

University Policies and Summer Housing Regulations

Violations to any of the above policies may result in action from the University Police and/or eviction from the residence hall.

I. Behavior

A. Noise

Guests should comply with each other's requests for quiet whenever their behavior is such that it creates a disturbance. Noise must not be audible outside the room with the door closed. All audio equipment (including, but not limited to, stereos, musical instruments, televisions) are to be kept at a reasonable volume at all times. Quiet hours will be enforced from 9:00 p.m. to 8:00 a.m., 7 days a week. Courtesy hours are always in effect. During courtesy hours, guests are expected to maintain a level of quiet conducive to community living and respond courteously to other guests and staff request for quiet.

B. Vandalism

In the residence halls, vandalism is defined as any damage to property, furnishings, furniture, elevators, or any additional/unnecessary messes beyond what is expected with normal use of the facilities. Groups and/or individual participants are responsible for any damages to property or content of the housing facilities. Charges will be assessed to the contracted group or individual participant if not part of a contracted group.

C. Non-Discrimination

Montana State University's campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation should be reported to the Office of Institutional Equity: <http://www.montana.edu/equity/>.

D. False Alarms

Any violation of local, state, federal or campus fire policies including, but not limited to intentionally or recklessly causing a fire which damages University or personal property or which causes injury; failure to evacuate a University building during a fire alarm; improper use of University fire safety equipment; or tampering with or improperly

engaging a fire alarm or fire detection/control equipment while on University property, may result in a local fine in addition to University sanctions.

Evacuation during fire alarms is mandatory. Guests are required to vacate sleeping rooms or common areas and exit the building during a fire alarm or other emergency evacuation. Chaperones of children under the age of 18 are responsible for the evacuation and accountability of those minors. University staff will not enter and evacuate each room. Guests must follow & comply with all posted fire and safety signs.

II. Illegal Substances

A. Alcohol

In compliance with Montana State Law and the Montana University System Board of Regents, possession and consumption of alcohol is prohibited in all areas except by individuals of legal age (21 years old) in private sleeping rooms.

B. Drugs

Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, (including, but not limited to, misuse or abuse of prescription drugs), is expressly prohibited.

Federal law prohibits using or distributing marijuana on campus, even if the guest has a medical marijuana card or comes from a state where marijuana is legal or has been decriminalized.

III. Prohibited Substances/Equipment

A. Smoking

The use of tobacco (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco and all other tobacco products) is prohibited campus wide.

B. Weapons

All weapons (including, but not limited to, guns, ammunition, explosives, fireworks, knives, bows) are prohibited in residence halls.

C. Open Flames

Open flames (including, but not limited to, candles, incense, matches, oil lamps, lighters) are prohibited in residence halls.

D. Skateboards/Rollerblades/Scooters/Hoverboards

As stated in section 629.00-B of Code of Student Conduct:

Wheeled Devices – Skateboards, roller blades, roller skates, bicycles and similar devices are not permitted to be ridden inside University buildings. Bicycles are not permitted inside University buildings for storage, except as allowed in the residence halls and family housing by Residence Life Policy. Additionally, skateboards and other wheeled devices may not be operated in a dangerous or reckless fashion, or on railings, curbs, benches, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to University property caused by these activities. Failure to yield to pedestrians or failure to abide by traffic laws/rules on campus is considered a conduct violation.

E. Sports in the Residence Halls

Sports Activities including but not limited to football, basketball, broom hockey, water fights, frisbee/folf, handball, hacky sack, shooting Nerf guns and juggling are prohibited in the residence halls, rooms or public areas. Games and other activities conducted in residence hall public areas present real potential for accidents. They are potentially dangerous and almost always disruptive to others and may damage fire safety equipment. Sports played outside of the residence hall should be done with caution and mindful of others in the area. Any damage caused to the building or area will be charged to those responsible.

F. Pets

A certified therapy/service animal is permitted for a resident who notifies Conference Services or Residence Life prior to the arrival date or at the time of check-in. Owners of approved therapy/service animals must adhere to the Guidelines for Therapy/ Service Animals. Failure to adhere to the Guidelines for Therapy/Service Animals may result in the animal and/or resident being removed from the residence hall environment. For more information about approved therapy/service animals please contact the Residence Life Office.

IV. Common Areas

A. Cooking

Cooking is allowed only in kitchens designated for conference use. Policies and kitchen access procedures are outlined at the appropriate residence hall front desks. Failure to adhere to kitchen use policies will result in loss of access. Cooking is not allowed in sleeping rooms or any other common areas.

B. Public Spaces

Public spaces including lounges, conference rooms, game rooms and weight rooms, are available for guest use. These public spaces may be reserved for the exclusive use of a group by contacting Conference Services.

C. Restrooms

Dishwashing is not allowed in bathroom sinks; please use the custodial clean up rooms or laundry rooms, or kitchen if available in the hall. Restrooms are communal and on each floor. When mixed genders are assigned to a floor, restrooms will be marked gender specific by the use of signage on the doors. Current residents and visitors are reminded that they should only use the restroom facilities that conform to their gender identity. Non-gendered bathrooms are available in some buildings.

V. Reservations & Building Access

A. Check-in/Check-out Times

Check-in time is 1:00 p.m. and check-out time is 11:00 a.m. Special arrangements must be made in advance of the conference date to alter these times. If no previous arrangements have been made within 24 hours, an additional night's charge will be assessed for occupancy outside of these hours.

B. Lost or Damaged Keys

Guests are responsible for returning issued keys to the front desk at the time of check-out. For safety reasons, a re-key fee of \$65.00 per lock will be charged for any lost keys, and \$15.00 per key will be charged for any damaged keys. Any keys not returned by a contracted group will be billed for all re-key or damaged key charges. Individual guests, not part of a group, will incur re-key or damaged key charges at time of check-out.

C. ADA Accommodations and Accessibility

Guests requesting adjustments to housing for ADA needs or additional assistance during their stay on campus are asked to notify Conference Services or Residence Life staff prior to the arrival date or at the time of check-in.

D. Building Entry

For security reasons, front doors will be locked from 10:00 p.m. to 7:00 a.m. All other doors will be locked 24 hours a day. Front desks will be staffed 24 hours a day and available to allow access to guests during those hours. Only guests registered at a specific hall will gain access and guests without proper identification will not be allowed to enter

the hall. Outside doors are not to be propped open for any reason at any time. Failure to adhere to this policy may result in eviction.

E. Room Entry

The University respects the right to privacy of all guests. However, the University reserves the right to enter a sleeping room at any time for safety, health, welfare and maintenance purposes. Every effort will be made to give prior notification for maintenance entries. Guests may not block or restrict entry of any University official.

F. Room Cancellation

For all rooms in a rooming list, cancellation of a partial or total room reservation must be received by Conference Services or Residence Life 7 days prior to arrival or will be charged for one night's stay. The same policy will apply to no shows.

For all individual room reservations, cancellation of a partial or total room reservation must be received by Conference Services or Residence Life 24 hours prior to arrival or will be charged for one night's stay. The same policy will apply to no shows.

G. Room Occupancy/ Capacity

Sleeping rooms are arranged for single or double occupancy. Rooms are to be occupied only by guests for whom they are reserved. The maximum number of overnight guests in a room is not to exceed the number of beds placed in a room at the time of check-in. An exception to this policy is when a child under the age of 6 is one of the guests. In this case, the maximum number will increase to the number of beds plus one. Violations will result in additional charges or possible eviction. Due to the excessive noise caused by large numbers of people and potential fire hazards, no more than ten people may be in the student's room at any time.

H. Front Desk Services

Residence hall front desks are staffed 24 hours a day, 7 days a week to assist guests. Desk services include linen and towel exchange, fan and refrigerator check out, parking tag and laundry card purchase and general campus or Bozeman information.

I. Liability

The University does not assume liability for the loss or damage of personal property of the guests in a residence hall. For safety and security reasons, guests are advised to always lock room doors.

VI. Groups with Child Participants

- A. All conferences or camps that will house participants under the age of 18 in the MSU residence halls must read and sign the Groups with Child Participants Form. This form will be sent with the group contract.

On behalf of Conference Services, we are pleased that you have chosen Montana State University for your accommodations. Please familiarize yourself, as well as your participants, with the above residence hall policies and contact Conference Services should you have any questions.

Enjoy your stay!

Montana State University Conference Services
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