

## **RESIDENCE HALL HOUSING AGREEMENT**

*(Students residing in the Stone-Campbell Apartments should refer to the Apartment Housing Agreement available in the Office of Residential Life.)*

The following regulations have been adopted for the residence halls at William Woods University (WWU) and are part of the agreement between the University and the residents of the halls. Personal integrity and cooperative spirit are appropriate characteristics in the University residents. The following regulations, along with the Community Code and information found in the Student Handbook, are in place to facilitate an atmosphere of respect and cooperation.

### **SECTION I RESIDENCY/NON-RESIDENCY REQUIREMENTS**

William Woods University is a residential university that fosters personal development through a variety of co-curricular learning opportunities. Full-time residents, therefore, are required to reside in one of the campus residence halls unless they meet the requirements for non-residential status or the University has terminated their housing agreement.

Residential students are required to be enrolled full-time. Residents enrolled full-time but needing to change to part-time can request permission to remain in a campus residence hall. Residents should meet with the Vice President and Dean of Student Life to make such a request.

Residents requesting approval for commuter status or off-campus living must complete the Residential Status Change Form in OwlNet which is submitted to the Director of Residential Life and Campus Safety for approval.

Residents must meet one of the following four categories to qualify for commuter status:

1. Residents who reside with parent(s)/guardian(s) and live within 60-miles of the campus. [Said address must be established as the sole, legal and permanent residence of the parent(s)/guardian(s).]
2. Residents who are 23 years of age on the first day of the semester classes.
3. Residents who are married or have children.
4. Residents who are fifth-year seniors and have 90 credit hours.

Residents who do not meet the criteria in numbers 1 through 4 above may be eligible for a waiver for off-campus living. The University will determine annually the number of waivers to be granted. Priority for the available waivers will be given as follows: First to students with at least 90 credit hours completed by the end of the current academic year and at least 4 semesters of college enrollment since high school graduation. Second, to students who have accumulated at least 60 college credit hours by the end of the current academic year and at least 4 semesters of college enrollment since high school graduation. Members of a fraternity or sorority may not be eligible to participate and should check with chapter leadership and the Director of Student Involvement for more information.

Residents who (1) do not meet the criteria in numbers 1 through 4 above for commuter status, and (2) who are not granted a waiver for off-campus living, may submit a formal appeal for an exception for off-campus living as follows:

1. Once notification has been sent to the Resident that the Resident is not eligible for commuter status and/or not approved for off-campus living, the Resident may appeal the decision.
2. Residents are permitted one appeal per academic year.
3. All appeals must be in writing, attached to the Appeal for Off-Campus Living Exception form, and submitted to the Vice President and Dean of Student Life, Office of Student Life, McNutt Campus

Center, Room 121; One University Avenue, Fulton, MO 65251; or [Venita.Mitchell@WilliamWoods.edu](mailto:Venita.Mitchell@WilliamWoods.edu). The Appeal for Off-Campus Living Exception form is available from the Office of Residential Life.

4. All appeals must set out specific and detailed reasons for the appeal.
5. The Vice President and Dean of Student Life will review all appeals and may consult with other appropriate University offices (e.g. Student Financial Services).
6. The Vice President and Dean of Student Life will render a decision within ten (10) business days of receipt of the appeal and the Resident will be immediately notified of the decision.
7. The decision of the Vice President and Dean of Student Life is final and no other appeals will be considered or reviewed for the same academic year.
8. All notifications and decisions will be sent to the Resident's William Woods University student email account.

## **SECTION II HOUSING ASSIGNMENTS**

### **A. CHECK-IN AND CHECKOUT**

Official check in occurs when the resident reports to his/her assigned hall, receives a room key, and fills out the required check in forms. Official check out occurs when the resident has his/her room checked for damage by a Community Advisor/Chapter Assistant, signs all appropriate paperwork, removes belongings, and turns in his/her key. A \$25 charge will be assessed for improper check out.

Please note: Checking out of the residence hall does not automatically withdraw a student from the University. Students checking out prior to the end of the semester will be billed according to the Financial Responsibilities section of the Housing Agreement. Students checking out at the end of the semester who do not plan to return to the University, must complete the official University withdrawal form to avoid tuition and fee charges.

### **B. PERIOD OF OCCUPANCY**

Depending on their involvement with the University and its organizations, residents have different move-in days. Residents will be informed of their particular move-in date during the summer. Residents moving in before their designated day without proper approval will incur a fine of \$80 per day and may be escorted out of the building.

All residence halls and apartments close at 10:00 a.m. the day after the last scheduled exam at the end of each semester. Graduating residents will be allowed to stay until after the commencement exercises. Checkout time for graduating residents is 3:00 p.m. Non-graduating residents must vacate the halls 24 hours after their last final or 10:00 a.m. on Saturday; whichever comes first. Late checkouts will result in \$40 the first hour and \$25 for each additional hour.

### **C. BREAK ACCOMODATIONS**

Residents needing housing over University breaks should register for housing accommodations. Housing is not available for all breaks. For safety, it may be necessary to consolidate housing. Halls not used over breaks will be secured with a special locking system and residents of that hall will be unable to enter until the lock is removed after break.

### **D. CONSOLIDATION**

In an effort to keep room rates low and to operate an economically efficient organization, WWU reserves the right to move/consolidate residents to reduce losses in revenue and to fill vacancies that may occur throughout the year. This policy has been established to deal with the difficult task of room consolidations, and to ensure that such consolidations are performed in a fair and equitable manner.

When one of the occupants of a room moves out, the remaining occupant must obtain a roommate from a list of residents who do not have roommates, pay the single room rate, or move to another room or apartment. The consolidation process must be completely accomplished within seven days after the vacancy occurs.

If the entire process has not occurred within this seven-day time period, the resident(s) shall automatically begin to be charged and be obligated to pay for their room(s) on a prorated basis at the higher single room rate. In cases where none of the consolidating parties wishes to move, priority to remain will be based upon (a) length of enrollment at WWU, (b) earned credit hours, and (c) length of room occupancy. Residents who willfully refuse to participate in the consolidation process will be charged the single room rate.

The University will make a reasonable attempt to accommodate room requests for double occupancy, but reserves the right to assess additional fees for single room occupancy caused by a resident refusing to accept a new room or new roommate. The University reserves the right to deny double occupancy to residents who, after repeated attempts, cannot be placed with a roommate. Residents denied double occupancy status will be charged single room rates.

Exceptions from the requirement to either consolidate or begin paying a single room rate are as follows: (1) If there is an uneven number of residents without roommates within a given residence hall, one of the individuals selected by the Director of Residential Life will not be required to consolidate or pay a single room rate until the next vacancy occurs in that building or until the University reassigns the space. (2) No consolidation is required of vacancies that occur in a room after the fifth week of class for the fall semester and the fourth week of class for the spring semester.

#### **E. SPACE CHANGES**

Three weeks after the beginning of the fall semester and one week after the beginning of the spring semester, residents are allowed to make room changes approved by the Director of Residential Life. After completing the necessary forms, the move must be completed within three days.

Unauthorized room or hall changes or failure to vacate a room at the time designated by the University may result in a \$50 service charge, a daily rate being charged and/or disciplinary action. The Director of Residential Life must approve all room changes. All forms must be completed before the move. All moves must be completed within three days of approval. The Director or Residential Life reserves the right to limit the number of moves a resident makes each semester.

### **SECTION III FINANCIAL RESPONSIBILITIES**

#### **A. DAMAGES**

Causing damage to rooms, common areas, and/or grounds of residence halls is prohibited. Residents are responsible for damages to University property that may be caused by their guests.

Residents will sign a Room Condition Report upon moving into their room. The condition and inventory of the room will be noted. This form will be used to recheck the condition and inventory of the room when the resident leaves. Damage to the room, other than normal wear and tear, and/or the necessity of the University to clean the room, will result in assessed charges. Non-routine cleaning will result in a \$25 minimum charge. [Note: Failure to turn in a signed Room Condition Report will constitute acceptance by the resident of the room as is and an agreement to accept charges related to the condition of the room that may be levied by the University at the end of the semester.] All keys must be returned to avoid an extra charge.

Residents are also responsible for the upkeep of the common living area. When common area destruction occurs or non-routine cleaning is required, and the individual(s) causing problems cannot be identified from investigations, the hall community will be given the opportunity to solve and correct the problem. Only after such corrections are not made within a reasonable amount of time (as set by and to the satisfaction of the University) will all members of the community be charged. A minimum charge for any billed damages will be \$10. Student Life staff will work closely with residents to help resolve these matters in the most positive way possible.

## **B. EVACATING**

Rooms will also be checked for damages after the resident checks out by the residence hall staff and additional charges may be levied, if necessary. Rooms should be left clean and all non-University furniture and carpet removed. Excessive trash left in the halls after closing will result in fines for all residents of the building.

## **C. MEAL PLAN**

All residents must be on a meal plan—there are no exceptions. Residents automatically receive 19 meals per week. Any change to the meal plan must be made by the first week of class of each semester by completing the Meal Plan Change Form on OwlNet.

## **D. CHANGE OF STATUS**

Housing agreements are in effect for a full academic year. Students who meet the criteria in the residency/non-residency requirements section of the housing agreement and are approved to change from a residential student to a commuter student will be billed using the WWU Withdrawal Calculation process which indicates tuition, room and board are only prorated during the first four weeks of the semester. Commuter students changing to residential will be billed or prorated starting with the week or semester they request occupancy.

## **SECTION IV LIABILITY**

WWU does not assume responsibility for any residents, guests, or other persons' loss of money, property or valuables, or for damage to property on the WWU campus. Residents are urged to obtain their own insurance coverage on personal effects, or to check their parents' homeowner's insurance to see if losses in the residence halls are covered.

## **SECTION V LIVING UNITS**

### **A. DECORATIONS**

Any decorating by the resident which is not approved by Residential Life staff and which causes any damage will result in charges to restore the living unit to its original condition or charges for the damage incurred. Tacks, nails, and/or tape will damage walls or woodwork. Pictures should be suspended with poster putty. Students may post decorations within their room and/or on their door. Painting and writing on doors or walls is prohibited. Banners and flags are permitted for special events or personal decoration. Outdoor banners should be limited to special events and must be taken down in a timely manner. Personal flags and banners that are non-offensive are permitted inside a resident's room and should not hang outside a resident's window.

### **B. ENTRY INTO LIVING UNITS**

It is the University's policy to respect each resident's right to maximum privacy in his or her room. Where possible, notice is given prior to entering a resident's room for routine maintenance and inspection. The resident will not reasonably withhold consent to University staff or its designee to enter a room/residence in order to inspect the premises, or to make reasonable improvements.

University personnel and their authorized designee(s) may enter a resident's room without notice for an emergency, maintenance work, fire safety inspections, fire drills, insuring compliance with health and safety standards, to insure the health and safety of a resident, or when there is reasonable cause to believe there have been violations of University policy or state or federal law.

Staff may also enter rooms when halls are closed for holidays and breaks. Notice of room entry is not always left in the room. Maintenance can enter rooms after 9:00 a.m. for general maintenance purposes. They will knock and announce themselves before entering.

### **C. FURNISHINGS**

Each room is equipped with a single bed and mattress, one chest and one desk and chair per resident. Blinds are provided on all windows. Roommates may arrange the furniture to suit their needs, within reason. Chests and/or

desks may not be stacked on top of each other. Beds should remain as they are when a resident checks in., i.e., lofted, bunked, or un-bunked. **All furniture must remain in the room.** Removal or swapping of University provided furniture is prohibited. Furniture placed in hallways or in common or storage areas is prohibited. A minimum fine of \$25 will be levied for furniture removed from the room or damaged during the year.

Maintenance will take requests for beds to be raised, lowered or bunked Monday through Friday of the first week of fall semester classes only. No request will be granted after the first week of classes and completion of request may take until the end of the second week of classes. If for any reason a request needs immediate attention (e.g. medical reasons, broken bed), please contact the Director of Residential Life or the Area Coordinators in the Office of Residential Life. If the request is granted, a \$15 charge will be placed on the student's account. The Bed Request Form can be found at [https://www.williamwoods.edu/forms/student\\_life/bed\\_request.aspx](https://www.williamwoods.edu/forms/student_life/bed_request.aspx).

Residents may bring carpet; however, rubber-backed carpet, carpet glue, and tape is prohibited. Privately owned lofted beds or waterbeds are not allowed in resident rooms. Cinderblocks are not permitted to elevate beds (due to damage that results to the floors). All lounge and lobby furniture has been placed there for the enjoyment of all the residents. Only with the permission of the Director of Residential Life may this furniture be moved.

#### **D. PERSONAL HYGIENE**

Because of the close nature of living in a residence hall, residents must be conscious of their personal living habits. Personal cleaning and grooming habits are important to individual health and to the others who live in the residence hall. The University expects that a reasonable level of cleanliness will be maintained in resident rooms, and reserves the right to inspect resident rooms concerning this health issue. Should problems or disputes arise over this issue, Residential Life staff may intervene.

## **SECTION VI REPAIRS AND MAINTENANCE**

Campus Maintenance is responsible for maintaining living units, grounds, and common areas. Basic Service for heat, lighting, and water will be maintained on a priority basis. Other necessary repairs will be completed as availability of staff or parts permits. Routine maintenance problems should be reported to the Community Advisor/Chapter Assistant. Residents should notify the Office of Residential Life if maintenance problems are not addressed in a timely manner.

Custodial staff cleans the common living areas on a regular basis; however, residents are expected to keep these areas clean and relatively free of litter. The custodial staff will clean communal bathrooms regularly. Residents clean suite baths.

## **SECTION VII SAFETY AND SECURITY**

#### **A. FIRE SAFETY**

Candles, incense, fireworks, or any other open flame devices are not permitted in the residence halls. Possession of any such item or device in student residence facilities will result in appropriate student disciplinary measures. Possessing, using, or storing in a resident room firearms, explosives, fireworks, weapons, hazardous chemicals, gasoline driven vehicles or parts thereof, devices using an open electric heating element, including but not limited to hot plates, immersion heaters or flames is prohibited.

Tampering with or improperly using any fire safety equipment and/or failure to follow safety procedures is prohibited. Violation of this policy will result in appropriate student disciplinary measures. Sanctions may include but are not limited to immediate termination of housing agreement. Residents are encouraged to check the website for a full list of fire safety violations.

#### **B. ACCESS TO UNIVERSITY BUILDINGS**

All residence halls are secured 24 hours a day. Residents will be given a door combination or access card that will allow entry into the residence hall. Under no circumstances are combinations or access cards to be shared with people not residing in the hall. To do so not only jeopardizes individual safety, but the safety of the other residents as well. Sharing of combinations can result in disciplinary action. Rooms should be kept locked when not occupied. Entering onto roofs, balconies, ledges, covered porches or fire escapes of any University building for a purpose, except in case of an emergency, is prohibited.

### **C. KEYS**

A room key will be issued to each resident at check-in. Residents should routinely lock their doors and retain the key when leaving the room. Improperly using room keys, including loaning of them to persons not authorized by WWU to be present in resident rooms or residence halls, can result in disciplinary action. Lost keys should be reported to the hall staff immediately. There is a \$10 fee for a replacement key. Locks are not routinely changed. Changing locks will be at the resident's expense.

### **D. PERMITTED AND PROHIBITED ITEMS**

Small refrigerators (maximum of 5 cubic feet, limit one per student) and micro-fridge type appliances (combination refrigerator, freezer and microwave oven) are permitted in residence hall rooms. Heat generating products, such as clothes iron with temperature settings, low watt hair dryers and curling/straightening irons, Scentsy-type electric candle warmers, Keurig-type single serve coffee makers, electric teapots/kettles with automatic shut off, heating pad with temperature settings and electric blanket with temperature settings, are also permitted in residence hall rooms. Decorative lights must be battery powered or LED.

Portable space heaters, room air-conditioners, Halogen lights in any form, incandescent and non-LED decorative lights, lava lamps and all other food preparation, preservation, and heat generating appliances that are not listed are prohibited in the residence hall rooms. Thus, contraband appliances include, but are not limited to microwaves, coffee machines, crock-pots, toasters, or toaster ovens. Residents may not move or disconnect University installed appliances.

## **SECTION VIII STAFF**

### **A. RESIDENCE HALL STAFF**

Each hall is staffed with student personnel to assist with residential life concerns and community development. Community Advisors/Chapter Assistants (CA's) serve as liaisons between the University and the student residents. CA's facilitate communication through various methods of floor and hall meetings and provide stimulus for social and educational activities.

Hall meetings will be held on an as-needed basis. The meetings provide an opportunity for residents to learn about campus activities and discuss matters relevant to campus life. These meetings take precedence over all other non-academic activities. Attendance is mandatory at hall meetings.

### **B. UNIVERSITY OFFICIALS AND RESIDENCE HALL STAFF**

University personnel and Community Advisors/Chapter Assistants are permitted to address violations they openly observe in rooms or common areas.

Failure to comply with a reasonable request of a Student Life staff member or Campus Safety Officer is prohibited. Failure to present proper identification upon request by University officials or safety officers who have identified themselves and have given reason for their request is prohibited. Failure to meet with any University official after being notified in writing, including email notification, is prohibited.

## **SECTION IX TERMINATION OF RESIDENCY**

WWU reserves the right to deny, cancel or reassign the housing agreement of any resident in the interest of academic ineligibility, failure to make academic progress, failure to attend classes on a regular basis, discipline, safety, health or administrative reason. Other conditions for denial, cancellation or reassignment include, but are not limited to, behavior

which may endanger or be a detriment to the health, life, safety or wellbeing of the resident, other members of the campus/residential community, or to the campus/residential community as a whole. In such cases, the fees due or which may have been paid in advance to the University will not be remitted or refunded in whole or in part.

When housing agreements are terminated, institutional aid is also cancelled. This means awards such as athletic scholarships, LEAD, academic achievement, etc. will no longer be offered to the resident. Such behavior may also be subject to sanctions under the WWU disciplinary system. Once a housing agreement has been terminated, residents usually have 48 hours to vacate their room. Some terminations, however, require immediate removal from the hall. The Director of Residential Life will determine the checkout date. The University refund policy will apply.

## **SECTION X GENERAL CONDITIONS**

### **A. ALCOHOLIC BEVERAGES**

Residents who are not 21 years of age may not possess, consume, furnish, manufacture, sell, exchange or otherwise distribute alcohol. Residents under 21 should not participate in an event where alcohol is being consumed in a residence hall room. Preponderance of evidence would conclude that the underage individual was consuming alcohol and will be held responsible.

Residents who are of legal drinking age may consume alcohol responsibly in the privacy of their room with the door closed, but only if the hall has voted as such. They may not manufacture or sell alcohol, nor may they furnish or distribute alcohol to minors. They may not consume alcohol in the presence of minors, unless the minor is their roommate. Parties with alcohol are not allowed in residence halls. Halls will vote by secret ballot and would be required to have a 70 percent majority vote in favor of a new policy in order to change the policy to allow alcohol in rooms. Note: Many fraternity/sorority residence halls are limited by their national rules and would not be eligible to implement new alcohol policies.

Regardless of the age of those involved, facilitating, arranging, or participating in any alcohol consumption activity that constitutes, facilitates, or encourages competitive, rapid or excessive consumption of alcohol, is prohibited. Examples of such prohibited extreme activities include, but are not limited to, keg tipping, alcohol luges, beer pong, and other drinking games. Common sources of alcohol are not allowed (i.e. kegs, beer balls, or their equivalent).

No one may consume alcohol in common areas of the residence halls. Common areas include lobbies, hallways, bathrooms, breezeways, stairwells, parking lots, patios, grounds surrounding any University building, or any other common/public areas other than a resident room. If alcohol is observed in any of these areas, then a preponderance of the evidence would conclude that those present were consuming alcohol and they will be held responsible. All alcohol containers, empty or full, must be in paper or non-transparent bags when being transported in or out of the residence halls.

Residents who are not of legal age are not allowed to possess empty alcohol containers in their rooms as a preponderance of the evidence would conclude that the underage individual was consuming alcohol and will be held responsible.

### **B. COMMON AREAS**

Most residence halls are equipped with kitchens, microwaves, and laundry facilities. Microwave ovens are accessible in the residence halls and are approved for general community use in designated areas. The University is not responsible for money lost in vending machines and any malfunction of these machines should be reported to the University Information Center located in McNutt Campus Center.

### **C. COOKING**

Cooking in residence rooms or lounges, except in places where kitchen facilities are provided, is prohibited.

### **D. CONTROLLED SUBSTANCES**

Residents are not permitted to possess, consume, furnish, manufacture, sell, exchange, or distribute any drug or paraphernalia prohibited by federal or state law.

#### **E. EXPECTATION OF PRIVACY**

Taking photos or making audio or video recordings without permission in ANY context in which the person has a reasonable expectation of privacy is prohibited. Such physical areas on campus include but are not limited to on-campus housing, private offices, restrooms, changing rooms, labs, classrooms, and conference rooms. In such areas, permission must be granted by all persons being photographed or recorded.

In a situation in which it is not acceptable to take a picture or recording, it is also not acceptable to publish it. Transmission on the Internet constitutes publication. Additionally, remember that all images transmitted are subject to all applicable policies and laws, including copyright, just like any other digital document.

The use of electronic devices to transmit or record images or conversations without explicit permission and acknowledgement of all parties is prohibited.

#### **F. GUESTS**

In keeping with the philosophy of the community code allowing residents to be responsible for their community, residence hall members will be allowed to determine their visitation hours. Once a semester, halls will be allowed to vote to extend visitation hours (9 a.m. – 2 a.m.) up to a 23-hour visitation Sunday-Saturday. Halls will vote by secret ballot and are required to have a 70 percent majority vote in favor of a new policy in order to change the policy from the campus visitation hours listed above. Note: Many fraternity/sorority residence halls are limited by their national rules and would not be eligible to implement new visitation hours.

Until voting has been completed, the following guidelines must be followed: Opposite gender guests (residents or non-students) in the residence halls are limited to the campus visitation hours of 9 a.m. – 2 a.m. unless halls have voted to change these hours. Residents may not be in the opposite sex campus housing after the above outlined hours. Conflicts will be referred to the Campus Standards Board. Note: Residence halls may implement additional visitation restrictions based on majority vote of the residents.

The following policies apply at all times during the school year with regard to visitation and guests: (1) Guests of the same gender are welcome to visit the residence halls at any time. (2) The resident is responsible for their guest's behavior and guests are responsible for following the regulations of the university. It is the resident's responsibility to ensure guests understand University procedures and hall policies, including visitation hours. (3) Residents are responsible for their behavior of their guests and the guests are expected to observe existing University policies. (4) Unaccompanied or unauthorized visitors found on campus are subject to arrest for trespassing. (5) Guests are to be escorted in the hall by a resident of that hall. (6) Guests must be eighteen years of age unless they are a registered visitor of Admissions or a direct sibling of the room's occupant. (7) Overnight guests are limited to three days visitation each month. (8) Babysitting is not allowed in the residence halls under any circumstances.

#### **G. NOISE**

The residence hall is first and foremost a place of study and an atmosphere conducive to study needs to be maintained. Therefore, courtesy hours are in effect at all times. Residents must insure that the noise level is at a reasonable level during courtesy hours at a very low level during quiet hours. Residents are expected to show consideration at all times for those studying or sleeping in the residence halls, and are expected to be reasonably quiet in the halls.

Quiet hours must be observed from 9:00 p.m. until 8:00 a.m. Halls can vote to change quiet hours. Quiet hours start times may be extended up to 1:00 a.m. Quiet hours may not end earlier than 8:00 a.m. on any day of the week. A 70 percent majority vote in favor of the new quiet hours would be required in order to change the time from those listed above. During quiet hours, noise that can be heard significantly beyond two doors down a hallway may be considered in violation.

During final exam weeks, quiet hours are 24 hours a day. The 24 hours-a-day quiet hours will usually be observed from 1:00 a.m. the Friday before finals start through 3:00 p.m. on the last day of finals. Persistent noise problems will result in referral to the Campus Standards Board (CSB).

#### **H. PETS**



Unauthorized pets are not allowed on campus. The only authorized pets are fish, Dwarf and African Clawed Frogs, freshwater shrimp, aquatic snails, and aquatic turtles\* in aquariums no larger than 10 gallons in size. Only one aquarium per room is allowed. A \$50 per day fine is assessed for unauthorized pets. Fines will increase for continued non-compliance. The presence of pet paraphernalia, i.e. pet food, carriers, food/water dish..., is considered a violation of the pet policy and all sanctions will apply. \*Additional information regarding pets can be found under the University Policies and Procedures section of the Student Handbook.

**I. RESPECT TO PERSON AND PROPERTY**

Causing a disturbance, annoyance, harassment, or interference with residents and/or staff and their rightful use of residence halls or rooms is prohibited. Theft and vandalism is prohibited.

**J. SOLICITATION**

Solicitation by residents and/or outside vendors in the residence halls is prohibited. All solicitors should be reported to Campus Safety immediately.

**K. SMOKING**

Smoking is prohibited in all residence halls and common areas. Because research has not shown that electronic cigarettes are safe for bystanders, this policy has been updated to prohibit the use of electronic cigarettes (e-cigarettes and other types of vaporizers) where smoking is not allowed.

**L. TRASH REMOVAL**

Trash containers are provided outside each hall. Residents are required to remove personal trash from their residence hall room and deposit it in the proper receptacle.

**M. WEAPONS**

For the protection of all individuals, firearms, weapons, concealed weapons, projectile devices or explosives of any type (including fireworks) are not permitted on the WWU campus or any property owned or operated by the University. This policy does not apply to law enforcement officers. Pocketknives with a maximum blade of 3 inches and mace for personal protection are allowed.

**N. WINDOWS**

Throwing objects out of a window is prohibited. Throwing objects out a window carries with it a \$50 charge for the first offense and escalates by \$50 for any subsequent offense, plus possible sanctions.

**O. OTHER POLICIES**

Other policies governing the terms and conditions of the resident's Housing Agreement, which apply to residency in William Woods' residence halls, are contained in the University Policies and Procedures section of the Student Handbook and all local, state, and federal laws apply and are enforced.

**P. EXCEPTIONS**

Requests for exceptions or exemptions from the provisions of this Housing Agreement must be submitted in writing to the Dean of Student Life and will be effective only if approved in writing by the Dean.