



**2022-2023 TERMS AND CONDITIONS OF OCCUPANCY**  
**Housing Rules and Regulations**

**I. POLICIES REGARDING RESIDENTIAL LIVING**

**A. General Policies.**

Each resident student is responsible for full compliance with the standards, procedures and regulations set forth in this License, the Student Code of Conduct, the Housing Guidelines, as well as those standards, procedures and regulations which hereafter may be amended/enacted and promulgated during the academic year of this License.

Residents agree to comply with all applicable state and federal laws and University standards, procedures and regulations and to respect the rights, privileges, and property of other members of the University community; those who fail to do so in the judgment of the University will be subject to student discipline and/or termination of their License for On-Campus Residence prior to its scheduled expiration. Students who live in the residential buildings are responsible for their living environment. Courtesy and consideration for others shall be maintained at all times.

**B. Housing Rules and Regulations.**

**1) Abandoned Rooms/Items**

If a resident's room/space appears to be vacant but keys have not been returned to the University, the room/space may be presumed to be abandoned. Students will be notified via an abandonment letter that will be sent to their NDNU e-mail with a hard copy placed under the resident's door and a note placed on the room door for five (5) days, after which Housing staff will take possession of the room/space. If a room is deemed abandoned, students will be charged a lock change fee, moving and handling fee, possible storage fee for the remaining belongings, and applicable cleaning or repair fees, in addition to any housing fees still outstanding.

Lost or abandoned property left in a room, apartment, storage room, or on the premises will be disposed of in accordance with University policy. Abandoned property includes all property left by the owner after withdrawal from the University or living facility, regardless of whether the withdrawal was voluntary or involuntary. Abandoned property will be considered voluntary relinquishment of the owner's possession. Lost property is property where the owner does not voluntarily relinquish property and is due to accident, forgetfulness, negligence, and the property owner is ignorant of the property's whereabouts.

Items remaining in rooms/apartments after the space has been officially vacated will be treated as abandoned property and is subject to disbursement, disposal or donation.

## **2) Alterations and Decorations**

Decorations are allowed in order to make a resident's room more comfortable and homelike. When decorating, keep in mind that residents are responsible for maintaining the condition of their rooms, and that nails, thumbtacks and tape may cause damage to walls and furniture. If posters are placed on the walls, use a poster putty material or paint-safe tape that will not damage the paint when the poster is removed. No wire, rope, or string of any kind is to be strung across the room for the purpose of hanging decorations. Wall hangings must be attached in a way that is non-destructive to the walls, furniture, doors, or woodwork. All decals and stickers are expressly prohibited from being directly affixed to any wall or window. Items may not be hung from, or attached to, any ceiling or door surface. All furniture must remain in the room and closet doors (where applicable) may not be removed. The resident, and potentially the roommate(s) will be charged for any damage that is caused by inappropriately attached room decorations. The residence hall facilities are painted according to a regular schedule; therefore, the painting of rooms, corridors, and wall murals is not permitted.

## **3) Alcohol**

Notre Dame de Namur University abides by California State Law regarding the use of alcohol. Only persons 21 years of age or older may purchase, possess and/or consume alcoholic beverages.

Further, if alcohol containers of any kind (open or closed) are found in a room where underage students are present, all students, regardless of age, will be found responsible for violating the Conduct Code. Public intoxication, regardless of whether the person is over 21, is also prohibited.

## **4) Balconies, Walkways, and Railings**

Furniture provided by NDNU in student rooms may not be stored or used on balconies, hallways, or walkways. Additionally, residents cannot hang any items on the railings (i.e. towels, clothing, rugs). Residents are prohibited from climbing on, hanging off of and/or jumping from balconies, railings, and windows.

## **5) Bicycles**

Students may bring a bicycle to campus at their discretion. The University is not liable or responsible for damage or theft of any personal belongings on campus, including bicycles. Students are expected to follow all reasonable safety precautions, federal, state and local laws. The City of Belmont requires bicyclists to wear proper safety gear, including a helmet, when using a bicycle.

Bicycle racks are provided in several places on campus. It is recommended that you purchase a lock to secure the bicycle to the racks. However, if a bicycle remains locked and without being used for an extended period of time, the University reserves the right to remove the bicycle and break any lock in place. Bicycles may not be chained to fence posts, guardrails, stairwells, signposts, light poles, fire equipment, trees, or anywhere that interferes with building exits. Bikes may be stored in a resident's room as long as the roommate(s) agree and it does not present a hazard for evacuation in case of an emergency. For safety reasons, bicycles must be walked, not ridden, in buildings. Bicycles CANNOT

be stored in the common areas of any building. Bicycles parked improperly are subject to fines and/or removal by Public Safety.

**6) Biohazard Exposure**

Any student who sees biohazards such as bodily fluids including vomit, blood, etc., is expected to call Public Safety (650) 504-0656 immediately. Should a student come in contact with these biohazards, they are expected to contact Public Safety and seek medical advice.

**7) Damages and Upkeep of Facilities**

Before students move in, each unit is checked to ensure that it is in good condition. Each resident assigned to the room is required to sign a room condition report at move in. On the form, it is important to list any problems found with the room at the time of move in. The resident is responsible for the condition of the room at time of checkout or room change. Once a resident checks out of their assigned space, a staff member will inspect the space and, if necessary, damage charges are assessed to cover the current replacement costs of the damages plus any associated labor costs. Normal wear and tear is expected; however, damaged items deemed in excess of this expectation will be billed to the resident(s). Staff has the authority to determine when damage(s) exceed normal wear and tear.

If damages to the exterior surface of a room door or window occur due to vandalism, the resident(s) must submit an incident report to the staff immediately and no later than 24 hours of the incident, documenting that he/she is not responsible for the damage. This incident report must provide details of the damage and information on who may be responsible for the damage. Such incident reports may be referred to their Dean.

**8) Doors and Door Locks**

Entrance doors to any and all residential facilities, including doors to laundry rooms, may not be propped open for any reason. Additionally, students may not obstruct locks from functioning or tamper with door locking mechanisms. Doors that are locked must remain locked. Doors marked for emergency exit only are to be used only in the event of an emergency.

Students who are locked out of their room will be granted courtesy entry by Public Safety one time free of charge. Every lock-out thereafter will result in a lock-out fine that will be charged to the students account at the rate of fifty dollars (\$50.00) per lockout.

**9) Electrical/Electrical Outlets**

The use of extension cords is not permitted; however, you may use more than one electronic device on a circuit if you use a breaker-protected, multi-plug circuited power strip. These may be purchased at most hardware/department stores. In addition, connecting a surge bar or power strip to another surge bar (daisy chaining) is prohibited. We also encourage you to use surge protectors on all electronic equipment (televisions, gaming systems, PCs, etc.). Damage to equipment plugged in is not the responsibility of the University.

### **10) Explosives**

Explosive devices are not permitted in residence halls, apartments, or anywhere on the NDNU campus including the surrounding grounds. Possessing or using fireworks (firecrackers, smoke bombs, sparklers, etc.) or any explosive/hazardous material will constitute a safety and/or fire hazard. Propane tanks may not be stored in residence halls or apartments.

### **11) Fire Safety**

Residents must evacuate a building immediately upon the sound of a fire alarm and follow specific evacuation and safety procedures. Initiating a false alarm, misusing fire safety equipment, tampering with smoke detectors or any fire safety equipment, or lighting any kind of fire inside residence areas is dangerous and prohibited. Initiating a false alarm (whether by activating a pull station or smoking in a room) will result in a disciplinary action. Candles with unburned or cut wicks are allowed for use for their scent; however, candles with burnt wicks are not permitted. To ensure the safety of all students, the following items have been restricted from residence areas: hanging fabrics, burnt candles, incense, barbecues, hotplates, portable heaters, and hookahs.

### **12) Furnishings**

Students are responsible for maintaining the furniture in their rooms. Using furniture from the floor lounges, laundry rooms, or other common areas for a student room is not permitted and may result in a fine and/or disciplinary action. In addition, university-owned furniture is not permitted outside the residence hall or apartment building. Residents who move their furniture may be charged for repairing/replacing the furniture, in addition to being assessed a fine.

NDNU does not make accommodations for bed heights, including lofting beds, except for approved accommodations. Requests for specific accommodations pertaining to furniture must be made through [housing@ndnu.edu](mailto:housing@ndnu.edu).

### **13) Guests**

Each resident and their licensed roommate(s) are the only ones permitted to live in their designated room. A guest is defined as any person who does not hold a housing license agreement/contract for the particular room/apartment. While guests are expected to observe all University rules and regulations, residents are ultimately responsible for the behavior of their guests. The host resident(s) will be held accountable for their guests' behavior, so hosts should make sure they remain with their guest and their guests are knowledgeable of all University policies found within the Housing Residence Agreement.

All guests must manage vehicle parking in accordance with university policies. University Housing reserves the right to deny entry or remove any guest, at any time, for any reason. It is important that all students register their guests. Please know that University policies limit the number of visits any one guest can make to campus. Residents are not permitted to have overnight guests for more than three consecutive nights in a two-week period and must have the approval of their roommates to do so.

#### **14) Health and Safety Inspections**

According to the Housing Agreement, the University reserves the right to enter student rooms as necessary for repairs, inspections, and enforcement of University policy and local and state laws.

#### **15) Housekeeping**

It is the responsibility of each student to clean and care for their individual living spaces. Trash from student rooms must be placed in designated receptacles only. Residents are expected to keep their rooms clean, orderly, and in good repair at all times. If a room needs repair, residents should submit a work order promptly via the NDNU University Housing website.

#### **16) Illegal Entry/Exit**

Entering and/or exiting another resident's apartment without authorization is not permitted and will result in disciplinary sanctions up to and including dismissal from housing. This includes using emergency exits when there is no emergency, access through windows, etc.

#### **17) Internet Connections**

Internet and wireless internet are provided in all residential facilities. Instructions for how to connect to the internet in the residence halls through wireless connection can be found at <http://www.ndnu.edu/resources/oit-resources/>. Should there be problems with the internet connection, residents are asked to contact OIT at [oit@ndnu.edu](mailto:oit@ndnu.edu), or by calling extension 3555. Personal wireless routers are not permitted in the residence halls.

#### **18) Laundry**

NDNU has laundry facilities, accessible to all residents, 24 hours a day. Our laundry services are provided through Wash Laundry, LLC, and its operation is facilitated by NDNU.

Laundry machines are operated by laundry cards. Value can be added to a laundry card via the web using a credit card, and updating your card at a value adding station. Value can also be added via cash at value adding stations in New Hall. The New Hall value adding station accepts both credit cards and cash payments.

The laundry room in New Hall is equipped with Laundry Alert, which students can utilize to check the status of an individual machine via [www.laundryalert.com](http://www.laundryalert.com).

Residents using laundry areas are responsible for not leaving their belongings there unattended. Tampering with laundry machines is prohibited. Housing is not responsible for missing items left unattended. Clotheslines may not be hung outdoors, indoors, or within any public areas of the residence halls/ apartments.

#### **19) Liability/Responsibility for Personal Property**

The University does not assume responsibility for any personal property for any cause, nor will the University assume responsibility for any injury to persons or damages to property while the student is a resident. Residents are strongly encouraged to consider carrying some form of renter's insurance.

## **20) Mail**

Residents claim their mail and packages directly from the Student Services Center, room 110, located in St. Mary's Hall. The window is open Monday - Friday from 10:00am-6:00pm.

Students must show their ID to pick up their mail. Tampering with or attempting to access the mail of other students is prohibited.

Unclaimed mail/packages will be returned to the sender after seven (7) days (not including holidays or other days of school closure). Arrangements for forwarding mail should be made with the Student Services Center.

## **21) Maintenance and Repairs**

Maintenance requests should be placed through the NDNU website. The proper link to the Maintenance Request form is: <https://www.ndnu.edu/online-forms/>

Attempts at alterations or repairs in the apartment by the resident are prohibited. This includes, but is not limited to, installing TV mounts, removing windows, screens or shades; painting or paneling the walls or apartment; and removing built-in furniture, appliances, bookshelves, light fixtures, desks, or beds. Should a student perform their own repairs or alterations, the student will be required to pay any associated fees with restoring the room to its original condition and may also face disciplinary action. Excessive damage may result in removal from housing.

## **22) Medical Device (Sharps) Disposal**

A 'sharp' is any device having corners, edges, or projections capable of cutting or piercing the skin or that pose a safety hazard to the custodians and other personnel who handle waste. Sharps are usually hypodermic needles or other sharp medical devices, and are often contaminated with blood or bodily fluids. Sharps cannot be disposed of in the trash. They must be disposed in an approved sharps container. Students who use sharps must notify the Disability Services Specialist at [DRC@ndnu.edu](mailto:DRC@ndnu.edu).

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

- Purchase an approved sharps container from a local pharmacy, physician or hospital.
- Immediately transfer any used needles or other contaminated sharps into the container to minimize possible injury to others.
- Dispose of the sharps in the Disability Services Specialist's Office.

Individuals who have improperly disposed of sharps waste will be referred for student conduct violations and for violating local regulations. Sanctions may include removal from University housing.

## **23) Medical Insurance**

Medical insurance is a requirement for all residents. All resident students must provide proof of medical insurance that meets at least J-1 Visa level requirements as established by the US State Department.

## **24) Motorized Vehicle**

Motorized vehicles (including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc.) may not be operated, charged, or stored inside any NDNU apartment. Motorized vehicles used for documented disabilities are exempt from this policy.

## **25) Noise**

Excessive noise is prohibited at all times. Courtesy hours are always in effect, 24 hours a day. At any time, an individual can request of another resident to alter the sound that is disturbing the individual's activity. Refusal to comply with that request will constitute a policy violation. Loud or excessively noisy group gatherings or guests can be disbursed/dismissed at any time. Courtesy hours include any hours outside of listed Quiet Hours, and students are asked to be considerate of the rights of others to study and sleep.

During all hours of the day, residents are expected to be sensitive to the fact that neighbors may be studying, sleeping, or otherwise occupied, and may not appreciate loud noise. If you are confronted for noise (even during Courtesy Hours), you are expected to comply with the request as if it were Quiet Hours.

Quiet Hours are in effect from 11 p.m. to 9 a.m. on Sunday– Thursday. Friday through Saturday, Quiet Hours begin at 1 am. During Quiet Hours noise should not be detectable beyond the room of origination to ensure that other residents are not disturbed. If a resident has an issue with the noise level, the first step is to speak to the offending resident(s) who is creating the noise. If the noise continues after a resident has addressed the situation, contact Public Safety 650-504-0656.

## **26) Pets/Animals**

Only non-carnivorous/poisonous fish in tanks less than 5 gallons and service animals that are registered according to the University's Policy for Service Animals are permitted in residences on campus. Approved service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Service animals are also required to follow state and local laws governing animal registration and tagging (e.g. rabies tag). Contact Disability Services for further information or questions.

If a resident is found in violation of this policy, the resident will risk removal from housing. Pets found in violation of this policy may be removed immediately and turned over to the Animal Control Center or the Humane Society.

Feeding other animals on campus (deer, cats, squirrels, birds, etc.) is prohibited. Contact the Disability Services Office for more information about service animals.

## **27) Room Changes**

During the first two weeks of classes in both the fall and spring semesters, unless the situation involves a health or safety issue, there are no room or roommate changes. This provides roommates the opportunities to get beyond first impressions, unfounded biases, and encourages students to learn how to get along with people who are different from them.

It also allows the University time to determine who has not arrived. Room changes can be very difficult to orchestrate and space for room changes is extremely limited.

Residents are not permitted to change rooms or assigned spaces without formal written approval from the Housing Office. Residents who change rooms illegally will be assessed administrative fees and also subject to the Student Conduct Process.

## **28) Room Inventory Form (RCR)**

It is the responsibility of the resident to inspect his/her room. You will have the opportunity to conduct a walkthrough of your unit at the point of moving in, and upon move out using an assessment tool called the Room Inventory form. You will receive a copy of the completed room inventory for your own records each time one is conducted. Failure to complete and return the form will result in the assumption that the room condition at check-in was pristine, and all damages noted at check-out by staff will be assumed to be the responsibility of the resident. Residents are expected to return their room to its original condition or pay damages for deficiencies or damage that are present, beyond normal wear and tear, at checkout.

## **29) Room Entry**

The University respects the privacy of each resident and will protect that privacy. It may become necessary at times for the University to enter an occupied room in the interest of maintaining an environment that provides for the health and safety of residents, ensures the safety of resident property, or in the interest of protecting University persons and property. Reasonable efforts shall be made to notify the resident(s) in advance of any entry.

Staff member(s) will not enter a student's room without consent of a resident except as follows:

- Repairs, maintenance, or facility improvements.
- Recovery of University property not authorized for use in the assigned space.
- When there is reasonable information that an emergency exists (including, but not limited to fire, accidents, sickness, or danger to the health and welfare of residents).
- When there is reasonable information that a University policy is being violated. The University reserves the right to remove any items not in compliance with its policies.

If the University enters a resident's assigned space, the University will not intrude into a student's personal effects except with the permission of the resident or during an administrative search.

The University reserves the right to begin an administrative search or refer a student to the Student Conduct process if an item that violates the Code of Conduct or Housing Regulations is in plain sight and witnessed during a standard or voluntary room entry.

An administrative room search is a search by University personnel of the space occupied by a particular student or students for items that may harm the health, safety or welfare of individuals within the University community, or for items which may involve a breach of the Student Code of Conduct/ Housing Regulations.

Searches of resident rooms by Public Safety and/or University Housing personnel shall only be permitted if there are at least two authorized University staff members present, except in the following cases:

- An imminent danger of harm to members of the campus community and/or their property has been reported. For example, if a fire alarm occurred, a single employee could enter a room without approval; the standard will be reasonable belief that there is an imminent threat of harm.
- A general search of rooms where the search is not directed to a particular individual or individuals. For example, if the University was concerned about fire hazards, theft, or closing a residence hall, a search could be conducted looking for fire hazards and this protocol would not apply.

An administrative room search normally will only be conducted after a request is made to the authorized University personnel.

Upon finding items that may harm the health, safety or welfare of individuals within the University community or upon finding items which may involve a breach of the Student Code of Conduct/ Housing Regulations, University personnel may:

- Attempt to contact residents to open locked areas. The University reserves the right to cut locks when contact cannot be made with residents.
- Advise the police and determine whether the police wish to obtain a search warrant before removing the item. If the police decide to obtain the search warrant, the room will be cleared of persons and secured until such time as the search warrant is executed.
- Confiscate the item and turn over to the police for disposal, if the item is contraband. Items may also be confiscated and turned over to University personnel.
- Instruct the resident to remove items which are not contraband but which may constitute a threat to the health, safety and welfare of the campus community or a breach of the Student Code of Conduct from University property.

### **30) Room Occupancy Limit**

At any given time, there may be no more than two (2) guests per each resident of a room or apartment.

### **31) Solicitation**

In our apartment living environments we strive to provide an atmosphere conducive to academics, as well as a comfortable and supportive living environment. Apartment rooms are to be used solely for residential purposes; residents are not permitted to operate businesses out of their rooms or to list residence hall room or phone numbers in commercial ads or other business announcements. Soliciting or conducting business is not permitted in the apartment complexes, including from within your apartment unit. This includes approaching students with a product(s), sliding information under doors (excluding NDNU approved events), stopping students in the hallways, and posting information about services.

### **32) Smoking**

Notre Dame de Namur University recognizes the serious health issues associated with smoking, not only for those who choose to smoke, but also for those in their company who

are subjected to second-hand smoke. The University also recognizes its need to comply with smoking ordinances in public settings as mandated by the state of California. Therefore, all University buildings are smoke-free, including all residence halls and apartments. All common/public areas including balconies, patios, and entry ways are smoke-free. Residents may smoke only within the three designated smoking areas, as posted (Outside Sr. Mary's on the elevator side, behind Cuvilly Hall at the bench and the Library exterior stairs between the chapel and the library). These designated smoking areas are 20 feet away from any structure on campus.

### **33) Theft**

It is prohibited for individuals in the apartments to possess, without authorization, goods belonging to other resident or the apartments (e.g., lounge furniture). To help protect your personal property:

- Lock your room whenever you leave it - even if it is for just a few minutes.
- Never lend your apartment key to anyone.
- Keep your valuables in a safe place.
- Report suspicious persons to Public Safety at 650-504-0656.

### **34) Trash**

Large trash bins are located across from the Carroll Apartments next to St. Mary's Hall. Residents are expected to dispose of all garbage in the proper waste receptacles. Trash should never be left outside apartments. Students are encouraged to recycle items as appropriate to reduce waste. In a group living situation, pest control can become a major problem. Students are required to report concerns or issues related to pests to the Facilities Department immediately.

### **35) Vandalism**

Any student who commits an act of vandalism (damaging University/personal property) will be charged for the damage and will face disciplinary action, including possible arrest and dismissal from the apartment building. Residents are encouraged to hold other residents accountable for their actions. Residents are expected to report vandalism immediately to the Housing Office.

### **36) Windows and Screens**

Screens and blinds are not to be removed, except in the event of an emergency. At times, there may be tags or clips attached to windows or screens to track if they have been used. In the event these clips have been broken, students are subject to fines during the damage billing process.

## **IV. RIGHTS RESERVED BY THE UNIVERSITY**

**A. Right of Entry.** The University reserves the right of entry into residents' rooms/apartments by designated personnel to:

- make necessary repairs;
- conduct health and safety inspections
- assure federal, California, and University health and safety standards are met;
- investigate a reasonable belief that a violation of University regulation(s) or federal or State law occurred; and

- enter in the event of, or to prevent, any possible emergency situation, threats to the community, or to an individual.

The University respects residents' privacy insofar as consistent with the University policies and procedures; advance notice of entry will be given if reasonable to do so.