

## HOUSING POLICY

### PURPOSE

To describe the housing policies which apply to all Westfield State University resident students and their guests while present in any of the residence halls, suites, and University Apartment complexes.

### POLICY

#### A. Introduction

Residential Life promotes personal development and community engagement. Successful on-campus living requires that all residents are aware of the impact that their actions and choices can have, not only on themselves but also on other residence hall community members. An important aspect of this process is understanding and abiding by University policies and state and federal laws.

Residents are responsible for what occurs in their assigned rooms, apartments and suites; and also for the collective well-being of their respective communities. Students who violate policies may face student conduct system action, criminal prosecution, administrative room reassignment, loss of housing, service charges and/or other responses based on the nature and severity of the situation.

#### B. Alcohol and Other Drugs

See “Alcohol and Other Drug Policy” section of the current Student Handbook.

#### C. Appliances and Electrical Devices

1. Electrical appliances/devices permitted in resident rooms: blenders, clocks, coffee makers with auto shut-off, computers, fans, hair dryers/curlers, humidifiers, irons with auto shut-off, air popcorn poppers, radios, razors, mini fridge operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos, TVs. Appliances should be Energy Star rated where available. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances/devices prohibited in resident rooms: air conditioners, candle/wax warmers, “George Foreman grills,” sandwich maker, microwave, air fryer, toaster, toaster oven or similar devices, halogen lamps, heat lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed immediately upon discovery and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential

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Life Staff. Repeat violations will lead to sanctions up to and including a loss of housing.

Apartment Complex, University Hall and New Hall residents may have one "George Foreman grill"/sandwich maker, microwave, air fryer and one toaster or toaster oven per apartment in the kitchen area.

3. The University provides Microfridge units (combination refrigerator/freezer/microwave oven) in each traditional hall bedroom. Since we do provide these units, we ask that students not bring additional mini-refrigerators into the halls unless there is a unique need for a private mini-refrigerator. Residents in traditional halls may not have additional microwave ovens beyond the Microfridge units provided by the University. Unapproved microwaves will be confiscated and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential Life Staff. Apartment Complex, University Hall and New Hall residents may have one microwave oven per unit in the kitchen area.
4. Since meal preparation in student bedrooms poses health and safety issues, approved appliances may be used within your room for snack preparation only. Use your hall's kitchen facilities for meal preparation.
5. Extension cords must be UL approved and at least 16 gauge. Students are prohibited from running cords under carpets, through ceiling grids, or over door frames. Never place large/heavy objects on top of cords, crimp cords or overload outlets (more than two items plugged in at once). Use power strips with circuit breakers and do not plug power strips/extension cords into other power strips/extension cords.
6. For safety reasons, students must always be in their rooms when ANY cooking or other potentially hazardous device or appliance is in use.
7. To promote energy conservation, the University strongly encourages the use of LED light bulbs wherever possible in student supplied lamps and devices.
8. Be careful with laptop computers, as they can cause fires when left unattended sitting on a bed or other flammable items. Whenever possible, set laptops on a hard surface when charging or in use.
9. The University may require removal of any item, at anytime, or establish conditions for its continued presence and use, in the interest of preserving a healthy and safe environment.

## D. Damage

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1. Residents are members of a large and interdependent community, and each persons' actions have an impact on their neighbors and the University. Residents are expected to work with the Residential Life staff and with other residents to promote respect for our housing facilities and for all who live and work in them. The University will make students aware of conduct that is damaging to the community and inform students of damages and extraordinary cleaning charges. If excessive changes occur, students are notified of what has taken place and given the opportunity to take responsibility before other steps are taken.
2. Residents of a building are responsible for damage and vandalism which occurs during the academic year. Damages are classified as:
  - a. *Personal* - the resident's room and all University furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.
  - b. *Common Areas*- public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all University furnishings and equipment present in these spaces. Personal and common area charges will apply to all residents
3. At check-in, each resident completes a detailed Room Condition Report (RCR) in MyHousing. Carefully complete the RCR to avoid billing concerns at check-out. The RCR will be reviewed at check-out by the Residential Life staff. Costs for Personal damages, missing items, and extraordinary cleaning will be billed to residents. Complete your RCR within 48 hours of check-in to avoid a \$50 improper check-in charge and possible Personal damage charges.
4. Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the end of each semester. Common area charges will be billed to residents at the end of the semester as needed.
5. The Residential Life staff conducts Personal damage inspections and assessments at the conclusion of each semester or at the time of a resident's checkout during the semester.
6. Routine vs. extraordinary cleaning – Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. They are not expected to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence.
7. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.

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8. Appeals of Personal damage charges may be submitted to [housing@westfield.ma.edu](mailto:housing@westfield.ma.edu), with the subject line: "ATT: Damage Appeals." Please state which charge is being appealed and why. ONLY appeals submitted by the resident being charged, and within 30 days of the billing date will be considered. Common area may not be appealed, but students may review their hall's itemized common area charges by contacting the Department of Residential Life.
9. Students responsible for repeated or significant damages face sanctions up to and including immediate loss of housing or University status in addition to restitution.
10. Students responsible for extraordinary cleaning charges face sanctions up to and including immediate loss of housing in addition to restitution; biohazard issues related to bodily waste may lead to immediate loss of housing and restitution.
11. Below is a partial list for some common cleaning and damage charges including parts and standard labor charges (all prices are subject to change, and may vary from hall to hall).

## **BATHROOM:**

Sink 250.00  
Mirror 125.00  
Shower rod 75.00  
Shower curtain 25.00  
Shower door 150.00-200.00  
Soap dispenser 25.00  
Shower Seat 568.75  
Sanitary napkin box 45.00  
Toilet stall door 250.00-450.00  
Toilet paper holder 40.00  
Toilet unplug 100.00  
Toilet seat 75.00  
Toilet (tank only) 250.00  
Toilet replacement (wall hung) 165.00  
Toilet replacement (floor mount) 552.00  
Disassemble, take bowl off (unplug) 100.00

## **FURNITURE:**

Barstool 210.00  
Bench 250.00  
Bunk bed (headboard, footboard, frame) 200.00

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Chest of drawers 275.00  
Coffee table 200.00  
Desk chair 175.00  
Desk chair seat or back 45.00  
Desk 290.00  
Desk bookcase 100.00  
End table 175.00  
Mattress 90.00  
Upholstered 3-seater 1000.00  
Upholstered 2-seater 900.00  
Upholstered 1-seater 600.00  
Upholstered repair-minimum 100.00

## **DOORS/LOCKS/KEYS:**

Door 600.00  
Door closer 350.00  
Door handle-replace (set) 200.00  
Door lock-(complete replacement) 450.00  
Door refinish 50.00-100.00  
Lock core change:  
Single 120.00  
Double 130.00  
Triple 140.00  
Quad 150.00  
Apartment/Suite front door lock/key 130.00-160.00  
Mailbox key 10.00

## **FIRE SAFETY:**

Exit door alarm 450.00  
Exit door sign 425.86  
Fire alarm cover 162.76  
Fire extinguisher recharge 60.00  
Fire extinguisher replace 125.00  
Fire extinguisher box cover 35.00-60.00  
Heat/smoke detector 115.64  
Malicious/negligent fire alarm 500.00

## **WINDOW:**

Window crank 27.10

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Window glass 150.00-700.00  
Window screen 25.00-100.00  
Window shade roller 75.00-265.00  
Window shade chain operated 75.00-250.00  
Vertical blind track-minimum 200.00

## **EXTRAORDINARY CLEANING:**

Minimum charge 25.00  
After hours-minimum 175.00  
Biohazard clean-up-minimum 100.00  
Biohazard clean-up—after hours 175.00  
Disposal fee-carpet 75.00  
Disposal fee-furniture 75.00  
Disposal fee-food containers 10.00  
Personal trash removal-minimum 25.00  
Recycling item in wrong bin 15.00  
Graffiti clean-up (sq. ft.) 30.00  
Fire extinguisher discharge clean-up 250.00

## **OTHER:**

Bulletin board 100.00  
Bulletin board content (replace) 25.00  
Cable jack box 30.00  
Carpet replacement (sq. yd) 50.00  
Carpet stain removal 25.00  
Ceiling tiles 25.00-75.00  
Ceramic wall/floor tile (sq. ft.) 50.00  
Closet door 125.00-200.00  
Dishwasher 500.00  
Elevator damage repairs 500.00-1500.00  
Hub 30.00  
Hub power supply 50.00  
Hub long data cable 90.00  
Hub short data cable 25.00  
Light globe cover 25.00-100.00  
Light globe cover-New Hall 90.00-230.00  
Mailbox glass 15.00  
Mirror-room 30.00  
Nail/tack/dart hole-each 15.00

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Painting (sq. ft.)-minimum 25.00  
Sheet rock (sq. ft.) 50.00  
Sign replacement (varies w/type) 100.00-175.00  
Sink gooseneck spout 75.00-100.00  
Tape mark-minimum 10.00  
Tradesperson after hours (minimum) 183.84  
Vending damage (minimum) 200.00  
Water fountain 1500.00  
Camera and related equipment 2000.00

Note: Bent, damaged or broken keys will be replaced at no cost as long as there is no evidence of abuse.

12. Additional, contractually-mandated charges will be assessed to individuals or residence halls as applicable for service calls on evenings, weekends and holidays:

Labor Charges/Electrician \$223.00 per occurrence  
Labor Charges/Carpenter \$188.00 per occurrence  
Labor Charges/Heating and Ventilation \$223.00 per occurrence  
Labor Charges/Locksmith \$237.00 per occurrence  
Labor Charges/Plumber \$212.00 per occurrence

Note: Facilities may change rates to comply with contractual minimums for these services.

## E. Entry into Residence Hall Rooms

1. The University may authorize an administrative room entry or search based on reasons sufficient for the University to believe that the search will yield evidence that the resident is in violation of University/Residential Life policies.
2. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe, sanitary manner and in compliance with the Residential License Agreement (RLA). Residence Life will also conduct inspections before housing facilities are closed for breaks and holidays. Advance notice of these inspections will be given.
3. University staff may enter residential areas to deliver confidential or sensitive communications between the University and the student.
4. Maintenance and Facilities and Operations personnel or designees may enter student rooms at any time to perform needed work. Staff members are obligated to report any University policy violations noted during the room checks, and unapproved items may be removed from rooms.

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5. University staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.
6. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by University Police as needed.
7. Fire alarms may necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any University policy violations noted during room checks and unapproved items may be removed from rooms.
8. If in the course of any entry being made pursuant to this section, illegal or restricted materials are found in plain view, the materials will be removed, and the affected student will be notified of the confiscation and face possible discipline proceeding.

## F. Facilities

1. *Bicycles/Motorcycles/Mopeds* - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Students shall be notified in writing of the removal. Motorcycles/mopeds belong in designated parking areas only. It is expected that bicycles will be removed at the close of each semester. Any property left will be donated and removed.
2. *Cleanliness* - Residents are responsible for cleaning and keeping their rooms, suites and apartments in a safe and sanitary manner and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Rooms, suites and apartments should not be decorated or arranged in ways that cause safety issues or extraordinary cleaning (such as chalking or painting walls, affixing permanent additions in rooms, or other similar actions). Trash and recycling materials should be deposited regularly in the designated containers. Extraordinary cleaning charges are assessed to individuals or the hall as needed. During normal maintenance hours these charges vary, depending on the situation. After normal hours, the minimum charge is \$150 per incident.
3. *Public Health Measures* - Members of the University community are expected to comply with all mandates of the CDC, MDPH, and associated policies mandated by the University. The University will conform to all policies as required by federal, state, and local public health officials. The University reserves the right to change policies and procedures at any time in the interests of safeguarding public health. Failure to comply with all University implemented public health policies and procedures will result in removal from the residence hall community and forfeiture of all room and meal plan charges.



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4. *Cable Television* - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.

5. *Fire Alarms*

- a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door and learn alternate plans of escape if an exit is blocked and await instructions from staff regarding an assembly point as needed.
- b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing.
- c. Any student found responsible for deliberately causing a false fire alarm or tampering with fire safety equipment is subject to immediate expulsion from the University. This includes covering, affixing items to, or disabling any fire equipment; and damaging fire exit signs or otherwise compromising building evacuation.
- d. A \$500 charge is assessed to any building where an alarm is activated falsely, negligently or maliciously.
- e. Students who cause an actual fire either intentionally or through negligence, or trigger an alarm through negligence face sanctions up to and including expulsion from the University and a \$500 service charge plus actual restitution for damages and clean-up.

5. *Fire Safety*

- a. Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle/wax warmers, and potpourri pots. Grills used for outdoor cooking must be used at least 25 feet away from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.
- b. Residence hall storage of gasoline, kerosene, lighter fluid, liquid propane or any flammable liquid, or machines using flammable liquids, is prohibited. Explosives, fireworks, and/or other hazardous materials may not be stored or used in or around the residence halls.
- c. In all residence halls the bedrooms, living areas, doorways, stairwells, windows and hallways must remain unobstructed. Nothing may be hung in any residence

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- hall windows, doorways, or from the ceiling. At no time should sheets, blankets, or tapestries be hung on residence hall walls or ceilings or obstruct fire alarms. Wall decorations must not cover more than 30% of the wall space and should not be larger than '3X5'. Door decorations must not be affixed within one foot of the top or bottom, or within six inches of the side edges, of any door. Door decorations must not cover any room number, door lock, or handle.
- d. Residence hall fireplaces are decorative only and are prohibited to use.
  - e. Decorations: Live trees and wreaths are not allowed. Lighted decorations may only be on when a person is in the room. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner. Any costs associated with damage from string lights and LED light strips will be assessed to the student during the damage billing process.
  - f. The University reserves the right to remove hazardous materials or devices, or items that are being used in an unsafe manner. Confiscated items are typically disposed of.
  - g. Apartment Complex fire escape doors and stairwells are for emergency purposes only.
  - h. Students must not damage, tamper with, cover or deactivate any fire safety equipment, whether in rooms (heat/smoke detectors, etc.) or common areas (pull stations, exit signs, etc.). Violations will lead to sanctions up to and including expulsion from the University and fines up to \$500.00.
  - i. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.
6. *Common Areas* – Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a comfortable living environment for all residents, please respect these shared areas. In particular, common area furniture and equipment provided for community use are NOT to be removed for personal use within a room. Students found with such items in their rooms face student conduct action, possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
  7. *Repairs* – Many repairs can be completed by your hall's maintenance staff. If you need a room repair or see a damaged item in a public area, please submit a maintenance request through MyHousing. For major health/safety issues, please inform an RA, RD, Maintainer or University Police immediately. Please remember that most facilities and maintainer staff members typically work 'first shift' hours

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(6am-2pm), so non-emergency requests made later in the day are unlikely to receive attention until the following day at the earliest.

8. *Roofs* – Residents are prohibited from entering and accessing residence hall roofs, balconies, and exterior landings as they are not designed for resident use; Violations will lead to sanctions up to and including a loss of housing.
9. *Room Furniture*
  - a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
  - b. Desk bookshelves must remain affixed to the desktops.
  - c. Do not remove closet doors or stack room furniture unless that furniture is designated to be stackable (New Hall end tables, University Hall dressers).
  - d. Students are not allowed to bring large, upholstered furniture made for home use (including futons and beanbag chairs) into the residence halls, as they do not meet strict state-mandated standards for residence hall fire retardance.
  - e. Students shall not make any changes or alterations to any on-campus property. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or lighting fixtures, or the painting of any surface. No University room furnishings may be altered from their intended design or removed from the room by the resident or their guest(s).
  - f. Students are permitted to bring a personal desk chair. However, the University desk chair must remain in the room.

## **G. Guest and Visitor Policies**

1. Definition - a guest is defined as any non-student who is visiting the University. A visitor is defined as any student who is not currently assigned as a resident of that particular residence hall and/or room.
2. Residents are responsible for the behavior and actions of their guests. Hosts must ensure that guests abide by all University and residence hall policies. Guests of Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations.
3. Visitors who are Westfield State University students face loss of visitation privileges and possible additional student conduct action as well as possible civil/criminal action for University policy violations.

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4. The rights of Westfield State University residents shall take precedence over the rights of guests/visitors. Specifically, residents have the right to restrict guest/visitor presence in their own rooms, particularly in the case of overnight guests/visitors.
5. A guest's/visitor's stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of the Residential Life staff, indicates illegal residence in a building or disrespect for a roommate's rights may lead to immediate removal and/or loss of sign-in privileges for the guest/visitor; and disciplinary actions, reassignment to another room, and/or loss of guest/visitor hosting privileges for the resident.
6. Guest Sign-In
  - a. Any guest must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in removal of the guest from campus and loss of guest visitation privileges for the host.
  - b. Current Westfield State University students and visitors must provide a valid University ID upon request of Residential Life staff member or other University official as requested. Repeated failures to present ID as requested will lead to more stringent sanctions up to and including loss of housing.
  - c. Except for specially approved programs or circumstances, no guest under the age of 16 years of age will be permitted to be signed into a residence hall without the presence of their parent or guardian.
  - d. Any guest who is under 16 or 17 years old must provide a valid ID and a document indicating date of birth (these may be the same document) and an emergency phone number as well as a completed authorization form for the visit from a parent or guardian – this form is available on the Residential Life webpage. University staff members may call to confirm authorization for a visit. Underage guests who violate University policies will be required to leave and face parental notification.
  - e. Any guest 18 years of age and older must provide a valid picture identification upon request of a University staff member and a document indicating date of birth (these may be the same document). Failure to provide valid identification will result in immediate guest removal.
  - f. A resident may host up to two guests and/or visitors at any one time.
  - g. At any time, each traditional room or apartment is limited to a maximum of three (3) times the number of residents present.

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7. Commuters are welcome to visit the residence halls under previously stated guidelines.
8. Guest/visitor policies may be changed at specially designated times such as Spring Weekend and other times as identified by the Dean of Students.

## H. Keys and Residence Hall Access

1. Residence hall access keys and cards belong to the University and are assigned to residents for their personal use only. Students are responsible for carrying assigned keys and ID card at all times. Keys and ID cards are not to be loaned to anyone for any reason.
2. Lost keys - Report to your RD immediately so a lock change can be done. Students will be charged for a lock change for any keys that are lost or not returned.
3. Lockouts - Call University Police (x5262). The lockout service charge is \$15.
4. Unauthorized possession or use of a University key or ID not officially issued to the student, duplication of any University key or ID, or loaning of a University key or ID issued to the student or any other person is a major offense and may result in suspension from housing or the University.

## I. Occupancy Issues

1. Eligibility - Full-time (at least 12 credits) Westfield State University undergraduate Day students have first priority for on-campus housing. Housing is available for part time students (less than 12 credits) as space is available. Graduate student housing is available for any student who has been admitted to a graduate program at the University. Eligible students must also sign the Residence License Agreement (RLA), and pay all bills in full.
2. The RLA found in MyHousing applies to both the **fall and spring** semesters; it sets forth the terms and conditions for living in the residence halls. It explains room assignment, billing, withdrawal and refund procedures, lists policies and outlines meal plan information. A signed Agreement is required of all residents; an electronic confirmation of your completion of these forms and a copy of the documents will be emailed to your University email address. Housing Deposits are non-refundable. Students who seek to leave housing before the end of the academic year are subject to a \$750.00 Cancellation Fee following an approved petition for release.
3. Check-In/Check-Out Procedures

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- a. Upon arrival, students are required to check into their assigned room according to the published check-in procedures. This requires you to review and electronically sign a Room Condition Report (RCR) in your MyHousing account. When you leave housing or change rooms/buildings, check out with a Residential Life Staff member, electronically sign your RCR and return the key(s). Failure to return your RCR within 48 hours of check-in will result in the assumption that the room was in satisfactory condition upon arrival.
  - b. Failure to properly check in or out of a room will lead to a \$50 fee plus applicable lock change fees.
  - c. To avoid charges, room must be in the same condition as move-in. Room cleaning fees will be assessed. A per item removal charge will be assessed for large items such as carpets and furniture.
  - d. For students leaving housing during the University refund period no refund can be considered or processed until a resident has officially checked out of his/her assigned space. Any check-out done after regular business hours (Monday-Friday, 9:00a.m.-5:00 p.m.) will be processed as being effective on the next regular business day.
  - e. Students no longer in housing who do not retrieve personal belongings within 72 hours of departure will be charged for disposal and/or donation of items.
4. Room Changes
- a. See also: Residential License Agreement Terms and Conditions.
  - b. The University is unable to guarantee that preference and roommate requests will be honored and reserves the right to assign a student to another room or residence hall at any time for reasons deemed sufficient by the University.
  - c. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
  - d. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.
  - e. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
  - f. All room changes must be approved AND scheduled in advance with the Department of Residential Life.

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- g. When a student moves out of a room, it is the responsibility of the remaining resident (s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of their arrival.
  - h. All housing selection and room change processes and timeliness occur at the discretion of Residential Life and are subject to change.
  - i. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys. Unapproved room changes completed by students without prior approval from the Department of Residential Life will result in an illegal room change fee of \$50.00.
  - j. All room assignments are subject to change by Residential Life at any time. The University reserves the right to reassign a resident to another residence hall space at any time for reasons deemed sufficient by the University, and the RLA will remain in effect and will apply to the student's occupancy of the other space.
  - k. In case of serious roommate conflicts in which residents are unable to resolve the situation, the Department of Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.
5. Vacation periods and semester breaks - All residence halls are closed during official University breaks and may only be entered by students registered for interim housing. Residents are to vacate the residence halls within 24 hours of their last final exam or by closing on the last day of finals, whichever comes first unless registered for interim housing during University breaks. Associated fees, contract terms, and restrictions will be at the discretion of the Department of Residential Life.
6. Under-Capacity Rooms, Suites, and Apartments – The University, at its option, may choose to do any of the following regarding residents living in undercapacity rooms: 1) place a student in the empty space; 2) have students in partially full rooms move in together; 3) allow students living in undercapacity rooms to pay a premium single fee to retain the room at its current, reduced capacity for the remainder of the semester.
7. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.
8. Residence hall suites and apartments may be co-ed provided all of the students living in those areas in agreement.

## J. Personal Belongings

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You are responsible for your and your guest's belongings. Except as required by law, the University does not assume responsibility for loss of, or damage to, personal articles damaged by fire, theft, or other causes. Residents are encouraged to acquire personal property insurance coverage. For more information please visit the Department of Residential Life website or <https://www.nssi.com>.

## K. Pets

All animals are prohibited in the residence halls with the exception of:

- a. Service and support animals approved as an accommodation by the Banacos Center. A resident with a disability who would like to request the use of a service or support animal due to that disability must make this request through the Banacos Center by August 15<sup>th</sup> for the next academic year (or by January 15<sup>th</sup> for the Spring semester occupancy).
- b. See: Service and/or Support Animal Policy
- c. Fish, defined as gill-bearing aquatic craniate animal that lacks limbs with digits. A maximum of one aquarium no longer than five (5) gallons is permitted in a residence hall room.
- d. When departing for the semester breaks or any period greater than seventy-two (72) consecutive hours for fish, or the number of hours determined by the student and the Banacos Center for other animals, residents are required to take all animals with them and the aquarium must be unplugged.

## L. Posting Policy

1. All posters, notices, petitions, and other publicity must be approved at the Office of Residential Life prior to posting in Common areas. Approved items will then be posted in the halls in appropriate areas. Posters may not be placed on windows, painted surfaces, or stairwells. Students/groups/organizations must be clearly identified on any postings. Items posted improperly will be discarded.
2. Individuals and groups wishing to advertise events or services that may be of interest to on-campus residents should contact the Department of Residential Life for permission. The Director of Residential Life reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. Approved items will be then posted in the halls by the Residential Life staff in appropriate areas.

## M. Quiet Hours/Courtesy Hours



# Westfield State University

Policy concerning:

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REVIEWED: June 2023

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1. Quiet hours are set by the City of Westfield Noise Ordinance. "Consideration hours" are when students should respect the needs of others and take place outside of the designated quiet hours. The rights of students to study and rest take precedence over all other considerations. Campus-wide quiet hours are:

Sunday – Saturday                      10:00p.m. - 7:00a.m.

- ~~2.~~ If you have a concern about noise, first attempt to resolve the matter yourself with the student involved. If you still need assistance, contact a Residential Life or University Police.
3. The following are always violations of quiet/consideration hours:
  - a. Use of sound equipment (amplifiers, subwoofers, air horns, etc.) which can reasonably be expected to inhibit residents' study or sleep;
  - b. Participation in sports activities in or near the residence halls;
4. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hours violations during this crucial period can result in removal from University housing for the remainder of the semester.

## N. Safety and Security

1. Doors - To maintain a safe environment, common doors that provide access to residential areas are locked at all times. These doors can be opened with your University ID card. Other entrance doors are typically locked and alarmed at all times unless otherwise specified in your hall. Exterior doors should never be propped open; violators will be subject to sanctions. Public Safety, Residential Life and other staff members provide coverage for each hall as assigned. For the protection of the community, students are expected to present their valid University ID entering a residence hall whenever the desk is staffed or as requested.
2. Weapons – Possession, storage, or use of any weapon or other similar potentially dangerous or illegal device is prohibited on the University campus. Having a weapon or similar potentially dangerous devices in the residence halls, regardless of whether or not the weapon is considered by the owner to be a decorative toy, sporting, or collectible item, is a major offense.
3. Windows/screens - For safety reasons, dropping, dumping, throwing objects or liquids from windows, leaning out of windows, entering or exiting a hall through a window, and placing yourself or property outside a window, on a window sill or building ledge are prohibited. Screens must remain in place at all times or a \$50 screen replacement service charge will be assessed.

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4. Cameras – Westfield State University employs a security camera system in residence hall public areas. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the University and its community members. “Public areas” are areas made available for use by the public including, but not limited to, campus grounds, parking areas, building exteriors, lobbies, hallways, entrances, and exits. Areas of the University in which persons would not have a reasonable expectation of privacy, and to which access is restricted to certain people, such as storage areas and residence hall hallways, shall be considered public areas for the purpose of this Policy. The University shall undertake all appropriate measures to protect an individual’s right to privacy and to maintain security camera information securely through its creation, storage, transmission, use, and deletion. “Private areas” are areas in which a person has a reasonable expectation of privacy, including, but not limited to, residence hall rooms, bathrooms, shower areas, locker rooms and changing rooms. Areas dedicated to medical, physical or mental health therapy or treatment shall also be considered private areas for the purpose of this Policy.
5. Behavior – Students are accountable for any behavior that infringes on individual and group rights, and/or jeopardizes the health and safety of individuals and property. All residents have equal rights to use of lounge areas, hallways, bathrooms, and other common spaces and agree to respect the rights of other students in such areas. These facilities include, but are not limited to, study lounges, main lounges, recreation rooms, laundry rooms, and public bathrooms. Any student found to have jeopardized the health and safety of another individual may result in that student’s dismissal from the housing facility or other sanctions in accordance with University administrative procedures.

## **O. Smoke Free/Tobacco Free Campus**

Smoking and/or the use of tobacco products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage (See Smoke Free/Tobacco Free and Marijuana Free Campus Policy).

## **P. Solicitation**

Non-University commercial activities, solicitations or advertisements are prohibited in or near University residence halls.

## **Q. Meal Plans**

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All residential students are required to have a meal plan. Eligibility is by class year: first, second, third, fourth and commuters. All meal plans are to be purchased through MyWestfield under MyHousing/Dining. Changes to meal plans must be done before the start of the semester.

## REVIEW

Policy changes: Changes or updates in Residential Life policies and procedures shall be implemented after written communication from the Director of Residential Life, or the Dean of Students. The Residence Hall Association may also choose to strengthen a policy by majority vote of the Association and approval by the Director of Residential Life but may not weaken or change its intent. All policies shall be reviewed annually by the Dean of Students.