



Campus Housing Regulations & Guidelines 2016-2017

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OVERVIEW OF CONDUCT PROCESS

Students who reside within the Residential Community are expected to adhere to the conditions set forth in the Student Housing License Agreement and abide by:

1. Applicable State and Federal laws;
2. University regulations and CSU Executive Orders; and
3. Housing Regulations and Guidelines

Students are responsible for their actions within the Residential Community. The University reserves the right to contact parent/guardian/emergency contact when the actions of a community member threaten their individual health, safety, or ability to care for self.

Residents who violate University regulations within the Residential Community may also be subject to University disciplinary procedures, which may affect their student status. Violations of Housing Regulations and Guidelines effect campus residence eligibility. Infractions, which are also violations of state and/or federal law, are also subject to arrest by Police Services and prosecution within the legal system. Students are required to show proof of identification while in the Residential Community.

Housing, University Conduct and legal action are separate processes and have different burdens of proof. Residents and/or their parents who have questions about the policies, regulations or disciplinary procedures should contact the Office of Residential Life at (707) 664-4033.

Residential Community consists of all suites and apartments, meeting rooms, public, recreational, common use areas, and the surrounding parking lots. By choosing to live on campus, you are making the decision to:

- conduct oneself with honesty, integrity, civility, citizenship, and honor the Seawolf Commitment;
- respect people and the property of the University;
- celebrate our many cultures in the community;
- promote free exchange of scholarly ideas; and
- commit to personal involvement in learning for the greater good

UNIVERSITY CONDUCT AND TITLE V

Students found in violation of the regulations included in this student guide will be held accountable for their actions and will face disciplinary action and/or legal prosecution. Students will also be held accountable for allowing or soliciting violations of procedures by their guest(s).

University Regulations Process

Residents who violate University Conduct Regulations (California Code of Regulations) will be referred to the University Conduct Officer. Serious violations of Residential Community policy may also be referred to the University Conduct Officer. University disciplinary sanctions include but are not limited to:

- Referral to the University student disciplinary process;
- Suspension;
- Probation;
- Educational assignments.

University Conduct Regulations

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end.

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

A) Student Responsibilities:

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

B) Unacceptable Student Behaviors:

The following behavior is subject to disciplinary sanctions:

1. Dishonesty, including:
 - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - b. Furnishing false information to a University official, faculty member, or campus office.
 - c. Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - d. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:

"Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

8. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
9. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
10. Theft of property or services from the University community, or misappropriation of University resources.
11. Unauthorized destruction or damage to University property or other property in the University community.
12. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
13. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
14. Misuse of computer facilities or resources, including:
 - a. Unauthorized entry into a file, for any purpose.

- b. Unauthorized transfer of a file.
 - c. Use of another's identification or password.
 - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
 - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - f. Use of computing facilities and resources to interfere with normal University operations.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Violation of a campus computer use policy.
15. Violation of any published University policy, rule, regulation or presidential order.
 16. Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
 17. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
 18. Violation of the Student Conduct Procedures, including:
 - a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - b. Disruption or interference with the orderly progress of a student discipline proceeding.
 - c. Initiation of a student discipline proceeding in bad faith.
 - d. Attempting to discourage another from participating in the student discipline matter.
 - e. Attempting to influence the impartiality of any participant in a student discipline matter.
 - f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
 19. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

C) Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

RESIDENTIAL COMMUNITY REGULATIONS AND GUIDELINES

The following actions will result in immediate termination of the Housing License Agreement

Participating in these behaviors will subject you to immediate removal from the Residential Community. Other behaviors can also lead to removal action such as repeated violations of any of the regulations listed in this guide or any behavior which is life threatening or dangerous.

1. Alcohol incidents that contribute to a potential high risk situation. A high risk situation is defined as any actions, behavior, or conduct which poses health and safety consequences to an individual, community member, or school property.
2. Possession of bulk marijuana, which is defined as possession of marijuana quantities indicating "more than a single use". This also includes storing, supplying, intending to sell, and/or selling marijuana. Those who partake in accepting and/or buying marijuana may also be subject to this policy.
3. Possession, use or sale of dangerous drugs, restricted dangerous drugs, and/or narcotics. This includes the misuse of prescription drugs.
4. Creating a high risk fire situation or in any way jeopardizing the ability of University or local official to respond to a fire situation. This may include, but is not limited to tampering with fire safety equipment, removing or damaging exit lights, setting off false fire alarms, and starting fires.
5. Discharging firecrackers or fireworks. Violations of this include, but are not limited to, discharging or in any way attempting to discharge types of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to an residence halls or apartment. The size of the firecracker is irrelevant.
6. Possession or use of firearms including use of any pistols, BB guns, paint ball guns, air guns, pistols, revolvers, stun guns, Tasers, or any object that resemble firearms. Violations of this also include, but are not limited to, possession of any device deemed a "deadly weapon" by the California Penal Code 12020; or use of other

weapons or replicas in a manner intended to harm. Deadly weapons include: blackjacks, sling shots, billy club, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade, ice pick, or a knife having a blade longer than 2 1/2 inches (culinary knives excluded), any razor with unguarded blade, any metal pipe or bar used or intended to be used as a club.

7. Sex misconduct of any kind, which includes sexual activity engaged in without Affirmative Consent. Sexual misconduct is a form of sexual harassment and may create a sexually hostile environment. Sexual activity includes but is not limited to kissing, touching intimate body parts, fondling, intercourse, penetration of any boy part, and oral sex. Affirmative Consent means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity.
8. Physical assault: defined as any action that intentionally and/or recklessly causes physical injury or harm.
9. Releasing hazardous materials to storm drains or sanitary sewers. Any person who knowingly causes any hazardous substance (e.g., water motor oil, antifreeze, battery acid, paint pesticides) to be deposited into campus storm drains or upon any road or property will be subjected to immediate dismissal from the Residential Community. Resident shall also be liable for the complete cost of cleanup as determined by the SSU Director of Environmental Health and Safety. Such persons may be subject to fines or imprisonment [Penal Code 374.8].

Eviction and cleanup cost and the imposition of fines and or imprisonment shall not apply under circumstances where the hazardous materials release occurred as a result of an accident or emergency and the person promptly reported the release to University Police at 911. All cleanup costs for hazardous materials releases remain with the responsible party. Cleanup costs include, but are not limited to, spill response equipment, hazardous waste disposal fees, personnel time, and all other items of expense necessary to re-store the environment to its original condition.

RESIDENTIAL COMMUNITY GENERAL REGULATIONS

Abandoned Property

Personal belongings left in a resident's room after vacating will be considered abandoned property. A disposal fee will be imposed to the resident's account if items are left behind. The fee will depend upon quantity and size of items. In compliance with Title 5 Sections 42375 and 42376 and California Civil Code, personal possessions abandoned on state property may be donated to another public institution or not-for-profit organization or otherwise disposed of if the item(s) is valued under three hundred dollars (\$300). If the item(s) are valued at or above three hundred dollars (\$300), the items may be held by the campus for a period of at least three months and if unclaimed after that time period, may be sold at the University's public auction.

Alcohol

Alcohol is the most abused and misused substance on college campuses across the country. In the Residential Community at SSU, we strive to create an environment where alcohol use is responsible and safe. Misconduct regarding the possession, consumption, distribution, or negative effects of alcoholic beverages within the campus community will be addressed.

If you are under the age of 21:

Students under the age of 21 may not be in possession of alcohol at any time in the Residential Community. Guests of an under 21 year old student may not consume alcohol in the Residential Community. No alcohol, including alcohol containers are allowed in any suite/apartment designated as an under-21 year-old suite, even by guests over the age of 21. A designated under-21 year old suite is one where no resident of the apartment/suite is 21 years or older.

If you are over 21:

The Residential Community at Sonoma State University places a large responsibility on those who are 21 or older. Twenty-one year olds are able to be in possession of alcohol only in designated 21 year old apartments/suites where there is no more than one drink serving open at any time per 21 year old, and where the alcohol cannot be seen from the outside of the suite or apartment.

The following are considered alcohol violations of the SSU Housing Regulations:

- Possession, consumption, distribution of alcohol that contributes to a potential high risk situation. High Risk Situation is defined as any actions, behavior, or conduct which poses destructive consequence to an individual, community member, or school property while under the influence of property while under the influence of alcohol.
- Possession of mass consumption or common source devices such as beer bongs or funnels. All devices will be confiscated and destroyed.
- Underage possession or consumption of alcohol.
- Possession of empty containers of alcohol. Collector's items are considered empty containers.
- Hosting a gathering where alcohol violations occur.
- Using/possessing alcohol in any public area including but not limited to outside, common areas, balconies, stairwells and residential parking lots.
- Attendance at situations where alcohol violations are occurring within the Residential Community.
- Posters, signs, cups, bottles, cases/boxes or any insignia relating to alcoholic beverages that can be viewed from outside of the suite/apartment.
- Of age student supplying alcohol to students under the age of 21.
- Individual behavior where one is in such a condition that he or she is unable to exercise care for his or her own safety or the safety of others while under the influence of alcohol.
- Any other violation as a result of alcohol use or consumption.

Amplified Sound

Stereos, sound systems, and televisions are a privilege to have in the community. Playing amplified instruments is not allowed in the Residential Community. This includes, but is not limited to drums, subwoofers, amplified televisions, or stereos.

Cable TV, Computer Connections

Residents are not permitted to tamper with the cable television or computer connections installed in the rooms.

Cars and Other Vehicles

It is illegal to drive, park, or store a car (or parts), motorcycle or moped, motorized vehicles which include devices like hoverboards and electric scooters, anywhere within the campus housing community including bedrooms, suites, apartments, or patios.

Civil and Responsible Behavior

Students are expected to conduct themselves and treat all members of the Residential Community and University staff with respect, dignity, and integrity. Residents are expected to act in a manner that positively contributes to the residential community and its members. Actions that are in violation of this may include, but are not limited to lewd, disorderly or disruptive behavior, lack of cooperation with requests by University staff in performance of their duties, and falsifying information to University staff.

Computing and Network Usage

By signing the Student Housing License Agreement you are agreeing to adhere to the allowed use of your network connection as defined in the SSU Network Connection Policies and the California Penal Code, Section 502, regarding unlawful use of computers – this includes, but is not limited to, downloading entertainment files, file share and inappropriate use of campus computer systems in blogs, such as Facebook, Instagram, SnapChat, etc. If you do not have access to the Internet, please contact Network Policies Request, Information Technology, 1801 E. Cotati Avenue, Rohnert Park, CA 94928 and information will be sent to you. For the computer usage policies, please visit <http://www.sonoma.edu/it/about/policies/>.

Damage to Property within the Residential Community

It is a Housing violation to destroy or damage property within the Residential Community. This includes, but is not limited to, furniture, doors, including the removal for other purposes and electronic readers, chalking or drawing on

sidewalks and buildings, removing items from bulletin boards without authorization, leaving garbage on balconies, patios, front door entrances or in locations other than designated areas, hanging sheets or other coverings from balconies or exterior surfaces, and non-accidental damage to campus property.

Drinking Games

Drinking games (any type of game that can reasonably be assumed is for the purpose of alcohol consumption) and equipment; including, but not limited to beer pong tables, shot roulette, beer funnels, are prohibited.

Drugs (Marijuana is a separate section*)**

Residential Community regulation as well as University Conduct Regulations prohibits the possession and/or use of all dangerous drugs, restricted dangerous drugs, and/or narcotics.

The following are considered drug violations of SSU Housing Regulations:

- Possession and/or use of dangerous drugs, restricted dangerous drugs, and/or narcotics.
- Possession of devices designed or modified for the use of dangerous drugs, restricted dangerous drugs, and/or narcotics. All devices will be confiscated and destroyed.
- Violations of any other regulations resulting in the use of dangerous drugs, restricted dangerous drugs, and/or narcotics.
- Individual behavior where one is in such a condition that he or she is unable to exercise care for his or her own safety or the safety of others while under the influence of dangerous drugs, restricted dangerous drugs, and/or narcotics.
- Sale of dangerous drugs, restricted dangerous drugs, and/or narcotics or possession of related equipment, which could indicate the intent to sell.
- Attendance at gatherings where dangerous drugs, restricted dangerous drugs, and/or narcotics are present within the Residential Community.
- Visible photographs of students possessing or using dangerous drugs in University Housing facilities may be used as evidence of policy violation.
- Misuse and/or abuse of prescription medication.

Electrical Equipment/Cooking in Rooms

Because of health and safety concerns, cooking is prohibited inside residential suites. (Apartments have kitchens equipped for cooking.) Refrigerators (3 cubic feet or smaller), microwaves, and coffee pots with auto shut-off systems, are the only appliances allowed in residential suites. Appliances with exposed coils and all other electrical cooking appliances are prohibited. Space heaters, portable air conditioners, clothes washers, dryers, and additional full size refrigerators are prohibited within the community. All electrical equipment (e.g. televisions, stereos, motorized boards) must be UL approved and in safe operating condition. This includes electrically motorized boards and similar devices.

Flammable/Dangerous Materials

Open flames, including such items as candles, candle wax burners, incense, laboratory burners, stoves, torches, etc. are not permitted. Charcoal lighter fluid, gasoline, solvents and caustic chemicals other than normal household cleaning agents are not permitted in the Residential Community. Candles may be kept in student rooms/suites for decorative purposes only. Torchiere Halogen Lamps are prohibited.

Garbage/Recycling Disposal

Household garbage and recyclable items are to be deposited in the industrial dumpsters located on the perimeter of each Village. Individual recycling containers provided in each suite should be maintained inside the suites at all times. Please recycle as much of your household refuse as appropriate to help the University meet California recycling mandates. Residents who "dump" their trash or recycling in areas other than the designated industrial dumpsters will be subject to housing disciplinary sanctions and assessed fees to properly dispose of their refuse.

Grills/BBQs

Only grills with lids are permitted. Hibachi grills and gas grills of any kind are prohibited. Grills must have legs and may not sit directly on the ground. Charcoal lighter fluid is prohibited; pre-soaked briquettes or a chimney style paper charcoal lighter should be used. Grills are to be used outside, only, and located away from building walls. Grills cannot be used on balconies or corridors. Briquettes and ashes need to be completely cold before being properly disposed in a dumpster and may not be thrown on the lawns or in planter beds.

Guest and Visitors

Residents may have personal guest and visitors in their rooms. If you choose to leave your guests unattended in your suite/apartment, or in the Residential Community, you are still responsible for their actions, even if you are not with them.

- Residents are responsible for the conduct of guests and visitors.
- Residents are subject to disciplinary action for their misconduct, and are liable for any damages caused by them. A guest is defined as a resident or non-resident who is not assigned to that suite or apartment.
- Residents may have up to four visitors at any one time, not to exceed twenty persons total per suite, including suitemates.

Overnight Guests

- Prior to inviting an overnight guest, residents must discuss the situation with their roommates and obtain their approval and then the approval of their Community Service Advisor.
- Guests may stay no more than two nights in a two week period of time. Exceptions may be requested from the Director of Residential Life. Guests found staying longer without approval will become unapproved guests and the host will be subject to a \$50 per night fee penalty.
- No overnight guests are permitted during final exam periods.
- Hosts of unapproved guests may be subject to housing disciplinary action.

Non-Approved Guests

The Director of Residential Life may declare certain individuals non-approved guest. These are guests or former residents who, because of their disruptive or destructive behavior, are not permitted within the Residential Community. The Residential Community is defined as, but not limited to, resident suites and apartments, public, recreational, and common use spaces within the Residential Community, including the surrounding parking lots.

The minimum period, which a student is placed as a non-approved guest, is for one year. The letter declaring the individual a non-approved guest is to come from the Director of Residential Life. When a staff member becomes aware of a non-approved guest, Police Services will be called immediately. Non-approved guests, who are present inside a building, may be cited by Police Service for trespassing. Non-approved guests who are outside of a building will be asked to have by Police Services. In addition, non-resident students will be referred to University Judicial Affairs.

Residents may not invite these people to visit within the Residential Community. Residents who invite or knowingly permit non-approved persons within the Residential Community are subject to disciplinary action.

Harassment

- Behaviors or verbal remarks, including any type of non-verbal communication, that result in harassment, exploitation or intimidation of members of the residential community or University, including University staff.
- Threats of violence (including disruptive behaviors) or conduct that threatens the health and safety of self or other members of the campus housing community.

Internet Postings and Visible Photographs

Internet postings and visible photographs may be used as evidence of violations.

Laundry Rooms

Laundry rooms are provided through out the Residential Community in each village. Residents will access the laundry rooms by using their Seawolf ID card. Included in the resident's rental rate is the use of the wash machines and dryers. Only current residents may access and utilize the machines. Residents found violating this regulation by giving non-residents access to the laundry rooms will be subject to disciplinary action.

Marijuana

Marijuana use in the State of California is controversial and its perceptions will continue to change both socially and politically. Although marijuana can currently be prescribed for medicinal purposes, due to the Drug Free Schools Act, possession of marijuana on the SSU campus, for any reason, is a housing violation.

Regardless, it is our hope that it is both clear and representative of an academic living environment. Use and/or possession of marijuana conflicts with the academic setting, and threatens the educational intent of the community members at large.

The following are considered marijuana violations of the SSU Housing Regulations:

- Possession of bulk marijuana, which is defined as possession of marijuana quantities indicating "frequent use".
- The selling of marijuana or possession of an amount of marijuana and/or related equipment, which could indicate the intent to sell.
- Using/possessing/growing marijuana anywhere in the Residential Community.
- Possession of marijuana storage and preparation equipment, such as canisters, scales, vaporizers, and bud grinders. All devices will be confiscated and destroyed.
- Supplying marijuana to students.
- Possession of marijuana smoking devices, bought or homemade, such as pipes (all materials), water bongs, gravity bongs, filters, hookahs, etc. All devices will be confiscated and destroyed.
- Hosting a situation where marijuana is present.
- Attendance at gatherings where marijuana violations are occurring within the Residential Community.
- Individual behavior where one is in such a condition that he or she is unable to exercise care for his or her own safety or the safety of others while under the influence of marijuana.
- Posters, signs, or any insignia relating to marijuana that can be viewed from outside of the suite/apartment.
- Visible photographs of students possessing or using marijuana in University Housing facilities may be used as evidence of policy violation.
- The smell of marijuana in the Residential Community.
- Any other violation resulting from marijuana use or consumption.

Noise and Quiet Hours

The general regulation is that noise (e.g. music, talking, playing) is to be kept at a level, which is not disruptive. The use of drums or amplified instruments is not permitted in the suites or the apartments. The bouncing of balls or other objects against the floor, ceiling, or walls inside a suite or building is not permitted. Skateboarding is not permitted during quiet hours.

To support the academic success of all students, courtesy quiet hours are always in effect. With this in mind, the request from any student anytime should be honored.

QUIET HOURS:

Sunday – Thursday: 10 p.m. – 8 a.m.

Friday – Saturday: 2 a.m. – 10 a.m.

During these hours, the regulation is the noise level inside a respective suite/apartment that should not be so loud that it is heard outside of the suite/apartment.

24 Hour Courtesy Noise Levels

The Residential Community is committed to developing a community built on respect and civility toward all members. With this as the base, the Residential Community operates in a 24-hour Courtesy Noise Level environment. This regulation states that if at any time a member of the community feels that noise has become a disturbance, any person(s) in the room/suite/apartment can be asked to minimize or stop the disturbance. Any resident may request of another resident or group of residents to cease an activity that is interfering with his or her ability to study, rest, or quietly enjoy the community. When requested to be quieter in one of these situations, a resident must comply. Noise from music, gaming, movies, etc. which can be heard outside the unit may be considered too loud under the Courtesy Noise Level regulation.

Persons affected by noise have the right as well as the responsibility to approach the person(s) responsible and request that the volume be lowered. As well, persons contacted about their disturbing noise have the responsibility to lower or stop the noise. Residential Life staff will confront "noise" which is unacceptable under a "reasonable person" standard.

Final Exams Week Quiet Hours

During final exam periods, quiet hours are in effect 24 hours per day. Twenty-four-hour study conditions begin at midnight the Saturday before the first scheduled final and remain in effect until the Residential Community closes. Each night between 5:00-5:15 p.m. quiet hours will be suspended for the Seawolf Howl.

Non-Approved Living Spaces

Residents are not allowed on any building roof, attic or crawl space, balcony or stairwell railing, or any other non-approved living spaces. Residents violating this rule will be charged for any damage caused to the property. Facilities staff will retrieve any lost items for residents.

Operation of A Business

Residents are not permitted to operate a private business in any area of the Residential Community or use the campus mailing address or University network for that purpose.

Parking Lot Use

Residents must exercise safe driving behavior at all times by abiding by the posted speed limits in all residential parking lots. Residents must have their current residential parking decal visible at all times.

Patio/Patio Furnishings

Cabernet, Sauvignon, Tuscany and second/third floor Zinfandel patios may be furnished with furniture designed for outdoor patio use only. Removal of non-approved furniture will be at the discretion of the Residential Life staff. All first floor patios in Zinfandel and Verdor are considered community space. All furnishings must be removed each night. Specific exceptions are at the discretion of the Residential Life staff. Patio coverings, such as hanging sheets or other coverings from balconies or exterior surfaces are prohibited. It is also prohibited to attach hammocks or any type of furnishing from the building room, walls or railings. All outdoor furnishings must be "self-supporting."

Please do not use patios as routes into or out of your living units as walking over the plants and lawn can damage landscaping and irrigation as well as jeopardize your personal safety. The use of pavers or stepping stones to create patio walkways is prohibited for the same reasons.

Pets

Due to concerns for health, safety, sanitation, property and noise, no pets are allowed within the Residential Community, except fish in 10 gallon or smaller aquariums. This includes visiting pets from friends or family members, except for service animals, even for short visits. If a resident is found in violation of this regulation, the resident will be asked to remove the animal from the Community. Resident will be subject to appropriate residential conduct and a room inspection from Housing Services. Resident will be responsible for any charges for damages, cleaning, and fumigation services.

The Residential Community is under the guidance of all University policies, including the Animals on Campus Policy. This policy is published at <http://www.sonoma.edu/uaffairs/policies/animalspolicy.htm> . Questions about service animals or assistance animals in the Residential Community should be directed to [Disability Services for Students](#).

Postings

The posting of general flyers and advertisements must abide by University and Office of Residential Life Posting Policies prior to placement. Placement is the responsibility of the Office of Residential Life.

Public Area Furniture

Furnishings provided in the public areas, including any lounges, game room and study room, are provided for the entire community to use. Residents are not to remove furniture from the public areas. Residents will be subject to disciplinary action and charged a fee for any public area furniture found in their rooms.

Reclaimed Water

Sonoma State University uses reclaimed water for landscape irrigation in an effort to conserve water and reduce costs. This water has elevated nitrate levels and other trace contaminants and is not potable. Please avoid drinking, bathing, or other direct contact. The areas that use reclaimed water are often designated with signs or color-coded purple caps, covers, and other fixtures. The entire water system has been thoroughly tested to ensure no cross connections exist between domestic and reclaimed water.

Room Cleaning Requirements

Residents are expected to maintain their rooms and patios/balconies in a reasonable, clean and sanitary condition throughout the occupancy period. At the conclusion of the Fall and Spring semester, residents are required to thoroughly clean and restore their room/suites/apartments to the original move-in condition. If your room or suite is found to be unsafe and/or unhealthy due to uncleanliness, excessive trash or damage you may be placed on Housing probation. If you do not comply with staff directives to restore your room or suite to a "healthy and safe" condition, you may be sanctioned to Housing Probation with Loss of Housing for the next academic year and charged cleaning and trash/personal belonging removal fees associated with bringing your room/suite to suitable condition. This also applies to end of the year inspections. You may jeopardize returning to the Residential Community if the assessed damages and cleaning charges are greater than \$250.

Room Decorations

Push pins, thumbtacks, and Command Strips may be used to attach decorations to walls. Nails, screws, mollys and toggle bolts are not allowed. Double-sided glue or adhesive type stickers are not allowed, since both damage sheetrock and paint when removed. Residents are not allowed to install ceiling plant hooks, shelving on any wall, or any other modification attached to walls or ceilings.

Room Furnishings

Due to storage limitations and damage caused by water and sun exposure, no interior furnishings should be removed from the suite. Bed frames, mattresses, desks, chairs, couches, etc. must remain in the suite and must not be placed outside. Personal possessions left outside will be removed at the owner's expense.

- Lofts are not permitted to be built in rooms because of Uniform Building Code regulations.
- Waterbeds are not allowed because of the potential for damage if they leak, the cost to heat them, and the lack of space to store existing beds.
- Window screens must not be removed at any time. Facilities Management staff is required to reinstall any screen or screen door that is removed and charge the resident. Residents who continually remove screens are subject to disciplinary action.

Room Inspections and Charges

During the semester, when a resident vacates the Residential Community or does a room change, a room inspection

is performed to identify any excessive damage or cleaning needed to restore the residence back to move-in condition. Students remaining in the bedroom or unit will be notified of the required inspection by Housing, either by phone or email. If Housing is unable to reach a resident of the suite, they are allowed to enter the facility to perform the inspection as stated in the Student Housing License Agreement per Section XV Right of Entry. All residences are inspected at the end of the academic year and only those rooms with vacancies are completed at the end of the Fall semester. Findings from the room inspection are reconciled with the "Room Condition" form that may or may not have been submitted at the start of occupancy. Charges are equally divided by the occupants, unless someone claims responsibility for specific damage or cleaning by completing a "Damage Responsibility" form. Students will receive notification if they have been charged any damage or cleaning charges and may further inquire with the Housing Office about specifics. Disputes of Housing damage charges can be directed to ssu.housing@sonoma.edu and a response will be sent back within two weeks.

Room Maintenance & Repairs

Residents are responsible for monitoring and maintaining their living space in good condition. The resident is responsible for notifying the University in a timely manner with any maintenance repairs to the unit. Failure to keep residence in good condition because of abuse, neglect to clean, or lack of reporting maintenance needs will result in resident covering the cost to bring unit back to good order. To report a maintenance issue, residents shall call Seawolf Service Center or submit a request in person at their office.

Condensation/Water Intrusion/Mold

Condensation, water intrusion or mold growth can occur in "wet areas" of the unit. Residents are expected to maintain the areas in reasonable, clean, and sanitary conditions, and assure all visible surfaces with condensation or standing water dry properly before discontinuing exhaust vent use. Promptly remove any standing water on floors, window sills, window wells or other similar locations. Residents shall take all reasonable and pertinent steps to prevent conditions that may cause mold or mildew to develop in the units and are expected to report to the University any evidence of water intrusion, leaks, moisture accumulation or mold in any location of the residence.

Safety and Security

In order to provide an environment, which encourages safety and security, the following are campus housing violations:

- Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
- Jeopardizing or interfering with the safety and security systems within the campus housing community. This may include the locking systems, emergency phones, security lights, and other parts of the system.
- Giving your room access card to another person (resident or non-resident).
- Misusing, disabling, or removing any fire equipment including: fire extinguishers, exit signs, smoke and heat detectors, and door self-closing mechanisms. Health and Safety inspections are conducted by Facilities Staff to check these items periodically. Violations are subject to appropriate monetary charges, criminal as well as University and Housing discipline.
- Unauthorized presence on rooftops or in attic space. This includes hanging, climbing, or scaling on rooftops; balancing from balconies; or entering and using attic or crawl space.
- Throwing, propelling, dropping, or otherwise causing objects or substances to fall from the suites or apartments or other structures within the Residential Community.

Please be advised that local municipality emergency agencies, when responding to fires, medical assists, and other emergency situations in the SSU's Residential Community can legally charge the responsible student(s) reimbursement fees.

Safety – Disposal of Biomedical Sharps

Sharps are any device with acute rigid corners, edges, or protrusions of cutting or piercing. Sharps usually relate to hypodermic needles and similar devices often used by diabetics. These types of devices that have been contaminated with blood or bodily fluids must be disposed of properly. Contaminated sharps cannot be disposed of in the standard trash.

If you generate this type of waste, please follow the procedure listed below to store and dispose of your sharps waste.

- Purchase an approved sharps container, available at the Student Health Center or a local drug store.
- Immediately transfer any used needles or other contaminated sharp into the container so nobody can be cut or punctured by this waste.
- Bring the approved sharps container to the Student Health Center on campus and they will properly dispose of it free of charge. The container should be brought in when full or at the end of the semester prior to moving off campus. Please note that the Student Health Center only accepts this waste from on campus residents.

Note: Most hospitals offer a similar service. When you are away from campus please make arrangements with a local hospital or physician's office to dispose of your sharps in the same manner.

Skateboarding/Rollerblading/Scooters/Hoverboards

Bicycling, skateboarding, rollerblading, roller skating, and use of razor scooters are allowed within the Residential Community for transportation purposes only, but must be done in a manner, which does not cause injury to pedestrians. Trick stunts are not allowed. After quiet hours, skateboarding is prohibited within the Residential Community [see Noise and Quiet Hours]. Electrically motorized boards and devices are not permitted to be stored in the Residential Community which includes units, parking lots, patios, and community space.

Smoking

Sonoma State University is a smoke and tobacco free campus. The smoking policy defines "smoking" as lighting, burning, carrying, inhaling, exhaling, or holding a lit cigarette, cigar, bidi, pipe, or other smoking or recreational vapor delivery apparatus containing tobacco or another substance. Please visit

<http://www.sonoma.edu/uaffairs/policies/smokingandtobaccofreepolicy.htm> to view the full smoking policy.

Solicitation

Commercial solicitation whether in person, by phone, or by distribution through mailboxes is prohibited within the Residential Community. Businesses that violate this policy will be referred to the University Police.

Student organizations may not solicit door-to-door within the Residential Community. The Residential Student Association, related Residential Community organizations, and the Associated Students may contact residents on a door-to-door basis in order to fulfill their governmental responsibilities. Written materials shall not be left in front of residents' doors or laying around in public areas. Other student organizations that are found in violation of this policy will be referred to the Director of Center for Student Leadership, Involvement and Service, which could affect their campus charter.

Space Heaters

CSU Chancellor's Office Executive Order 785, Provision Nine – Operations & Maintenance – prohibits the use of space heaters in campus buildings including the Residential Community.

Sports in the Residential Community

Sports are a very important part of any community. For the safety and general well-being of the community, there are several places designated for sports. Playing sports in any other area is prohibited without prior approval from the Office of Residential Life. This includes throwing, bouncing, dribbling, passing or shooting of any sports equipment or water balloons. Designated areas are limited to: (1) Laura Gale Field located in Zinfandel Village; (2) Swimming Pool; (3) Grass area in Verdote Village directly behind Meritage and Chenin Blanc and next to the basketball court; (4) Sauvignon Village Green, grass area next to the Cooperage; and (5) Hillside Quad grass area located near the Beaujolais Meeting Room.

Swimming Pools and Spas

Residents have access to the swimming pool and spa area by using their Seawolf ID card. Only current residents may access these areas, unless a guest is accompanied by a resident. Residents found violating this regulation by giving non-residents access to these areas will be subject to disciplinary action.

The following pool hours and policies are in effect for all swimming pools and spas:

POOL HOURS

Sunday through Saturday:

8 a.m. to 12 Midnight

- Alcohol is never allowed at the pool areas, regardless of age.
- No glass bottles allowed in the pool areas.
- No animals allowed in the pool areas.
- Swimming pools and spas are for the use of residents and their guests only. Guests must be accompanied by their host. Residents may host up to four (4) guests at a time at the pool for capacity reasons and in consideration of other students.
- The life ring and safety pole are not to be used as recreational toys. They must remain where they are positioned so they are available for emergencies.
- If, through heavy use or pump/filter failure, the drain in the bottom of the pool cannot be seen through the turbid water, the pool areas must be evacuated and the gate locked.
- For personal safety reasons, roughhousing and throwing people into the pool or spa is prohibited.
- Pool users will be required to follow Residential Community Courtesy Quiet Hours.

Theft

Theft of campus property, or property in the possession of, or owned by, a member of the campus community is prohibited.

Thermostats

Thermostats are set to achieve optimum comfort levels and energy conservation. Students are not allowed to tamper with the thermostat settings.

Vacant Spaces and Room Restoration Requirements

During the year you may have a vacant space in your room/suite. Your license agreement with the University is for a bed space; therefore you are not entitled to decide who will occupy the vacant space. You are required to maintain the bedroom/suite so that a potential roommate will be able to move in. This means you must:

- Keep vacant furniture assembled and accessible, as well as, all storage and surface areas clean and empty at all times in case a new resident is assigned to that space. This is especially important at the end of the Fall semester when new roommates will probably be moving in for the Spring. Failure to comply with this requirement will result in disciplinary action that may include Probation, Probation with Loss of Housing, or Termination as well as being charged for the staff labor to make the second space available for the new roommate.
- Welcome the potential resident into the vacant space without harassing, threatening, or intimidating the individual. If the resident or suitemates, in any way, behave in the manner mentioned above or discourage the resident, there may be disciplinary consequences with the possibility of not returning to the Residential Community the following year.

Weapons

Possession or use of firearms including use of any pistols, BB guns, paint ball guns, air guns, pistols, revolvers, stun guns, Tasers, or any object that resemble firearms. Violations of this also include, but are not limited to, possession

of any device deemed a "deadly weapon" by the California Penal Code 12020; or use of other weapons or replicas in a manner intended to harm. Deadly weapons include: blackjacks, sling shots, billy club, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade, ice pick, or a knife having a blade longer than 2 1/2 inches (culinary knives excluded), any razor with unguarded blade, any metal pipe or bar used or intended to be used as a club. See FAQ's located on the [Residential Life](#) and [Housing webpages](#) for further information.

FINAL EXAMS

Finals week can be a very stressful time for students living in the Residential Community. While some people only have one final, others have anywhere from 3-5 during the course of the week. One of our goals is to maintain an environment that is conducive to academic success. This includes having quiet hours and regulations related to various behaviors. The following regulations are in effect for final exam week

- Finals quiet hours are 24 hours a day every day. They begin at midnight the Saturday night prior to the beginning of finals and remain in effect until the Residential Community closes. The only exception to this is for the Seawolf Howl which occurs each day from 5:00-5:15 p.m.
- Students are required to leave within 24 hours of their last final. While you may be done with your finals, there are many others still studying. Please know your finals schedule and make arrangements accordingly.
- When you are leaving either at semester break or at the end of the year, please keep in mind that people are studying and try to be respectful as you pack and move out. Please also remind your guests of this fact.
- Sanctions for violations during finals week will be stricter. For example, violations that typically result in a written warning may be escalated to housing probation. Additionally, some violations may result in immediate termination of your Housing License Agreement.

We hope that you all realize the importance of this time of year and the need for respect of those in your suite, building and community.

RESIDENTIAL COMMUNITY SANCTIONS

Administrative Warning

A resident is given an Administrative Warning which means that future violations will result in more severe student conduct action. A record shall be made of any warning. It is important to have the educational conversation with the student on impact of actions on community and the responsibility and accountability of living on campus. Of further importance, the student should have an understanding of the consequences of future violations of Housing Regulations.

Judicial Educator/Educational or other Appropriate Sanctions

A resident is given a sanction of Judicial Educator Module to provide a more directed educational experience regarding expectations and responsibilities of living on campus. Other appropriate sanctions may include substance use workshops, research projects, educational programs, community involvement, administrative move, restriction of privileges, or other appropriate learning experiences.

Housing Probation

A resident is given Housing Probation when severe violations occur, and signifies that student choices are in conflict with the values of the Residential Community. Factors determining Housing Probation may include, but are not limited to type and severity of incident, role of the student, and/or previous violations. Housing Probation is a specified period (1 calendar year) of time during which a resident's Housing status is between good standing and Termination of License Agreement. During this period of time any additional violation of University policy, Housing Regulations or conditions of Housing Probation shall result in more significant sanctioning including the possibility of Loss of Housing or Termination of Housing License Agreement.

**If a student is responsible for a violation after the Housing Probation period has expired, the nature of the violation, the role the student, and the amount of time that has passed since the previous incident(s) will be taken into consideration when determining outcome of new incident.*

Loss of Housing

A resident is given Loss of Housing when severe violations occur, and signify that student choices are in conflict with the values of the Residential Community. Students with Loss of Housing are ineligible to re-contract for Campus Housing for the following academic year, and any offer will be revoked once this sanction becomes final. Any student receiving a violation after the student has received the sanction of Loss of Housing will be terminated from their Housing License Agreement.

Termination of License Agreement

License Agreements are terminated when residents fail to follow the University or Housing Regulations. The resident will be given a notice to vacate within 4 days and will not be able to re-contract for the next academic year and is not permitted to be on the Residential Community premises for 1 calendar year . This includes suites and apartments, parking lots, recreational areas, sidewalks in residential areas, or other public areas within the residential community. Permission for privileges to re-contract or visit within the community requires Director Approval.

RESIDENTIAL CONDUCT DECISION REVIEW PROCESS

You may request a conduct decision review if you meet one of the following conditions:

1. The department did not provide due process:
 - a. Due process in a University administrative process essentially means that:
 - The outcome of a conduct hearing was determined with sufficient information/insight;
 - The Department has followed the process outlined in the Conduct Informational Guide and the Housing Regulations and Handbook
 - Notice of the alleged violation(s) has been provided;
 - If applicable, an opportunity to present thoughts/information at a conduct meeting.
2. The assigned sanction(s) is inappropriate in relation to the resident's student conduct record and/or the nature of the violation.
3. New information/insight becomes available since the initial meeting that would have likely made a substantive difference in the decision.
 - a. Information withheld during the meeting does not meet the criteria for "new information."

Requests for a student conduct decision review must be submitted in writing within 3 business days of the email notification being sent regarding the outcome of the conduct hearing in question. Requests must be submitted in writing to the Residential Office (Attn: Conduct Decision Review Process). Requests must outline how the specific circumstances meet one or more of the conditions listed above. Please also include in the request your name and contact information.

Once a request is submitted, the Department will conduct an initial review of the request and the case to determine if a meeting is necessary before a decision is made. Please note, if the review is denied, all assigned sanctions will still be in effect.

**Submitting a request does not grant an automatic decision review. Additionally, a review does not guarantee a less severe sanction and could result in a more severe sanction. Questions about this process should be directed to your Residential Life staff or the Office of Residential Life.*

NON-DISCRIMINATION POLICY

Students are responsible for conducting themselves on the campus or at any university sponsored off-campus activity in a way that ensures that their actions do not discriminate against any other individual. Actions constituting sexual harassment are forms of discrimination.

Discrimination on the basis of race, color, religion, national origin, sex (including sexual harassment and sexual assault), sexual orientation, marital status, pregnancy, age, disability, medical condition and covered veteran status is prohibited at SSU.

Discrimination refers to the treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit.

Bias

Complaints of discrimination will be investigated promptly and thoroughly. The University recognizes that under certain circumstances, it has an independent duty to ascertain where discrimination exists irrespective of whether a complaint is actually filed (for example, recurrent or systematic patterns of discrimination). The University will act vigorously to prevent any retaliation being taken against individuals filing a complaint, and/or participating in a complaint investigation.

Sexual Misconduct

Sexual Violence is a form of Sexual Harassment. Sexual Violence means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against a student without consent or against a student who is incapable of giving consent due to age, disability, or use of drugs or alcohol.

Temporary Interventions

In cases when a resident files a charge of discrimination against another resident, the following immediate actions may be taken:

- During the time of the investigation, the alleged offender(s) may be physically moved to a temporary living arrangement which may be on or off-campus. This is to comply with legal and ethical regulations that the alleged offender(s) be separated from the alleged victim(s).
- During the investigation, the alleged offender(s) may be denied access to certain areas of the Residential Community, including recreational, public, or common use areas.

Students are expected to adhere to the CSU Systemwide Non-Discrimination Policies which can be found at <http://www.sonoma.edu/hr/erc/discrimination/>.

IMPORTANT GUIDELINES

Break Periods

The academic year license agreement includes the Thanksgiving, Winter, and Spring break periods. Residents may stay in their rooms during those break periods; except for the time right after Fall finals to the start of Winter Intersession classes. Only residents continuing from Fall to Spring semester have permission to occupy their space while winter intersession is in session. Residents may leave their belongings in their rooms over semester break. We do advise residents to take home valuable items for the break. The Kitchens is closed during these break periods; however, other venues on campus may be available when the University is open for business.

During the semester break, University staff will perform safety and security checks. Documented violations may be confiscated/destroyed and the case may be processed over the break.

Communication with Students

Sonoma State University uses student email accounts for distribution of official University communications. Students are responsible for reading messages regularly and managing their sonoma.edu email account. Housing Services and Residential Life provides a variety of information via email, such as monthly newsletters, contracting updates, needed maintenance repairs, scheduled meetings and other business matters. Visit <http://www.sonoma.edu/it/email/> for information about SSU's email system.

Lost Keys (Room Access and Mailbox Keys) and Temporary Keys

It's the responsibility of the resident to report lost keys to Seawolf Service Center. There is a non-refundable fee for replacing your Seawolf ID card or your mailbox key. If students misplaced or locked themselves out of their units, they can visit one of the kiosks (Zinfandel lobby, Cellars, near Beaujolais pool) to get a three day temporary card. The resident must get their Seawolf card re-encoded before their temp card expires. If the resident fails to re-encode Seawolf card by the expiration date and is locked out after hours, they will need to contact the on-call CSA for a lockout service. The first lockout service is free; second, third, and fourth are \$25, and fifth and beyond are \$50 each. Educational intervention for misuse of lockout services may be implemented for repeat offenders.

Missing Persons

Federal law requires that the University report both to local law enforcement and to the student's designated contact person, when campus residents are determined missing for 24 hour (i.e., no one can identify where they are). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify their parent or guardian. Campus residents have the opportunity to provide a confidential contact person, (separate from emergency contact information) if they are determined missing, along with other emergency contact information at their building meetings with the Residential Life staff. Only authorized campus officials and law enforcement officers will have access to this contact person information in the furtherance of an official missing person investigation. Even if a student has not registered a confidential contact, local law enforcement will be notified when the student is determined missing.

When a campus resident is believed missing, the situation should be reported immediately to any member of the Residential Life, Housing Services, or Police and Safety Services staff. After investigation of the missing person report, and the person is determined missing for 24 hours, The Office of Residential Life and/or the Chief Student Affairs Officer will notify the student's missing student contact, if provided, and the SSU Police will notify Sonoma County law enforcement agencies - no later than 24 hours after the student is determined to be missing.

Residency Limit

Campus housing is not guaranteed for multiple years of residency. Priority for returning is determined on a lottery basis with consideration given to current residents who have lived on-campus the least amount of time.

Room Changes

There are opportunities throughout the year to change rooms. Prior to moving to a different room on campus or even within your own suite, a resident must receive authorization from Housing Services or Residential Life professional staff. A student can request a room change by taking the following steps:

1. The Room Change process begins with the student submitting a room change request online.
2. Housing Services will review the room change request and either contact the student directly or forward the request to the Residential Life professional staff.
3. In some instances, room changes may not be automatic and will require intervention from Residential Life staff with potential agreements being established. Some behaviors may be identified as needing to change. After all avenues have been exhausted, the Residential Life professional staff may approve the room change.

If a room change is approved, the following will happen:

1. The resident will be given a few choices of rooms to visit on Wednesdays.

2. Resident will meet roommates and notify the Housing Office of the desired room no later than Thursday of that week.
3. The resident will then come in Friday afternoon for their SSU ID to be encoded with the new room so they can move over the weekend. They will be issued a temporary card for the old room which must be returned to Housing that following Monday.

LICENSEE OBLIGATION – VACATING OR REVOCATION

When you accept your License Agreement online, it is for the entire academic year. If you decide you want to move off campus, it is extremely difficult to break your License Agreement. Regardless of how much money you can save if you move off-campus or how close it is to your new job, these are not valid reasons for canceling your License Agreement. There are limited circumstances under which you may be permitted to cancel your License Agreement.

Request to Vacate After the Beginning of the License Period

Any resident who requests to vacate is required to do so in writing by completing a “Petition to Vacate” form. This form should be submitted at least 30 days prior to the requested vacating date. Licensee submitting a “Petition to Vacate” during the fall semester to not attend the spring semester at Sonoma State University, must provide 30 days’ notice prior to the last day of the fall semester. The University may deny or approve the request. The University will approve the request for the following reasons:

1. The student is withdrawing from the University;
2. Marriage with submission of a copy of the marriage certificate;
3. The University will also consider requests due to extraordinary circumstances that have occurred after the student has signed the license agreement, e.g. medical emergencies or financial hardships. The University generally denies requests which involve moving to an off campus accommodation.

Revocation of the License Agreement

The University may revoke a student’s License Agreement upon the following conditions:

1. As a result of disciplinary action;
2. Because of administrative necessity.
3. Because the licensee is no longer a student and enrolled in classes;
4. As a result of the student breaching the terms or conditions of the license, including nonpayment of fees;

Financial Obligations of the Licensee for Vacating and Revocation

The following table indicates the financial obligations for vacating and revocations:

1. Request to vacate with 30 day notice	
a. University approves the request	1
b. University denies the request	2
2. Request to vacate without 30 day notice	
a. University approves the request.....	3
b. University denies the request	2
3. Revocation of a license by the University	
a. As a result of disciplinary action.....	2
b. Because of administrative necessity	1
c. Because licensee is no longer a student	
i. Academically disqualified.....	1
ii. All other withdraws	3
d. Breaching the terms and conditions of the License Agreement (including nonpayment of fees).....	2

Amount of Obligation to Licensee

1. Licensee shall owe an amount equal to a prorated charge for each day from the beginning of the fee period through the last day of occupancy plus any applicable damage or excessive cleaning charges.
2. Except as provided in the mitigation clause, Licensee shall owe an amount due under the full fee period of the

license, plus any applicable damage or excessive cleaning charges.

3. Licensee shall owe an amount equal to a prorated charge for each day from beginning of the fee period through the last day of occupancy plus any applicable damage or excess cleaning charges plus a \$250 service fee.

Mitigation

The University will minimize the obligation of a Licensee by applying a prorated credit for each day during the fee period that the campus has been able to cover its damages. Factors to be considered in determining whether the campus has been able to cover its damages for purposes of this clause may include, but not be limited to: (1) whether the campus is able to re-license the student housing facility to someone else prior to the end of the fee period; (2) the amount of the fee at which the student housing facility is re-licensed; (3) the vacancy rate of the residential community within the housing facility is located; and (4) financial considerations of the campus housing program.

Authority Source: California Administrative Code, Title 5, California State Universities & College, Article 5. Housing and SSU Campus Fee Advisory Committee.

CULINARY SERVICES POLICY

University Culinary Services hopes everyone has an enjoyable dining experience. In order to maintain a smooth operation, residents and guests are to adhere to the following policies:

1. All first year college students are required to participate in the meal plan.
2. Meal plans are not transferable. Assisting unauthorized persons to enter the Culinary Kitchens with your meal card is in violation of the Terms and Conditions of your contract and may result in additional charges and/or cancellation of contract with no reimbursement.
3. You must have your student ID card with you in order to enter the facility.
4. Shirt and shoes must be worn in the dining facilities at all times.
5. Disruptive behavior and/or abusive language are not permitted.
6. Since the facility is an all-you-can-eat program, only individuals who are covered under a meal plan program or who have purchased their meal will be admitted to the facility.
7. Students with the unlimited meal plan may enter the facility as many times as they like.
8. Food, beverage, and/or equipment are not permitted to leave the facility. Removal of items is considered theft.
9. Personal food and beverage containers, (water bottles, travel mugs, coffee cups, Tupperware), are not permitted in the dining facility.
10. Backpacks, packages, briefcases, computer bags, large bags, large purses and other large carrying items are prohibited in the facility. For your convenience, a coat/backpack cubby is available for your belongings.
11. Sonoma State Enterprises is not responsible for any lost or stolen items. We encourage you to leave all valuables in your room.
12. Each individual is responsible for bussing his or her own dishes and silverware.
13. For the purposes of health and safety, only authorized food service personnel are allowed in the work areas, kitchen or production areas. Tours may be arranged by contacting the Culinary Manager.
14. Individuals engaging in destructive behavior which leads to damage of the facility or furnishings will be responsible for the repair, replacement and/or cleaning costs.
15. Culinary Services reserves the right to refuse service to anyone.
16. Violations of the above terms may result in a cancellation of your meal plan contract with no reimbursement.