

University Housing Policy Guide 2023-2024

Welcome to University Housing. We strive to create a safe, welcoming, and inclusive environment where all residents can thrive. To do that, we rely on community members to uphold policies that benefit all residents. By electronically signing your University Housing license agreement to live on campus, you have agreed to follow the policies outlined in this document and the [license agreement](#). As a Cal Poly student, you are also responsible for following the [Student Code of Conduct](#).

University Housing Staff will document potential violations of these University Housing policies and the Student Code of Conduct. Alleged violations will be reviewed by the Office of Student Rights & Responsibilities (OSRR). Learn about Cal Poly's Student Conduct Process and potential outcomes by reviewing the [OSRR website](#).

Alcohol and Other Drugs (AOD) Amnesty Protocol

In California, there are certain legal protections when one calls 911 in good faith to help with a drug or alcohol emergency. (For example, Cal. Health & Safety Code §11376.5.) If a person is experiencing a drug-related overdose, and another person seeks medical assistance to help that person, neither can be charged with a crime for simple possession or being under the influence.

The purpose of the Cal Poly AOD protocol aligns with the intention of such laws. The Cal Poly AOD amnesty protocol removes barriers when seeking help for community members in potentially life-threatening situations involving alcohol and other drugs or substances. This encourages a shared responsibility among all Cal Poly students to call for help without fear of disciplinary consequences. This protocol removes campus punitive sanctions for first-time infractions for use of alcohol and/or other drugs and substances for both the person making the call for help as well as the person experiencing the medical emergency. This protocol applies to medical emergencies or suspected medical emergencies. You may review the AOD Amnesty Protocol [here](#).

University Housing Policies

1. Alcohol: Residents under age 21

Residents under 21 years of age may not possess alcohol or alcohol-related paraphernalia within University Housing. Residents are to remove themselves from situations where any of the policies below are being violated.

The following is prohibited for underage residents:

1.1 Possession, manufacturing, being in the presence of, or distribution of alcohol beverages in or around University Housing communities.

1.2 Use, public intoxication, or possession of alcohol beverages in or around University Housing communities.

1.3 Possession, collection, or display of alcohol containers or paraphernalia including but not limited to cans, bottles, flasks, shot glasses, empty containers of alcohol, beer bongs or other devices utilized for binge drinking, kegs, and alcohol boxes.

1.4 Simulated drinking games (e.g., water pong, flip cup) or drinking games.

2. Alcohol: Residents age 21 and over

The following policies apply to all residents who are 21 years of age or older, living in any apartment community. University Housing expects residents over 21 to drink responsibly and follow all local, California State, and federal laws. If alcohol is being consumed, all residents present in the apartment must be 21 or older and all residents assigned to the apartment must be 21 or older and mutually agree to permit alcohol within the apartment.

The following is prohibited within University Housing:

2.1 Possession or consumption of alcohol within common areas, including, but not limited to, study lounges, hallways, courtyards, other public spaces etc.

2.2 Common sources of alcohol, including kegs, of any size.

2.3 Simulated drinking games (i.e., water pong, flip cup) or drinking games.

2.4 Collection or display of alcohol containers or paraphernalia, including, but not limited to: cans, bottles, flasks, shot glasses, empty containers of alcohol, beer bongs, kegs, and alcohol boxes.

2.5 Drinking alcohol in the presence of and/or providing alcohol to those who are under the age of 21.

3. Animals/Pets

Residents are expected to treat animals with respect; cruelty or abuse of any animal is not tolerated. Residents with an Emotional Support Animal (ESA) or Service Animal (SA) must be approved through the Disability Resource Center (DRC) and register their animal with University Housing prior to move-in. Please visit the Disability Resource Center [website for more information](#).

3.1 Residents may have a fish tank up to ten gallons in size (total per room or apartment for fish).

3.2 Only approved emotional support or service animals are allowed within University Housing. Unregistered emotional support animals must be removed from University Housing premises within 24 hours and cannot return until the emotional support animal is approved.

3.3 Residents with an approved emotional support or service animal must follow all University Housing agreements and campus policies in regards to their responsibilities, animal care and treatment and documentation requirements.

4. Appliances

Appliances such as clocks, lamps, hair-dryers, computers, stereos, televisions, and the like are permitted in student rooms and public areas of the facilities, provided the resident ensures the following:

- Appliances are [UL-approved](#)
- The wiring of appliances is safe and plugged into an electrical outlet utilizing a surge protector
- Appliances are turned off when not in use
- Requests from other residents or staff regarding noise from appliances are respected

4.1 Use of items such as air fryers, electric fry pans, coffee pots, toasters, toaster ovens, rice cookers and blenders are not allowed to be plugged in or used in student rooms. They are only permitted for use in the kitchen area of the residence halls, apartments and suites.

5. Building and Room Access

University Housing facilities are accessible by residents, approved guests, and designated employees conducting approved work for the safety and security of residents.

5.1 Residents are issued a key(s) for their room and/or apartment and are not permitted to loan their key or access card to others.

5.2 Residents must ensure that the locking mechanism of their room door is always fully operational. Residents should not tamper with or alter the locking mechanism of the building or room doors.

6. Community Respect & Responsible Action

As reflected in the campus code of conduct, Cal Poly and University Housing are committed to maintaining a safe and healthy living and learning environment for all community members.

Students are expected to engage in behavior that is conducive to student and university life.

6.1 Disruptive behavior that negatively impacts the housing community or ability of another to live or study is prohibited.

7. Compliance with Staff

Residents are expected to comply with staff's reasonable requests, specifically if there is a safety or policy concern in a resident's room or apartment, which includes providing accurate identification, opening their doors upon request and cooperating with university staff (including Resident Advisors, Coordinators of Student Development, the Cal Poly Police Department, etc.).

7.1 Residents must comply with reasonable requests from university staff.

8. Cleaning Responsibilities

To ensure a safe and healthy environment, a reasonable level of cleanliness is expected in individual resident rooms. Your assistance in keeping bathrooms, kitchens, and lounges clean is expected by both residents and staff.

8.1 Personal trash, food containers, bottles, magazines, newspapers, and other such items should be disposed of in resident's individual room wastebaskets, the outside dumpsters and recycling bins. Personal trash should not be disposed of in the bathroom, lounge trashcans, or in common entry ways or hallways.

8.2 Staff will regularly check kitchen areas to ensure the health and safety of residents. Failure to maintain a reasonable level of cleanliness in any common area may result in a loss of access to that area, relocation to a new residence hall, and/or charges for excessive custodial time.

9. Drugs and Paraphernalia

Drugs are defined as any illegal substance that is not prescribed to an individual by a medical professional. As a drug-free campus, University Housing does not recognize Medicinal Cannabis 215 cards. The following is prohibited in student communities:

9.1 Possession, use, consumption or distribution of any state or federally banned drug. Odor or disruptive behavior attributed to cannabis is also prohibited.

9.2 Possession of paraphernalia, such as pipes, water pipes, bongs, vaporizers, scales, grinders, hookahs, rolling papers, or any other devices created for drug use.

9.3 Selling, distributing, or misusing prescription medication.

10. Electronic Recording Devices

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 bedrooms, bathrooms, showers and other 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. Learn more about Cal Poly's guidelines on the [Use of Electronic Recording Devices](#).

11. Fire and Life Safety

Residents are encouraged to decorate their rooms. However, for the safety of our community, some items are not allowed in student rooms or apartments. For a complete list of items to bring and to leave behind, see [here](#). Staff will announce themselves and enter apartments and

residence hall rooms to complete mandatory fire and life safety checks at periodic times during the year. To prevent fire and protect the safety of our community, please be mindful of the following regulations:

11.1 Use or possession of items with a heating element in student rooms or apartments, including, but not limited to, barbecues, electric grills, hot plates (permitted in apartment kitchens), and space heaters, is not permitted.

11.2 Highly flammable materials in student rooms or apartments — including, but not limited to, gasoline, industrial cleaning solvents (e.g. benzene, kerosene, trichloroethylene), spray paint, charcoal, lighter fluid, vehicle parts, fuel, and oil — is not permitted.

11.3 Possession of candles, incense, or other flame producing materials is not permitted.

11.4 Room occupancy is limited to six persons per residence hall room or twelve persons per apartment (Cerro Vista and Poly Canyon Village). Occupancy may be adjusted based on occupancy needs and public health mandates.

11.5 Blocking of any door or emergency exits, including window access, is a fire hazard and is not permitted.

11.6 Tampering with, discharging, or damaging a fire extinguisher when no fire is present is prohibited.

11.7 Residents may not block access to a fire extinguisher.

11.8 Tampering with or damaging fire life safety equipment, including but not limited to sprinkler system, fire alarms, exit signs, etc. This includes hanging items from any life safety equipment such as pipes, sprinkler heads, pull stations, etc.

11.9 Tampering with or jumping in elevators is prohibited.

11.10 Residents are not permitted to possess or use items that create a fire hazard, including permitted items in excessive quantities.

11.11 Residents who may require special assistance in emergency evacuation situations should contact Disability Resource Center before move-in or as soon thereafter as possible to make arrangements in the event of an emergency. Do not wait for an emergency to occur.

12. Furniture

Due to safety concerns, only furniture provided by University Housing may be used in student rooms; additionally, bed height can only be modified by University Housing staff pending approval from the University Housing office in Building 31. Please note, not all beds can be altered.

12.1 All university-owned furniture must be maintained in its assigned area. Lounge furniture is not allowed in individual student rooms or outdoors.

12.2 Personal furniture is only permitted if approved as an accommodation by the Disability Resource Center.

12.3 Furniture or other items may not block doors to rooms or buildings.

12.4 Notify University Housing if there are any damages or defects in furniture that create a safety hazard.

13. Gambling

Gambling is defined as activities played for money, checks, or credit.

13.1 Gambling of any kind is prohibited.

14. Guests and Visitors

University Housing reserves the right to prohibit visitors and guests at any time based upon operational and/or public health needs. Notice will be provided via Cal Poly email.

- Guests are defined as any non-residents (individual who does not have a license agreement with University Housing) who spend the night.
- Visitors are any non-residents in or around University Housing who do not spend the night.

14.1 Residents are responsible and accountable for their own actions, as well as the actions of their guests and visitors.

14.2 Visitors and guests must be accompanied by the host resident while in or around University Housing.

14.3 Residents must register all overnight guests which are limited to two per resident at any time. Any unapproved guest will be required to leave. Please see the Overnight Guest Registration Procedures in your Housing Portal for more information.

14.4 Residents must have the approval of their roommates or suitemates of any guest(s) that are staying with them.

14.5 Residents' guests are not permitted to cohabit with them in residence halls/apartments. Cohabitation exists when a person who is not assigned to a particular room/suite uses that room/suite as if they were living there.

14.6 Overnight guests are not permitted during the following no-guest time periods:

- Halloween: Thursday, October 26, 2023, at 8 p.m. through Monday, October 30, 2023, at 8 a.m.

- St. Patrick's Day: Thursday, March 14, 2024, at 8 p.m. through Monday, March 18, 2024, at 8 a.m.
- Cesar Chavez: Thursday, March 28, 2024, at 8 p.m. through Tuesday, April 2, 2024, at 8 a.m.
- During Fall Break, Winter Break, and Spring Break.

15. Noise

Out of courtesy and respect for their fellow residents, please be aware of your noise levels at all times. During times not designated as quiet hours, residents and their guests must limit noise to reasonably avoid disturbing other residents.

To support the academic success of all residents, the entire period of finals week is designated 24-hour quiet hours beginning at 5 p.m. the day prior to finals until all final exams for the term are complete.

Quiet Hours are in effect:

- Sunday – Thursday from 11 p.m. – 8 a.m.
- Friday - Saturday from 1 a.m. – 10 a.m.

15.1 Noise that infringes on the rights of others to quiet enjoyment of their premises is prohibited.

16. Public Health Guidelines

All residents are required to comply with Cal Poly policies regarding public health, including, but not limited to, face coverings, physical distancing, size of gatherings, testing requirements, vaccination requirements, etc. Updated policies will be communicated via Cal Poly emails and websites.

For more information on the current COVID-19 pandemic, *please visit Cal Poly's Cal Poly Covid-19 website at <https://coronavirus.calpoly.edu/>.*

16.1 Residents are required to comply with all Cal Poly policies regarding public health.

17. Refrigerators and Microwaves

University Housing provides refrigerators in all areas. Refrigerator styles vary based upon room types. Additional refrigerators and/or accommodations must be approved through the Disability Resource Center.

17.1 Residents may not have an additional mini-refrigerator or microwaves within their room or apartment, unless approved by the Disability Resource Center.

18. Roommates

Residents are required to accommodate new roommates, including with or without advanced notice. University Housing may place a new resident into an empty bed space at any time.

18.1 Residents are not permitted to refuse a roommate.

18.2 Residents must keep the vacant side of their room clean and clear at all times for a prospective roommate to move in.

18.3 Residents must share common area space with roommates.

19. Room Personalization

University Housing encourages residents to make their assigned living space feel comfortable; however, some décor poses safety risks to the community. Any item that blocks the window or can be seen from outside of the room should only be placed there for the benefit of the interior space, not the outside space.

19.1 Battery-operated LED string lights are permitted. Any other style of string lights is prohibited.

19.2 To prevent damage to walls, residents are expected to use command hooks or painters' tape to affix items to walls or furniture in their room.

19.3 Oil lamps (lava lamps) are prohibited.

20. Smoke and Tobacco Free Environment

20.1 Per Executive Order 1108, Cal Poly is a smoke and tobacco-free campus. Smoking and tobacco are not allowed on campus in any form including vaping, chewing, etc.

20.2 Possession, use, and/or consumption of tobacco is prohibited.

21. Solicitation and Business Enterprises

Residents seeking to operate a business must obtain written approval from University Housing Executive Director or designee before engaging in any soliciting or to operating a business within University Housing.

22. Sports

Residents are encouraged to utilize the sporting equipment and spaces provided by the University. Due to the potential for personal injury and property damage, sports in hallways within all University Housing communities is prohibited. The intended use of billiards, basketball, table tennis, and foosball equipment is permitted in designated areas only.

22.1 Residents must utilize designated areas outside to engage in sports or play.

22.2 Behaviors that are disruptive and potentially dangerous — including, but not limited to, wrestling, boxing, climbing, parkour, slacklining, hammocking, jumping, water sliding, and acrobatics — are only allowed in designated locations.

23. Theft

Theft is the tampering with and misuse of personal property or property in and around University Housing, including, but not limited to, vending machines, furniture, walls, and laundry machines.

23.1 Possession of stolen property or property obtained without the direct and expressed permission of the owner is prohibited.

24. Trespassing

Residents may not enter another resident's room, apartment, or any University Housing facility without direct and expressed permission from an authorized resident. Residents should not let unknown individuals into the building. Anyone you let into the building will be considered your guest and you will be held responsible for their behavior.

24.1 Unauthorized entrance into any area in or around University Housing, such as, offices, mechanical rooms, custodial closets or storage areas, roof tops, front desks, and areas marked for restricted access is prohibited.

25. Vandalism

Vandalism is defined as an action involving deliberate destruction of or unintentional damage to public or private property.

25.1 Damage to any University Housing facility, university or individually owned property is prohibited (includes removal of or altering of fliers or signage posted by University Housing) and will result in charges to individuals or community and can result in criminal charges.

26. Weapons

26.1 Weapons (including but not limited to, firearms, blades, airsoft/bb/paintball guns, fireworks, live and discharged ammunition, stun guns, tasers, weapon replicas including costume props, brass/metal knuckles, explosives, martial arts weapons, fake guns, fake knives, replica swords, fencing weapons and color guard rifles) are strictly prohibited.

26.2 Non-kitchen style knives are prohibited. Kitchen-style knives are permitted if used for intended purposes in designated kitchen locations.

26.3 Use of self-defense mechanisms (including but not limited to pepper spray, mace, other aerosols, chemicals) for anything other than self-defense, is prohibited.

27. Wheeled Devices (bikes and motorcycles)

As a theft prevention measure, we encourage you to register your bike with Cal Poly Police Department. Residents are responsible for securing their own bicycles in designated bike areas. Recreational equipment with wheels cited below (except for gas-powered vehicles) are permitted to be stored in resident rooms provided all roommates agree to it.

27.1 Recreational equipment with wheels, including, but not limited to, bicycles, scooters, skateboards, rollerblades, and electric scooters, are not allowed to be ridden or used inside University Housing buildings.

27.2 Gas-powered recreational vehicles and/or equipment are not allowed to be stored inside University Housing buildings.

27.3 Battery-powered devices (e-bikes, e-scooters, etc.), while permitted to be stored inside resident rooms pending all roommates agree to it, are not permitted to be charged inside University Housing buildings due to electrical fire concerns.

28. Windows, Roofs, and Balconies

28.1 Residents may not hang or place signs, flags, clothing, banners, stickers, post-it notes, or decorative gels, etc. from or on any window or balcony. Due to the potential for harm to others, residents may not drop, roll, throw, or toss anything out of a window or balcony.

28.2 Window coverings installed in each room are not to be modified or tampered with.

28.3 Objects placed in windowsills are allowed only if they are meant to enhance the interior décor of room and not block the use of the window. These include, stickers, sticky notes, and decorative gels.

28.4 Accessing roof tops, balconies, ledges, entering/exiting through windows, and fire escapes outside of emergencies is strictly prohibited.