



# Campus Housing Regulations & Guidelines 2018-2019

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## OVERVIEW OF RESIDENTIAL CONDUCT PROCESS

It is a privilege to live in the Residential Community and we strive to maintain an environment which is conducive for residents to study, live and sleep in housing facilities. Housing Regulations are designed to support this environment and the Seawolf Commitment which states that as a Seawolf, you will commit yourself to the highest ethical standards of:

**Integrity-** I will conduct myself with integrity in my dealings with students, staff, and faculty.

**Excellence-** I will strive for excellence in my academic work and relationships.

**Respect-** I will respect the rights and dignity of others.

**Responsibility-** I will accept the responsibility to conduct myself as an ethical member of my community.

The Residential Community consists of all suites and apartments, meeting rooms, sidewalks, recreational, common use areas, and housing parking lots. By living in the Residential Community, you are expected to adhere to:

- Housing Regulations and Guidelines
- Student Housing License Agreement Conditions
- Applicable State and Federal Laws
- Sonoma State University Policies and Regulations
- CSU Executive Orders

Students will be held accountable for actions within the Residential Community. The Residential Life Conduct process is separate from the University Conduct process and is in support of the Housing License Agreement and the Departments of Housing and Residential Life. Students who violate regulations in the Residential Community may also be held accountable for their actions by the University Conduct Office and Police Services. If a student has violated University policy, local, state, or federal laws, they could go through one or more of the processes, including legal prosecution. The University reserves the right to contact parent, guardian, or emergency contact when the actions of a community member threaten their individual health, safety, or ability to care for self. If you have questions regarding Housing Regulations or Residential Conduct processes, please contact the Office of Residential Life at (707) 664-4033.

Please see the Informational Guide to the Residential Conduct process for details on rights, responsibilities, and process.

## RESIDENTIAL COMMUNITY TERMINABLE VIOLATIONS

### ***The following actions may result in termination of the Housing License Agreement***

Being found responsible for the following actions or behaviors may subject you to removal from the Residential Community. Repeated violations of any of the regulations listed in this guide or any behavior which is life threatening, destructive or dangerous may also lead to removal from the Residential Community.

1. Alcohol or Marijuana incidents that contribute to a potential high risk situation, defined as any action, behavior, or conduct which poses detrimental consequence to an individual, community member, or University property.
2. Possession or use of dangerous or restricted drugs, including the misuse of prescription drugs, or high volume possession of marijuana or other drug.
3. Creating a high-risk fire situation or jeopardizing the ability of University or local officials to respond. This includes, but is not limited to, tampering with fire safety equipment, removing or damaging exit lights, setting off false fire alarms, and starting fires.
4. Discharging or attempting to discharge firecrackers or fireworks of any kind within or adjacent to the Residential Community.
5. Possession of firearms or weapons. Firearms include, but not limited to, rifles, hand guns, BB guns, paint ball guns, air guns, stun guns, Tasers, or any object that replicates or resembles firearm. Weapons include any

device deemed a "deadly weapon" by the California Penal Code or other devices or replicas used in a manner intended to harm. Any knife with a blade that exceeds 2 ½ inches is prohibited (culinary knives excluded).

6. Sexual misconduct. All sexual activity must be based on obtaining affirmative consent, defined as informed, affirmative, conscious, voluntary, and a mutual agreement. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes harassment and unwelcomed physical sexual acts.
7. Physical assault: defined as any action that intentionally and/or recklessly causes physical injury or harm.
8. Releasing hazardous substances or materials to campus storm drains, water, sanitary sewers, roads, or University property.

## RESIDENTIAL COMMUNITY GENERAL REGULATIONS

### Abandoned Property

Items left in a resident's room after vacating will be considered abandoned property and a fee will be imposed to the resident's account for disposal. 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

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 alcohol within the campus community will be addressed.

#### *If you are under the age of 21:*

You may not possess alcohol in the Residential Community. Guests of an under 21-year-old student may not consume alcohol in the Residential Community. No alcohol or alcohol containers are allowed in any suite/apartment designated as an under-21-year-old suite (no resident living in the suite is 21+), even by guests over the age of 21.

#### *If you are over 21:*

The Residential Community at Sonoma State University places a large responsibility on those who are 21 or older. If you are 21 or older you may possess alcohol in designated 21-year-old apartments/suites only. There should be no more than one drink serving open at any time per 21-year-old. Alcohol should not be seen from the outside of the suite or apartment.

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

- Alcohol possession, consumption, distribution that contributes to a potential high risk situation. A high-risk situation is defined as any action, behavior, or conduct which poses detrimental consequence to an individual, community member, or University property as a result of alcohol.
- Possession of mass consumption or common source containers or devices such as kegs, beer bongs or funnels.
- Students under 21 may not possess or consume alcohol in the Residential Community
- Possession of empty alcohol containers including collector's items.
- Hosting or presence at a gathering in the Residential Community where alcohol violations occur
- Using/possessing alcohol in any public area including outside, common areas, balconies, stairwells and residential parking lots.
- Displaying items that can be viewed from outside that promote or advertise alcohol
- Providing alcohol to a person under 21.
- Unable to care for self or others as a result of alcohol consumption
- Exceeding the number of allowable containers for those 21 or older
- Participating in drinking games, simulated drinking games, or possession of drinking game equipment

## **Civil and Responsible Behavior**

Residents are expected act with integrity and in a manner that positively contributes to the Residential Community. All members of the Residential Community and University staff should be treated with respect and dignity. Lewd, disorderly or disruptive behavior or being dishonest providing false information/identification or being uncooperative with University Staff in performance of their duties are violations of Housing Regulations.

## **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, Snap Chat, 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/>.

## **Cooking**

Due to health and safety concerns, residents may only cook in apartment kitchens. Cooking is prohibited inside residential suites. Microwaves and coffee pots with auto shut-off systems are the only cooking appliances allowed in residential suites. All other exposed coils and other electrical cooking appliances are prohibited.

## **Damage or Misuse of Property**

It is a violation to damage, misuse, alter, or vandalize University property. University property includes all furnishings and structures in the residential living spaces and public areas. Violations include, but not limited to, removing public area furniture from the intended location, tampering with television, telephone, or computer connections, chalking or marking on sidewalks or buildings, unauthorized removal of items from bulletin boards, hanging items or coverings from exterior surfaces, and removal of window screens. Residents found responsible for violations may be assessed an administrative charge for replacement, repair, or removal of items or damage.

## **Drugs (*Marijuana is a separate section*)**

Except as legally prescribed, use or possession of dangerous drugs, restricted drugs, narcotics, and drug paraphernalia is prohibited. Drugs are defined as, but not limited to: any stimulant, intoxicant other than alcohol, nervous system depressant, hallucinogen, other chemical substance/compound or combination of the aforementioned when used to induce an altered state. Additionally, the unlawful manufacturing, distribution, dispensing, possession, or use of any controlled substance other than for intended use of the individual is prohibited. Residents will be held responsible for behavior or actions that may result from being under the influence of drugs.

## **Electrical Appliances/Equipment/Space Heaters**

In order to maintain a safe environment within the Residential Community, refrigerators 3 cubic feet or smaller, microwaves, and coffee pots are the only kitchen appliances allowed in residential suites. All other exposed coils and other electrical cooking appliances are prohibited. Space heaters, portable air conditioners, clothes washers and dryers, Halogen lamps, and additional full size refrigerators are prohibited. All electrical equipment must be UL approved and in safe operating condition. CSU Chancellor's Office Executive Order 785, Provision Nine – Operations & Maintenance – prohibits the use of space heaters in campus buildings including the Residential Community.

## **Environmental Provisions/Waste disposal**

As a Seawolf, and a member of the Residential Community, it is expected that you will commit yourself to the highest ethical standards that comprise the Seawolf Commitment by considering the environmental impact of your actions. The following are violations of the important standards and expectations that help preserve and maintain a safe clean, sustainable Residential Community:

- Garbage is to be disposed of in the industrial dumpsters located in each village, in order to minimize pests and undesired smells. Recycling is to be deposited in the designated areas. The bins provided by Housing are to be stored in the apartment or suite at all times. Placing garbage in undesignated areas or leaving outside of your

door or on your patio is a violation of Housing Regulations and may result in appropriate sanctions and a disposal fee.

- Releasing hazardous substances or materials to campus storm drains, water, sanitary sewers, roads, green space, or University property. Substances include, but are not limited to, motor oil, antifreeze, battery acid, paint, and pesticides. A resident shall be liable for the cost of cleanup determined by the SSU Director of Environmental Health and Safety and may be subject to fines or imprisonment [Penal Code 374.8]. *Eviction, cleanup cost, the imposition of fines, 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 restore the environment to its original condition.*
  - In an effort to maintain environmental and financial responsibility, Sonoma State University uses reclaimed water for irrigation. This non-potable water has elevated nitrate levels and trace contaminants. Please avoid drinking, bathing, or other direct contact. The areas that use reclaimed water are often designated with signs or purple colored caps, covers, or fixtures. The entire water system has been thoroughly tested to ensure no cross connections exist between domestic and reclaimed water.
- Disposal of biomedical sharps, defined as any device with acute rigid corners, edges, or protrusions for cutting or piercing usually in the form of a hypodermic needle, cannot be disposed of in the standard garbage and must be done using the following procedure:
  - Acquire an approved sharps container, available at the Student Health Center or local pharmacy
  - Immediately place used sharp securely into approved container
  - Bring the *full* approved container to the Student Health Center for disposal free of charge for campus residential students only. If it is the end of the semester or you are moving off campus, you may bring a container that is not full.

### **Fire Safety**

Residents are expected to be responsible in regards to fire safety and the prevention of harm to the community. Residents and guests must follow procedures and immediately evacuate a building upon the sound of an alarm. Fire safety violations may be subject to local, state, and federal laws. Violations of the Fire Safety Housing Regulations include, but not limited to:

- Activating a false alarm.
- Misusing, disabling, covering, or removing any fire safety devices including: fire extinguishers, exit signs, smoke detectors and door self-closing mechanisms.
- Open flames are prohibited in the Residential Community to include, but not limited to, lit candles, incense, laboratory burners, and torches.
- Cooking is prohibited in any residential space other than a kitchen.
- Flammable or dangerous materials such as lighter fluid, gasoline, solvents, and caustic chemicals other than household cleaning agents are also prohibited.

*Please be advised that local 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.*

### **Grills/BBQs**

Only charcoal grills with lids and legs are allowed in the Residential Community. Gas grills of any kind are prohibited. Charcoal lighter fluid is prohibited; pre-soaked briquettes or a chimney style paper charcoal lighter should be used. Grills may only be used outside and away from building walls. Grills may not be used on balconies or in corridors. Briquettes and ashes must be completely cold before being properly disposed in a dumpster and may not be thrown on the lawns or any other ground locations.

### **Guest and Visitors**

Guests and visitors of residents are welcome in the Residential Community with the understanding that you and your guests are responsible for adhering to the Housing Regulations. The following is important information to consider when have having guests in your suite or apartment:

- Guests are defined as any non-resident of the suite or apartment you are assigned.

- You are responsible for the behavior of your guests, both attended and unattended.
- Residents will be held accountable for any violation(s) of guests.
- You may have up to 4 visitors at any time, and no more than 20 persons total in a suite at any time
- Overnight guests must be approved by the CSA and other residents living in the unit.
- Guests may stay up to two nights in a two-week period. Exceptions may be requested from the Assistant Director of Residential Life. Residents may be subject to a \$50 charge per night for unapproved guests who exceed the length of stay allowed.
- No overnight guests are allowed during finals week.
- SSU students and guests, due to behavior, may be declared by Residential Life as a *Non-Approved Guest* and not permitted in any part of the Residential Community for a period of at least 1 year. Police Services will be notified when individuals are declared non-approved guests and if a non-approved guest is seen in the Residential Community.
- It is a violation to knowingly have a guest in the Residential Community who is non-approved.

### **Harassment/Threatening Behavior**

Every member of the Residential Community should be treated with respect and dignity. Threats of violence, behaviors, or verbal/non-verbal remarks that result in a threat to health and safety of self or others, harassment, exploitation, or intimidation of members of the Residential Community or University is unacceptable. Social media posts and visible photographs may be used as evidence of violations.

### **Identification**

Students and their guests are required to show proof of identification while in the Residential Community. Failure or refusal to provide identification to a University staff member performing their duty is a violation of housing regulation.

### **Laundry Rooms**

Laundry rooms are available for current residents only in each village within the Residential Community. Residents have access to the laundry rooms by using their Seawolf ID card. The right to use the wash machines and dryers is included in a resident's rental rate. Providing access for non-residents to the laundry rooms is a violation of Housing Regulations. Violators may be subject to University student conduct.

### **Marijuana**

Although recreational marijuana is legal for individuals 21 years old or may be prescribed for medicinal purposes in California, due to the Federal Drug-Free Schools Act, possession of marijuana on the SSU campus is a violation of Campus Housing Regulations and University Policy. Use and/or possession of marijuana conflicts with the academic setting, and threatens the educational intent of the community members at large.

In addition to possession of marijuana, the following are considered marijuana violations of SSU Housing Regulations:

- Possession of edibles, tinctures, topicals and ingestible oils.
- Possession of marijuana storage and preparation equipment, such as canisters, scales, and bud grinders, butane torches, etc.
- Supplying marijuana.
- Possession of marijuana paraphernalia, smoking devices, vaporizers, pipes (all materials), bong, filters, one-time use devices, hookahs, and dab rigs.
- Hosting or attending a gathering where marijuana is present or being used.
- 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.
- The smell of marijuana in the Residential Community.

*All devices discovered in the Residential Community will be confiscated and destroyed*

## **Noise and Quiet Hours**

The Residential Community is committed to developing a community built on respect and civility toward all members. In supporting the mission of the University and Residential Life, as well as, the Seawolf Commitment, noise in the Residential Community should be kept to a level that is not disruptive. 24-hour courtesy noise levels are expected by residents and their guests at all times, including music, gaming, and movies, etc. The Residential Community observes official quiet hours during which the noise level inside a respective suite/apartment should not be so loud that it can be heard outside of the suite or apartment.

### **QUIET HOURS:**

Sunday – Thursday: 10 p.m. – 8 a.m.

Friday – Saturday: 2 a.m. – 10 a.m.

Any member of the community has the right to ask any person(s) in the room, apartment, or suite to minimize or stop the noise if they believe it has become a disturbance. All members of the community have the responsibility to comply with the request to minimize or stop noise that has become a disturbance or interferes with the ability to study, rest, or quietly enjoy the community. Failure to comply with a reasonable request to lower or stop a disturbing noise may result in a violation of Housing Regulations.

The following actions are considered violations of the Noise and Quiet Hours Housing Regulation:

- Playing drums or amplified systems including stereos, televisions, subwoofers, or other sound systems
- Bouncing balls or objects against any surface or structure in the Residential Community
- Skateboarding through the Residential Community during Quiet Hours
- Any noise, not specified, that is considered a disturbance

During final exams week, 24-hour quiet hours will begin at 11:59 p.m. on the Friday night 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.

## **Patio/Patio Furnishings**

Enclosed patios may be furnished with furniture designed for outdoor use subject to approval by Residential Life. Non enclosed first floor patios in Zinfandel are considered community space and all furniture must be removed each night at the discretion of Residential Life. Furniture, bikes, and other items blocking walkways, hallways and breezeways in the Villages are not permitted. Items may not be attached to, cover, or hang from balconies, patios, or any exterior surface. The use of pavers, stepping stones, or other walkway materials is prohibited. Patios should not be used as routes into and out of your apartment due to potential damage to landscaping and irrigation system or personal safety.

## **Pets/Animals**

Due to concerns for health, safety, sanitation, property and noise, no pets or animals 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, even for short visits. Residents who are found responsible for a violation are subject to a room inspection from Housing Services and will be assessed appropriate charges for any damages, cleaning, or fumigation services. Failure to comply with directives from staff to remove animals immediately may result in campus housing sanctions and University student conduct.

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

## **Postings and Signage**

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



## **Public Area Furniture**

Furnishings provided in the Residential Community public areas are provided for the entire community to use. Residents are not to remove furniture from the public areas and may be assessed an administrative charge for removal of items or damage and subject to the residential conduct process.

## **Room Cleaning Requirements**

Residents are expected to maintain their living space (room, apartment, patio, and balcony) in a reasonable, clean and sanitary condition throughout the occupancy period. At the end of each semester, residents are required to thoroughly clean and restore their living space to the original move-in condition. If your living space is found to be unsafe or poses a health risk due to uncleanliness, excessive trash, or damage, you will be asked to restore your space to a healthy and safe condition. Failure to comply with this request may result in administrative charges for cleaning and sanctions that may have an impact on your current and future ability to live in the Residential Community. If uncleanliness has led to a pest infestation, such as roaches or rodents, the individual or individuals may be charged for the cost of having a pest management company treat the issue and replace appliances if needed.

## **Room Decorations**

Push pins, thumbtacks, and Command Strips may be used to attach decorations to walls. Nails, screws, toggle and molly 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 hooks, shelving on any wall, or any other modification attached to walls or ceilings.

## **Room Entry and Search**

Sonoma State will respect residents' right to be free from unreasonable searches and intrusions into residential living areas. However, authorized University staff may enter a residence with or without notice under certain limited circumstances as stated in the Housing License Agreement. Right of Entry includes any emergency, health, safety, maintenance, management of applicable regulations, or other lawful purposes. It is standard for University staff to inspect each unit at the conclusion of the fall semester or when a bed space becomes vacant. Facilities Management may conduct spot checks for quality control or enter a space when a maintenance issue has been discovered.

## **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. Bedroom furniture needs to remain in the assigned bedroom space, not in common living areas. 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.

## **Room Inspections and Charges**

When a resident changes rooms or vacates the Residential Community, a room inspection is performed to identify any excessive damage or cleaning needed to restore the room back to move-in condition. Residents 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 unit, they are permitted to enter the space to perform the inspection as stated in the Student Housing License Agreement per Section XV Right of Entry. All residential spaces are inspected at the end of the fall semester and academic year. 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](mailto: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. Residents shall submit a request online at [maintenance request online](#).

### *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**

Residents are expected to be proactive and responsible in regards to safety and security within the Residential Community. In order to provide an environment that encourages safety and security, the following are violations of Housing Regulations:

- Jeopardizing or interfering with any safety or security devices, locking systems, emergency phones or security lights within the Residential Community.
- Providing your apartment or suite access card to any other person resident or non-resident.
- Playing sports in the Residential Community other than designated areas. Designated areas are limited to: Laura Gale Field located in Zinfandel Village; swimming pool; grass area in Verdote Village directly behind Meritage and Chenin Blanc and next to the basketball court; Sauvignon Village Green, grass area next to the Cooperage; and Hillside quad grass area located near the Beaujolais Meeting Room.
- 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. Facilities will retrieve any items on or in these spaces.
- Throwing, propelling, dropping, or otherwise causing objects or substances to fall from units or other structures within the Residential Community.

## **Skateboarding/Rollerblading/Scooters/Hover boards/Bicycles**

Bicycling, skateboarding, rollerblading, roller skating, and use of razor scooters are allowed within the Residential Community for transportation purposes only that does not cause injury to pedestrians. Trick stunts are not allowed. During quiet hours, skateboarding or other noise making transportation 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.

## **Social Media/Internet Postings and Visible Photographs**

Social Media, internet postings, and visible photographs that show violations of Campus Housing Regulations may be used as evidence in the conduct process.

## **Solicitation/Operating a Business**

Commercial solicitation or operating a private business, whether in person, by phone, or by distribution through mailboxes, or the University network 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 Student Involvement, which could affect their campus charter.

### **Swimming Pools and Spas**

The swimming pool and spa areas are available for current residents and their guests and can be accessed using the Seawolf ID card. Below are the regulations regarding the use of pool and spa areas, residents found violating this regulation by giving non-residents access to these areas will be subject to the conduct process.

#### POOL and SPA HOURS

Daily

8 a.m. to 12 Midnight

- Alcohol is prohibited, regardless of age.
- Glass bottles are prohibited in the pool areas.
- Animals are prohibited 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 for recreational use and must remain in position ready for an emergency
- 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.
- Roughhousing, pushing or throwing people into the pool or spa is prohibited.
- Pool users will be required to follow Residential Community Courtesy Quiet Hours.
- Unauthorized use of the pool or spa will be subject to University student conduct.

### **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 unit. 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/unit so that a potential roommate will be able to move in. This means you must:

- Keep vacant furniture assembled and accessible, all storage and surface areas clean and empty, ready for a new resident to be assigned to the space. This is especially important at the end of the fall semester when new roommates will likely be moving in for the spring. Failure to comply with this regulation will result in potential sanctions and administrative charges for cleaning or actions taken to restore the space to move in condition.
- Welcome a potential or new resident into the vacant space without harassing, threatening, or intimidating. Any residents or suitemates that behave in a manner mentioned or discourage the resident, is subject to the conduct process that may have an impact on the ability to live on campus.

### **Vehicles and Parking Lot Use**

It is a violation to drive, park, or store a car (or parts), motorcycle, moped, or other motorized vehicles within the Residential Community including bedrooms, suites, apartments, or patios. Residents must adhere to the University Policies regarding parking and transportation found at <http://web.sonoma.edu/parking/> and exercise safe driving behavior at all times within the posted speed limits in all residential parking lots. Residents must have their current residential parking decal visible at all times.

## **Weapons**

Possession of firearms or other deadly weapons is prohibited. Firearms include, but not limited to, rifles, hand guns, BB guns, paint ball guns, air guns, stun guns, Tasers, or any object that replicates or resembles firearm. Weapons include any device deemed a "deadly weapon" by the California Penal Code 626.10 or other devices or replicas used in a manner intended to harm. Any knife in the Residential Community with a blade that exceeds 2 ½ inches is prohibited (culinary knives excluded), as well as, blackjacks, sling shots, club, metal knuckles, dirk, dagger, ice pick, unguarded razor blade, metal pipe or bar intended for harm. See FAQ's located on the [Residential Life](#) and [Housing webpages](#) for further information.

## **FINAL EXAMS**

One of our goals is to maintain an environment conducive to academic success in the Residential Community. We recognize the importance of final exams and need to ensure the best possible conditions for all residents. During final exams week, **24-hour quiet hours** will begin at 11:59 p.m. on the Friday night before the first scheduled final 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.

The following must be adhered to during finals week:

- Students are required to leave within 24 hours of their last final. While you may be finished, others are still studying and taking finals. 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.
- Overnight guests are not permitted during finals week
- Violations of Housing Regulations during finals week will typically result in a higher level of sanctioning and may have a much more severe impact on the ability to live in the Residential Community.

## **RESIDENTIAL COMMUNITY SANCTIONS**

### **Administrative Warning**

An Administrative Warning is the lowest level outcome given when found responsible for a violation of housing regulations. A record shall be made of any administrative warning.

### **Judicial Educator/Educational or other Appropriate Sanctions**

An online Judicial Educator Module is a 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**

Housing Probation is given when severe or repeated 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 in effect for (1 calendar year). 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 of the student and the amount of time that has passed since the previous incident will be taken into consideration when determining outcome of new incident.*

## **Loss of Housing**

Loss of Housing is given when severe or repeated 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 may be terminated from their Housing License Agreement.

## **Termination of License Agreement**

License Agreements are terminated when a severe, egregious, or repeated violations of housing regulations occur. The resident will be given a notice to vacate within a specified time and will not be able to re-contract for the next academic year and is not permitted to be in the Residential Community 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 approval from the Assistant Director of Residential Life.

***Failure to comply with sanctions or complete assigned sanctions in the specified time in the specified manner will subject a resident to additional conduct processes and may have an impact on the ability to live in the Residential Community or apply for future Housing.***

## **RESIDENTIAL CONDUCT APPEAL PROCESS**

***Students found responsible for violations of Housing Regulations and received any sanction(s) may appeal\* the Residential Conduct decision if you meet at least one of the following conditions:***

1. Due process was not followed resulting in prejudice to the student. Due process includes the following items:
  - a. Student was notified of allegations
  - b. The student had an opportunity to respond to allegations
  - c. The department followed the process outlined in the Residential Life Conduct Information Guide and the Housing Regulations and Handbook.
2. The sanction(s) is disproportionate to the nature of the violation.
3. New information is available that was not previously known that may make a difference in the decision
  - a. Information withheld during the meeting does not meet the criteria for "new information."
4. The decision is not based on the preponderance of evidence.

A Residential Conduct Appeal must be submitted in writing to the Office of Residential Life within 3 business days of the email notification being sent regarding the outcome of the conduct hearing. The appeal must address how the specific circumstances meet one or more of the conditions listed above.

The Office of Residential Life will review the incident, information gathered, the initial decision, and appeal statement to make a decision on the appeal. A meeting may be requested to discuss the appeal further. Submitting an appeal does not guarantee a lesser sanction and may result in additional or higher level sanctions. Questions about this process should be directed to your Residential Life Staff or the Office of Residential Life.

Appeals for Termination of a Housing License Agreement are heard by a 3-person board if the criteria are met. The hearing will usually occur within 1-2 weeks after the appeal has been submitted by the student.

*\*Students who choose not to participate in the conduct process by meeting with a conduct officer or fail to respond to a conduct meeting request are not eligible to appeal a conduct process outcome.*

## UNIVERSITY CONDUCT AND TITLE 5

Students found in violation of the Student Code of Conduct and other related policies 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.

## **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, including Harassment, because of any Protected Status: i.e., Age, Disability (physical and mental), Gender (or sex), Gender Identity (including Transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status, is prohibited at SSU.

Discrimination means Adverse Action taken against a Student by the CSU, a CSU employee, or another Student because of a Protected Status.

### **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**

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity constitutes Sexual Misconduct and is a violation of this policy, whether or not the conduct violates any civil or criminal law.

Sexual Misconduct is a form of Sexual Harassment and may create a sexually hostile environment that affects access to or participation in CSU programs and activities. SSU prohibits all such conduct whether or not it also amounts to Sexual Harassment.

### **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 System wide 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 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. 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 Associate Vice President of Student Affairs 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 Housing 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 Withdraw/Vacate form. This form should be submitted at least 30 days prior to the requested vacating date. Licensee submitting a petition 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.