laundry rooms. Please note that the University's maintenance staff does not repair or maintain laundry machines. Any person found tampering or misusing any machine or appliance will be prosecuted criminally and may be referred to the University's judicial system.

PERSONAL & COMMUNITY SAFETY

The ability to live, learn, and grow in a safe, secure, and healthy environment is of paramount importance. In concert with other University policies and federal and state laws, behavior that endangers personal safety within the jurisdiction of residence halls and surrounding property is prohibited.

- (1) Accessing roof tops and/or ceilings, propping doors, removing window screens, entering/exiting through windows, and using sports equipment within residence facilities is not permitted.
- (2) Propelling objects from hallways, windows, doors, balconies, porches and/or sidewalks of facilities is prohibited.
- (3) Playing sports and/or using any sporting or unauthorized recreation equipment is not permitted in residential facilities.
- (4) Discharging, dumping, or throwing containers of water, having shaving cream, food, water, or other fights, and/or engaging in similar behavior that endangers resident safety or University property is prohibited in and around/between residence facilities.

- (5) Items cannot not be hung from the ceiling, including but not limited to cardboard, beer boxes, fishnet, parachutes, flags, tapestries, or other flammable items. Only University-approved curtains may be hung in front of windows.
- (6) Using candles, incense or incense burners, oil lamps, etc. which, by the nature of their use may be left unattended, constitute a fire hazard and are not permitted in residence facilities.
- (7) Storage of propane tanks, lighter fluid, or other accelerants, or any other type of "open flame" device in the residence facilities is prohibited. University personnel will confiscate such items.
- (8) During holidays, decorative lights and candelabrum with low watt mini-bulbs and a UL approved label are permitted. Natural trees, pine boughs, etc., are not permitted.
- (9) No person is permitted to sleep in public areas of residence facilities, including common areas such as lobbies, hallways, and recreation areas.
- (10) Approved extension cords should never be placed across aisles, wrapped around metal fixtures or furniture, run through doorways or under carpet or bedding.
- (11) Tampering with exterior doors, propping exterior doors open, or disabling/bypassing exterior locks is prohibited. Students who do so could face disciplinary action, including removal from the residential facilities.

PETS

For health and maintenance reasons, pets are not permitted in any residential facility. Fish in a 10-gallon tank or less are the only exception to this policy. Students found in violation of this policy will be subject to disciplinary action without prior warning. The minimum penalty in such cases will be a \$100 fine. Repeated violations can lead to loss of on-campus housing privileges.

Emotional support animals (aka "comfort animals) must be approved by the Office of Health and Counseling Services. Students must obtain written consent from the other occupants of the room, suite, townhouse, lodge or apartment regarding the animal.

PROHIBITED ITEMS

The following items are among those not permitted in University-owned residential facilities: lofts, large furniture (recliners, loveseats, couches, mattresses), candles, incense, incense burners, halogen lamps, water beds, air conditioners, toaster ovens, rice cookers, crockpots, heavy electrical appliances (washers, dryers, freezers, dishwashers, etc.), cooking appliances and appliances with open heating elements (toasters, grills, hot plates), firearms, paintball guns, BB and pellet guns, CO2 cartridges, dart boards, propane tanks, lethal weapons, ammunition and explosives, fireworks, lighter fluid, knives, drones, wax burners, martial arts implements, power tools, large weights and exercise equipment, dart boards, flat panel TV mounts, space heaters, light-weight extension cords, non-circuited/non-surge protected multi outlet, and any items related to illegal drugs and related paraphernalia as well as items related to excessive consumption of alcohol (beer bongs, drinking game paraphernalia).

A microwave and refrigerator are provided in all residential areas on campus. If the use of an extension cord is necessary, residents are required to use a power strip. All cords must be grounded and UL approved.

ROOM LIGHTING

University lighting fixtures must be equipped with light bulbs provided by the University. They cannot be replaced with any other type of bulb, nor can a shade or light covering be replaced or altered in any way. If an emergency evacuation of a residential facility is necessary, it is important that Police and Fire Safety Personnel have adequate lighting. Due to fire safety hazards, halogen lights are not permitted. Lighting devices, fixtures, or equipment may not be affixed to any University property. Material or cloth may not be placed over lighting fixtures.

SMOKING/VAPING

All University-owned facilities are clean air. Smoking within all University facilities, including residential facilities, is prohibited and will result in fines and possible loss of on-campus housing privileges. If evidence of smoking in a residential facility is apparent and the responsible person(s) cannot be identified, the residents of the facility and/or the organization of a facility will be held responsible for any relevant fines according to the above-mentioned consequences. The use of electronic cigarettes and vaping is also prohibited in residence facilities.

TECHNOLOGY USAGE

The University provides computer network connection services in all residential facilities.

- (1) Use of this service is a privilege and it is the responsibility of each user to utilize these services appropriately. By connecting a computer to ResNet, users are bound to all agreements established by the University, its vendor(s), and to any local, state or federal laws and/or regulations regarding use.
- (2) Any action deemed a violation of any University policy regarding computer appliance, software or network use could result in the immediate termination of services, monetary fine and/or judicial and/or criminal prosecution.
- (3) Users may not attempt to run any unauthorized hosts, sources, or services.
- (4) Residents may not attempt to circumvent any firewalls affiliated with established network services.
- (5) Residents are responsible for any activity originating from their host.
- (6) Residents may not use any technology for surveillance, nor record or distribute video or still images of someone without her/his prior written permission.
- (7) Residents may not install satellite dishes, radio or television antennae, or aerials in, on, or throughout any residential facility.

THEFT AND/OR UNAUTHORIZED USE

Theft or unauthorized possession of University services, property, appliances, equipment or personal possessions is a serious offense - one that will be investigated and addressed to the full extent of University policy, and federal, state and local laws and ordinances.

- (1) Theft of University services includes, but is not limited to, the unauthorized use of computer, network access, and University meal or other accounts.
- (2) Residents may not use another's personal property without authorization, including, but not limited to, another's computer account, or meal account.
- (3) Theft of services regarding the use/misuse of campus housing will be prosecuted to the fullest extent of University policy, and federal, state and local laws and ordinances.

UNIVERSITY ROOM FURNISHINGS AND APPLIANCES

- (1) Lodge, room, suite, townhouse or apartment furnishings provided by the University may be arranged in any reasonable manner that does not endanger resident safety – with the exception of any items affixed to a wall or floor, as these items must remain in their original position.
- (2) Furnishings or appliances provided by the University may not be transferred or interchanged among rooms, suites, lodges, apartments, townhouses or any public area.
- (3) University furniture may not be placed outside.
- (4) University furniture that is placed into the room by the Office Housing & Dining Services must remain in the room and may not be removed by the residents. In the instance whereby a room is “tripled” and a loft system is placed into the room, the loft system will be removed once there are only two students in the room by the Physical Plant staff at the direction of the Office of Housing & Dining Services. Physical Plant will not honor requests from students to remove any furnishings from a room, suite, loge, townhouse or apartment.
- (5) University common area furniture (e.g., furniture placed in lounges or recreation areas) may not be moved to student rooms or placed outside of the residence facility. Students found in violation of this policy will be subject to disciplinary action and possible loss of on-campus housing privileges.
- (6) All University-provided appliances must be cleaned and in the same working condition upon departure as they were upon arrival.
- (7) Living areas may be carpeted, however, if the space is not already carpeted:
 - a. University property is not to be modified to accommodate carpet.
 - b. Double-sided tape, glue, adhesive, other tape/fixative, or nails may not be used in carpet installation.
 - c. Carpet may not have foam backing, and carpet padding is prohibited.
 - d. Any area rug/carpet brought by a student must be removed prior to resident departure from the room, suite, lodge, townhouse or apartment.
- (8) Water-beds, pools of water, waterslides, saunas, whirlpools, and other such items are not permitted in residence facilities.
- (9) Rewiring or modification of any outlet, jack or fixture is prohibited.
- (10) Installing ceiling-mounted lights or fans is not permitted.
- (11) Installing or affixing shelving, cabinets, etc., is not permitted.
- (12) Installation of student-built furnishings (bars, poles, etc.) is not permitted.
- (13) Students are not permitted to install their own curtains in the room. University provided curtains must remain in place due to fire safety issues.

NON-UNIVERSITY FURNISHINGS

- (1) Non-university furnishings are permitted in common areas only (lodge lobbies, Willow, CPA and townhouse living rooms) and cannot displace University furniture.
- (2) No large furniture (upholstered chairs, couches, futons and tables) are permitted in individual student bedrooms or in any first-year residence halls.
- (3) All University furniture must remain in its designated location and will not be stored or removed by Physical Plant.
- (4) All residents of the designated space must approve of the furniture.

- (5) A non-University furniture request form must be completed. It can be found online at my.pitt.edu, askCathy, Johnstown Campus Housing & Dining Services. Non-university furnishings will be visually inspected upon arrival and during Health and Safety inspections.
- (6) The Office of Housing & Dining Services reserves the right to approve or disapprove of requested furniture.
- (7) Furnishings should be new or professionally cleaned prior to arrival on campus. Furniture deemed unsafe must be removed within 48 hours of inspection.
- (8) Non-university furnishings must be removed prior to the close of the term. The University is not responsible for personal furniture left in an assignment after the official close of University housing. Any personal property or furniture remaining in University buildings after a student's departure may result in additional fees to the student for expenses related to removal and disposal.

BATHROOM CLEANING POLICY

It is important that bathroom facilities remain clean to promote a healthy and safe living environment. Regular bathroom cleaning helps prevent pests, mold, bacterial growth, and other health and safety hazards. **It is the responsibility of each resident to clean the bathroom in each room, suite, townhouse, or apartment.** Custodial staff will not routinely clean individual bathrooms while the associated living space is occupied.

Periodic inspections will be completed by Residence Life staff to ensure that students are appropriately maintaining a clean and healthy bathroom environment. If it is determined that students are not appropriately cleaning their bathroom, disciplinary sanctions can be imposed.

Custodial staff will regularly clean all public and common area bathrooms.

Bathroom cleanings will be performed by custodial staff before and after occupants move into the associated living space, normally before the fall semester and after the spring semester. At other times, when the associated living space is vacant, bathroom cleanings will be completed after the space has become vacant in preparation for another student moving in.

HOUSING AND DINING SERVICES CONTRACT

As part of the online housing application process, each student agrees to abide by the terms and conditions of the *Housing and Dining Services Contract* for the current academic year.

The complete text of the *Housing and Dining Services Contract* can be found on the Office of Housing & Dining Services website at www.upj.pitt.edu/housing. Click on the *Housing Publications and Forms* link.

HOUSING FINES (per person)

Lost/Not returned key	Residence Hall	
	FY/Lodge/LLC/CPA	2 keys - \$50 3 keys - \$55
	CPA/Townhouse Willow Suite	4-5 keys - \$60 4-5 keys - \$60
Quiet hours*	Any	\$ 5
	First Offense	\$10
	Second Offense	\$15
	Third Offense	\$20
	Fourth Offense	Possible judicial sanctions
Pets*	Any	\$100
	First Offense	Possible judicial sanctions
	Second Offense	
Smoking*	Any	\$50
	First Offense	\$100
	Second Offense	Possible judicial sanctions
Covered smoke detector	Any	\$25
		Additional occurrences may involve judicial sanctions
Common area furniture in room	Any	\$25
		Additional occurrences may involve judicial sanctions
Room furniture placed in hallway/common area	Any	\$25
		Additional occurrences may involve judicial sanctions
Furniture being placed outside	Any	\$25
		Additional occurrences may involve judicial sanctions
Cleaning fee – excessively dirty/large furniture removal/pet clean up	Any	2 person room - \$50 CPA, TH, or Willow suite - \$100
Moving into another bedspace without authorization	Any	\$100
		Possible judicial sanctions
Vacating or not occupying a room without cancelling housing contract	Any (Note: students will be billed for the room until the key is returned or the student cancels housing online.)	Loss of Housing deposit (\$150) Possible loss of future housing

*Per academic year – otherwise per occurrence

CONTACT US

STUDENT HOUSING

For housing and room assignment related questions

130 Student Union

Phone: 814-269-7115

Fax: 814-269-7117

E-mail: upjhousing@pitt.edu

www.upj.pitt.edu/housing

DINING SERVICES

For meal plan related questions

130 Student Union

Phone: 814-269-1905

Fax: 814-269-7117

Email: upjmeals@pitt.edu

www.upj.pitt.edu/diningservices

RESIDENCE LIFE

For residence life-related questions

130 Student Union

Phone: 814-269-7115