



University Housing
UNIVERSITY OF WISCONSIN-MADISON

Summer Resident Handbook

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CONTENTS

Who We Are	1	Lost Keys and Lockouts	9
Housing and Residence Life Staff	1	Mail	10
The Residential Community	1	Maintenance Requests:.....	11
Health and Safety	2	Packages.....	11
Bias Incidents	2	Resident Expectations	12
Elevator Malfunction	2	Alcohol.....	12
Fire Alarms/Evacuations.....	3	Animals and Pets	13
Fire Emergencies.....	3	Bathrooms	13
Fire Precautions.....	4	Cleaning, Trash and Recycling	13
Firearm Storage.....	4	Controlled Substances	13
Keys	4	Community Living and Shared Spaces	13
Locking Schedules.....	4	Compliance with University Staff.....	14
Medical Concerns	5	Damage/ Vandalism	14
Mental Health Concerns	5	Disorderly Conduct.....	14
Peep Holes and Door Chains	5	Electrical Appliances	14
Room Entry Policy:	5	Fire Safety	15
Safety and Security:.....	6	Furniture	15
Sexual Harassment/Violence and Dating Violence: .	6	Gambling	15
Smoke Detectors in Rooms	7	Keys.....	16
Strangers in the Halls	7	Postings.....	16
Tornado Warnings	7	Quiet and Courtesy Hours.....	16
Transportation for Medical Care	8	Smoking.....	16
University Police	8	Solicitation/Promotional Activities	16
WiscAlerts - Text Emergency Service	8	Tampering	17
Services and Resources	9	Theft	17
Desks	9	Visitors.....	18
Laundry.....	9	Weapons	18
Lost and Found.....	9	Windows	18

Student Housing Handbook

Welcome to the University of Wisconsin-Madison! The Division of University Housing is committed to cultivating an academic environment that promotes the health, safety and personal wellbeing of our community. We are only successful in achieving these goals with the direct support and help of residence hall residents.

This student housing handbook outlines the expectations and policies UW Housing has of its residents. In signing a University Residence Hall Contract, residents are confirming they have both reviewed and are agreeing to comply with these expectations and policies. The student housing handbook also provides resources and information that will be helpful while living on campus.

The information provided in this handbook is for your knowledge and in full support of your overall success as a resident of University Housing.

WHO WE ARE

Housing and Residence Life Staff

House Fellow (HF)

HF's are undergraduate student staff who live in your residence hall community. HF's are responsible for getting to know the residents in their community. They are a person that residents can go to if they need assistance, have questions, or need to talk. HF's also walk the residence halls at night to ensure the hall is secure and that residents are not engaging in behavior that violates policy.

Residence Life Coordinator (RLC)

RLC's are professional staff that live in the residence halls. They supervise the House Fellows, work to cultivate a positive living and learning environment, respond and assist with crisis situations that arise, and oversee the learning communities within the residence halls.

The Residential Community

Each residence hall offers unique opportunities to meaningfully engage with one another and the greater University. Each floor of the residence hall is divided into "Houses." Each house has a unique name carefully selected to honor meaningful faculty, staff, and alumni of the University of Wisconsin-Madison. Each House will offer unique programming both in hall and out of hall that will promote opportunities to learn and connect with other residents. It is important for each member of the community to critically think about their behavior and the impact it may have on the shared living spaces within the residence hall.

Roommate Agreements

It is important to start the year off with mutually defined room standards. At the beginning of each academic year, House Fellows will facilitate a conversation between roommates in order to establish common agreements for the shared living space. Housing encourages open and honest conversations amongst residents when they are experiencing conflict in their roommate relationship. House Fellows and Residence Life Professional staff are available to lend support during these conversations and may reference/amend the Roommate Agreement as needed to assist the roommates in achieving an agreed upon compromise.

Housing firmly believes that residents shall not engage in actions that impede a roommate's ability to occupy a space or room. Further, residents will shall not infringe on the rights of other community members or avert others from experiencing a safe and respectful community living environment.

HEALTH AND SAFETY

Bias Incidents

Bias incidents are non-criminal activity committed against a person or property that is motivated, in whole or in part, by the offender's bias against a victim's real or perceived expression of race, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability (mental or physical), age, political affiliation, religion or any other physical or cultural characteristic.

These actions can be via physical actions, speech, or electronic messages. A bias crime occurs when the perpetrator engages in criminal behavior or acts against an individual, property, organization or group; based on the offender's perceptions of the above categories. Types of crimes committed might range from vandalism of religious buildings or sites to physical attacks against persons. This could include graffiti, annoying or threatening phone calls, harassment, arson, battery or physical attacks.

Although the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a violation of law or university policy. The university values and embraces the ideals of freedom of inquiry, freedom of thought, and freedom of expression, all of which must be vitally sustained in a community of scholars. While these freedoms protect controversial ideas and differing views, and sometimes even offensive and hurtful words, they do not protect acts of misconduct that violate criminal law or university policy.

If you feel that you have been the victim of or witness to a bias incident or a bias crime, we encourage you to discuss the matter with your House Fellow, Residence Life Program Assistant, Residence Life Coordinator, Area Coordinator, Academics & Inclusion staff or any member of the University Housing staff team with whom you are most comfortable. We strongly encourage you to report the incident in person, via email to a staff member or via an incident report. You may also submit a Bias Report:

<https://doso.students.wisc.edu/services/bias-reporting-process/>.

Elevator Malfunction

If an elevator malfunctions when you are in it, you should ring the emergency bell and wait for assistance. Do not attempt to leave the elevator or assist anyone else in leaving an elevator car, even if you can see the floor above or below you. Do not attempt to force the doors open if they do not open automatically and do not assist anyone else in forcing the door open.

If you are not in the elevator and you hear the alarm bell, find out who is in the elevator and try to find a House Fellow or go to the hall desk if it is open. If no House Fellow is available or if the desk is closed, call University Police at 264-COPS (264-2677) and report the malfunction. Be sure to tell the dispatcher that there are people in the elevator car.

Fire Alarms/Evacuations

It is important that you familiarize yourself with procedures for evacuating the building BEFORE you need to evacuate in an emergency. Evacuation procedures are posted within your residential community. You should familiarize yourself with the nearest exit from your room as well as alternate exits, if the exit nearest to your room is unusable. **Please notify Residence Life staff upon your arrival if you are in need of assistance in evacuating the building.*

Evacuation is required for your safety and also for the safety of the firefighters, University Police officers, and Housing staff members who respond during fire alarms. During evacuation, keep the following in mind:

- Before opening your door, check to see if the door or doorknob is hot. If it is not hot, or if there is no smoke coming under your room door, proceed with the emergency procedures under Fire Emergencies below.
- Close your room door behind you.
- Walk, don't run to the nearest accessible exit (use the designated exit for your room on the evacuation guide that is posted in your house).
- Do not use the elevator.
- If smoke or fumes are coming up the stairwell, use an alternate exit.
- Once you're out of the building, move as far away as possible from the exit to protect your own safety and to allow firefighters access to the building.
- Be respectful towards and listen to the University Housing, University Police and Emergency Responders who are assisting residents in response to the fire alarm.
- If you do not leave during a fire alarm University Housing staff will notify University Police for possible legal action. Your decision places not only yourself, but other individuals in danger.

Fire Emergencies

In case of a fire:

- If the fire is small, can be contained, and you feel safe doing so, use the nearest fire extinguisher.
- Pull the nearest fire alarm and evacuate the building as outlined above.

If you notice smoke coming from a room:

- Pull the fire alarm and evacuate the building as outlined above.
- Notify a staff person to the location of the room.

If there is heavy smoke and you cannot find your way to an exit or if your room door or doorknob is hot:

- Remain in your room with the door closed.
- Place a towel or other clothing along the bottom of the door.
- Open a window and hang a sheet or white towel out to attract attention.
- Call 9-1-1 and give the dispatcher your location. Stay on the phone with the dispatcher until they direct you to hang up.
- Stay in your room until emergency personnel tell you it is okay to leave.

Fire Precautions

To greatly reduce the chance of a fire, you should:

- Avoid running electrical cords under carpeting, where the cords can be stepped on and easily damaged.
- Use surge protectors with their own built-in fuse and Do NOT overload electrical circuits.
- Use only approved appliances in approved locations and only when you are fully present while they are in use.
- Empty wastebaskets regularly.
- Keep doors to trash rooms and stairwells closed.
- Keep hallways clear of your belongings including shoes and boots.
- Not use lit candles/incense/tobacco products. (These products are not permitted in University Housing, a smoke-free environment.)

Residents will be held financially responsible for acts of negligence or intent that result in damage to University property and/or the personal property of others.

Firearm Storage

University Police will store registered firearms for students, staff, and visitors. The University Police dispatcher can give you more information about this service and can be reached at 264-COPS (264-2677).

Keys

All keys and hall access are the property of the University of Wisconsin – Madison, Division of University Housing. Unauthorized use, possession or duplication of University Housing keys/access is prohibited. No additional locks or locking devices attached to doors are permitted. Residents may not lend their key/e-key/Wiscard to any other individual or leave it unattended and accessible.

Residents who are locked out of their building or room may borrow a key from the Front Desk during regular business with proper identification. When the Front Desk is closed, residents should request lockout assistance by calling the House Fellow Duty Phone. Students will receive 2 free loaner keys or House Fellow access per semester, after which they will be billed \$10 per loaner key or House Fellow access.

Replacements for lost keys must be obtained from the Front Desk. Students will be billed \$50.00 for replacement keys. If a key is bent or broken, University Housing will replace the key at no charge.

Locking Schedules

Some outside doors and/or inner stairwell doors and elevators are programmed for electronic access for all or part of each day. Your Wiscard (ID) will open all doors and elevators programmed with this access. The locking schedule for these doors and elevators has been created to provide security for you and your personal possessions. Doors that are locked should never be propped open. In addition, the locking

schedule may change due to special events. Some exterior doors are locked and alarmed and can only be used for emergency exit.

Medical Concerns

Three area hospitals are near UW-Madison:

1. University of Wisconsin-Madison Hospital, 600 Highland Avenue. Madison, WI 53792
2. St. Mary's Hospital, 700 S. Park Street. Madison, WI 53715
3. UnityPoint Health- Meriter Hospital, 202 S. Park Street. Madison, WI 53715

Mental Health Concerns

Non students who are in distress can call Journey Mental Health Center Crisis line at: 608-28-2600

Peep Holes and Door Chains

As an additional safety measure, you may request that a peep hole, door chain, or latch be placed on your room door if the door is not already equipped with these features. Peep holes and/or door chains can be requested through the [Maintenance and Repair Service \(MARS\)](#). There is no charge for this service.

Room Entry Policy

Staff members will not unlock your room without your permission except when:

- Responding to what they consider a serious life and/or health-threatening emergency.
- Done by police officers under their authority and responsibility for the purpose of investigation
- Assessing for any damages by University Housing Facilities staff when a previous roommate had vacated.
- Performing requested, preventive, prescheduled and/or emergency maintenance.
- Conducting non-emergency inspection/repairs (end of semester and over winter break) and room inspections when a resident moves out.
- Retrieving items that have been identified as Division of University Housing property.
- Removing an illegal pet.
- In the absence of residents when there is a disruptive noise such as the alarm of a clock or a stereo playing at a disturbing level and entry is made to turn off the noise.

Division staff are required to report Housing Contract violations that they observe in a room. No room will be searched except where staff have reasonable evidence to believe that an immediate search is necessary to resolve a serious, safety, life, or health threatening situations. Appropriate legal authorities may search resident rooms.

Safety and Security

Residents play a critical role in creating a safe community for everyone. Please remember that your actions impact everyone else in the community as well as your own safety. See the [University of Wisconsin Police Department](#) website for more information. Please:

- Carry your keys and Wiscard (ID) at all times.
- Lock your room door when you and your roommate/s are away and especially when you are sleeping.
- Pay attention to your surroundings. Do not let strangers into the hall.
- Walk in groups. Use SAFE Walk/SAFE Ride at 262-5000. Keep your cell phone accessible.
- Make sure someone knows when you leave, where you are headed and when to expect you back.
- Report a crime or any suspicious activity immediately.
- 911 Emergency
- 608-264-COPS (2677) Non-emergency

Do not hesitate to contact University Housing staff or University Police if you observe an unsafe situation or have a concern.

Sexual Harassment/Violence and Dating Violence

Sexual harassment and sexual violence, including sexual assault, dating and domestic violence and stalking is strictly prohibited. Students are responsible to know and adhere to the UW-Madison Policy on Sexual Harassment and Sexual Violence which can be found at <https://compliance.wisc.edu/titleix/>.

Smoke Detectors in Rooms

A smoke detector is provided in each resident room. The smoke detector in your room is plugged into the hall electrical system and will go off when smoke particles enter the smoke detector unit. Never unplug, cover, hang things from, or create a situation where the smoke detector is inoperative.

If the alarm of your room smoke detector goes off, you should:

- Determine the source of the smoke and, if it is a small fire in your room and you feel safe doing so, use the fire extinguisher in the hall to put out the fire.
- Pull the building alarm if you cannot immediately determine the source of the smoke or extinguish a fire.
- Follow the building evacuation procedures posted on your house bulletin board.

To report smoke detector malfunction, please contact the [Maintenance and Repair Service \(MARS\)](#).

Strangers in the Halls

Unescorted guests, people posting material, people soliciting door-to-door, and/or strangers wandering around are a threat to the security of residents and their property. It is very important that residents are not allowing strangers access to our residential communities. Call your House Fellow or University Police at 9-1-1 to report the presence of strangers and/or suspicious activity.

Tornado Warnings

A tornado warning issued by the National Weather Service means a tornado has actually been sighted in the area. When a tornado warning has been issued, the Dane County emergency sirens will sound a steady tone for three or more minutes. The sirens are tested on the first Wednesday of every month at noon.

During a tornado warning, you should:

- Seek shelter at the lowest possible level away from glass windows, partitions, doors, and outside walls.
- Bring your cell phone.
- Not use the elevator.
- Remain in the shelter location until the all clear signal has been given over the radio or TV.
- Remain calm do not obstruct emergency personnel.

A tornado watch indicates that conditions could lead to a tornado. Be aware and continue to listen for updated information.

Transportation for Medical Care

University Police may provide transportation one-way to local hospital emergency rooms, provided you can walk unassisted. There are some limitations to this service. Call University Police at 264-COPS (264-2677) and they can assess if they can transport or need to get an ambulance. University Police does not provide transportation back from the hospital. University Police transportation should not be used in emergency, life-threatening situations. In emergency situations, call 9-1-1 for an ambulance.

Three area hospitals are near UW-Madison:

4. University of Wisconsin-Madison Hospital, 600 Highland Avenue. Madison, WI 53792
5. St. Mary's Hospital, 700 S. Park Street. Madison, WI 53715
6. UnityPoint Health- Meriter Hospital, 202 S. Park Street. Madison, WI 53715

University Police

The campus is patrolled 24/7 by University Police in cars, on bicycles, and on foot. Officers frequently visit and complete walk-throughs of the residence halls.

If you need to reach an officer in the event of an emergency and/or to report a crime in progress, call 9-1-1.

If you need an officer and it is NOT an emergency, call 264-COPS (264-2677).

WiscAlerts - Text Emergency Service

Students are encouraged to sign up for the emergency text messaging system by logging into the My UW portal. Look for the WiscAlert logo. Registration takes just a few moments.

SERVICES AND RESOURCES

Desks

If you have a question and not sure where to turn, we suggest you stop at the hall desk and ask. Hall Desks provide a variety of services for students and are a wealth of information. Please review our [Hall Desk](#) web page for more information.

Laundry

Laundry rooms are located in either the basement or first floor of each residence hall. Payment to use laundry machines can be made with your WisCard (ID). Residents are responsible for moving and removing their items, promptly, when finished with a machine so others may use it. There is also a list of community guidelines regarding laundry room use, in each community laundry room. University Housing is not responsible for any damaged or lost items.

Lost and Found

Lost and found items will be stored at the building desk.

Lost Keys and Lockouts

If you lose your room key, you should go to the hall desk and request a loaner room key. You will need to show identification to get a loaner key. You will be issued a duplicate key, which you may use for four days. If your lost key(s) are not found within four days, a room and mailbox core change request will be made. You also will be billed for costs associated with these procedures that are completed by the key shop staff.

If you suspect your room key may have been stolen, you should go to the hall desk and request an emergency core change. You will be billed for these procedures, unless you have a police report.

After the second time a staff member has had to let you into your room, and/or issue you a loaner key, or any combination of two loaner keys/lockouts, you will be charged an additional fee for each future loaner key issued/lockout. This charge will be in addition to any charges for core changes should they be necessary.

If you have a question or a concern about a bill you receive for key-related issues, you should talk to the Desk Services professional staff at 263-1217.

Mail

The hall desk is where U.S. and Campus mail are picked up and delivered. U.S. mail is delivered Monday - Saturday and is usually sorted and put into mailboxes by 10:00 p.m. Campus mail is delivered Monday - Friday.

The Post Office requires that mail to the residence halls be addressed correctly. Please ask your correspondents to use the full address, including the street address. Incomplete or incorrect addresses can lead to delays in delivery. It is essential that all mail include the resident's name, room number, house and hall with the building street address.

Mailing Addresses and Zip Codes for University Residence Halls

<u>Hall</u>	<u>Address</u>	<u>9-digit Zip Code</u>
Adams Hall	1520 Tripp Circle	53706-1214
Barnard Hall	970 University Avenue	53706-1300
Bradley Hall	650 Elm Street	53706-1127
Chadbourne Hall	420 N. Park Street	53706-1406
Cole Hall	625 Elm Drive	53706-1126
Davis Hall	835 W. Dayton Street	53706-1702
Dejope Hall	640 Elm Drive	53706-1134
Kronshage Hall	1650 Kronshage Drive	53706-1203
Leopold Hall	1635 Kronshage Drive	53706-1203
Merit Hall	835 W. Dayton Street	53706-1702
Ogg Hall	835 W. Dayton Street	53706-1702
Phillips Hall	1950 Willow Drive	53706-1132
Sellery Hall	821 W. Johnson Street	53706-1701
Slichter Hall	625 Babcock Drive	53706-1204
Smith Hall	35 N. Park Street	53715-1218
Sullivan Hall	635 Elm Drive	53706-1188
Tripp Hall	1510 Tripp Circle	53706-1202
Waters Hall	1200 Observatory Drive	53706-1212
Witte Hall	615 W. Johnson Street	53706-1723

Mailing Address Example:

John Doe
201 Swenson
Kronshage Hall
1650 Kronshage Drive
Madison, WI 53706-1277

Mail is only delivered to assigned occupants of a room. Mail addressed to your nickname may delay the delivery of your mail or cause it to be returned to the sender. Name alteration with the intent to defraud is against U.S. postal service laws and a felony.

If you are anticipating receipt of mail over winter break, notify the sender of your address during the break. Mail received at your hall address will be held and placed in your mailbox, and you can pick it up when the halls reopen. If you are registered for winter break housing, you will receive it during that time.

After you move out, U.S. mail will be forwarded for six months to the address listed on the My UW portal.

Maintenance Requests

Emergency repair services for broken windows, locks, or other urgent situations are available by contacting your House Fellow or the hall desk. If you are unable to reach either of these sources, you should call University Police at 264-COPS (264-2677) and describe the problem. The dispatcher has a means of contacting the appropriate maintenance staff members to assist you.

Non-emergency repairs can be requested through the [Maintenance and Repair Service \(MARS\)](#). To submit a request online, you will leave your name, phone number, room number, house/hall name, and a brief description of the repair request. These requests for service are reviewed twice every working day (M-F) and passed along immediately to the Physical Facilities staff. Examples of non-emergency repairs include: locks that are malfunctioning but still working; toilets, sinks, or showers that are not working properly; windows not working properly; and screens which are broken or damaged. Additional information and examples of non-emergency repairs can be found on-line on the [Residence Hall Maintenance](#) web page.

In most cases, repairs are handled in one to two working days (M-F). When major repairs are required or if a repair expert is not readily available, a longer time may be required. If you request repairs, you may expect a member of the Physical Facilities staff to come to your room between 9:00 a.m. and 4:00 p.m. If you are asleep, the staff member will return at a later time or day. Any employee who comes to your room to complete a repair will leave a "Notice of Entry" card.

At times buildings or infrastructure repairs need to be completed during the academic year. Examples include: roof repair/replacement, underground utilities, building electric service, exterior brick repair, and sidewalks and roads. These projects can create noise and other construction-related problems. Efforts to minimize the disruption will be made, but they are not always successful depending on the type of construction being done. Residents are not provided room rental rebates for construction.

Packages

Residents are able to retrieve their packages at their Hall Desk. However, any packages that arrive to the Hall, which require an adult signature will be held for students in the Residence Life Office. Residents will be directed to retrieve such packages from their Residence Life Staff and must verify that the contents within the packages are items that are permissible within the Residential community. Any items not permissible within Housing will need to be disposed of.

RESIDENT EXPECTATIONS

The University of Wisconsin Madison division of residence life has established the following expectations regarding resident behavior. These policies have been established to ensure that the residence hall living and learning environment is one that prioritizes student success and wellbeing. Residence Life staff work closely with the University of Wisconsin Madison Office of Student Conduct and Community Standards (OSCCS) to address behaviors that occur both on and off campus. The OSCCS website has information related to the disciplinary process and the greater University of Wisconsin-Madison student expectations: <https://conduct.students.wisc.edu>.

Policies at a Glance:

1. [Alcohol](#)
2. [Animals and Pets](#)
3. [Bathrooms](#)
4. [Cleaning, Trash, and Recycling](#)
5. [Controlled Substances](#)
6. [Community Living and Shared Spaces](#)
7. [Compliance with Staff](#)
8. [Damage/Vandalism](#)
9. [Disorderly Conduct](#)
10. [Electrical Appliances](#)
11. [Fire Safety](#)
12. [Furniture](#)
13. [Gambling](#)
14. [Keys](#)
15. [Postings](#)
16. [Quiet and Courtesy Hours](#)
17. [Smoking](#)
18. [Solicitations and Promotional Activities](#)
19. [Tampering](#)
20. [Theft](#)
21. [Visitors](#)
22. [Weapons](#)
23. [Windows](#)

Alcohol

- Alcohol and alcoholic beverage containers are prohibited in, and on grounds adjacent to, University Residence Halls.
 - The only exception is in a resident room where all residents assigned to and people present in that room are 21 or older.
- Possessing, consuming, or being in the presence of alcohol under the age of 21 is strictly prohibited.
- Residents are responsible for all alcohol brought into their room and being host to the provision of alcohol to others.
- Residents and guests over the age of 21 may not procure alcohol to individuals under the legal drinking age.
- Games generally associated with consumption of alcohol, such as beer/water pong, are not permitted within the residential communities, even if alcohol is not present.
- Alcoholic beverages may not be made in University Residence Halls.

Animals and Pets

All pets other than fish in a 20-gallon tank or smaller, are prohibited, with the exception of approved Emotional Support or Service Animals (ESA). Information about ESA's can be found on the McBurney Disability Resource Center website: <https://mcburney.wisc.edu/>

Bathrooms

- Storing of personal belongings within the community bathrooms for any length of time is prohibited.
- Residents are expected to clean up after themselves after using the bathroom or shower.
- Residents and guests should use the bathroom that aligns with their gender identity.
- No more than one individual in the shower stall or bathroom staff at any given time.
- Residents and guests are expected to dispose of personal care items as stated. For example, menstrual products should not be flushed down the toilet.

Cleaning, Trash and Recycling

- All garbage and recycling should be disposed of promptly and in the appropriate area
- Residents are responsible for cleaning their own rooms, including their in-room bathrooms.
- Residents and guests who use common spaces are expected to clean up after themselves.

Controlled Substances

- The possession, use, or intent to deliver narcotics or dangerous drugs, including marijuana in or on grounds adjacent to the residence halls is prohibited.
- Residents are prohibited from being in the presence of marijuana or other drugs.
- The possession of paraphernalia that is specific and unique to illegal drug use is prohibited.
- The misuse of prescription or over-the-counter medication, including, but not limited to, sales and distribution, is prohibited.

Community Living and Shared Spaces

- Residents are to abide by their community decisions regarding use of common space.
- Residents are expected to clean up after themselves after using common spaces.
- Residents may not organize events in common spaces without receiving approval from a Residence Life professional staff member.
- Common spaces cannot be used for sleeping or sexual activity.
- Common spaces cannot be used to show or listen to pornographic material.
- Exit doors that are locked/closed should not be propped open.
- Residents may not play sports in common areas and hallways inside and/or use any type of bat, ball, stick or other object.
- Residents may not inflate pools in common areas or their room.
- Keeping personal belongings in the hallway is prohibited.
- Personal property on the outside of the room door must be attached to the door only and not extend into the hallway.
- Residents may not ride bicycles, scooters, or mopeds in the residence hall.

Compliance with University Staff

University Housing's primary means of communication with current residents is through email. Residents are expected to check their [WiscMail](#) frequently and consistently. Failure to monitor WiscMail will not exempt residents from adhering to information and deadlines communicated. Residents are expected to cooperate with staff and respond favorably to reasonable requests.

- All residents and their guests in the halls are expected to comply with requests from staff members (i.e. presenting appropriate identification). If residents have a concern about the validity of a request, it is expected that residents comply in the moment and then speak with the Residence Life Coordinator or Area Coordinator of their hall as soon as possible.
- The use of physical force of any kind against a staff member is prohibited.
- Verbal abuse, physical intimidations or menacing behaviors directed towards a staff member, the display of materials that demean a staff member, and/or interfere with staff members engaged in the performance of assigned responsibilities is prohibited.

Damage/ Vandalism

Residents may not damage, deface and/or destroy University/Housing property or property belonging to another resident or guest deliberately or through negligence on a resident's part. Residents will be expected to reimburse the University/Housing for any damage the resident and/or resident's guests cause.

Disorderly Conduct

Disorderly conduct is conduct that is boisterous, unruly, or has otherwise disrupted the living community. Examples of disorderly conduct include:

- Posting/writing harassing material on community/personal whiteboards, bulletin boards.
- Pranks which include theft or damage to property, violate other policies, or put anyone in danger or prohibited and taken seriously.
- Depositing of bodily fluids, including but not limited to: vomiting, urinating, or defecating in public areas or inappropriate locations is prohibited.
- Engaging in assaultive behavior.
- Making threats of harm directed at others.
- Harassment directed at other residents, staff, students or guests.

Electrical Appliances

The residence hall rooms are not designed to support large electronics or cooking appliances. All approved appliances brought to campus must be in good working condition.

- Only University Housing air-conditioners are permitted.
- Residents are not permitted to remove University provided micro-fridge/freezer from their room.
- Stand-alone freezers are not permitted in resident rooms.
- Residents may not use cooking appliances with an exposed heating element (i.e. hot plates, pressure cookers, crockpots, toaster ovens, electric wok, etc.).

Fire Safety

- Building evacuation is required when the fire alarm sounds/flashes in the building.
- Residents are prohibited from having or burning candles or incense in rooms and common areas.
- Wax heating electronics are prohibited.
- Residents are prohibited from having firecrackers/fireworks within, out of, or adjacent to the residential communities.
- Setting fires in and around the residence hall is prohibited.
- Residents are prohibited from keeping non-potted vegetation in their rooms. Examples include: Christmas trees, wreaths, straw, wood, and bark.
- The use of multiple socket outlet plugs designed to expand the number of outlets in a room is prohibited.
- Only circuit breaker extension cords are permitted.
- Carpeting may not be placed over extension cords.
- Items should not be affixed to or hung from room ceilings and pipes. These items include, but are not limited to: ceiling fans, clotheslines, fishnet, flags, posters, string lights, etc.
- Gasoline, propane, lighter fluid, nitrous oxide, liquid nitrogen, turpentine, dry cleaning fluid, and any other highly flammable and dangerous chemicals are prohibited in residence hall rooms.
- Rooms must have a clear path from the door to the other side of the room.

Furniture

- All furniture within the room must be placed in a manner that allows the room door to open without obstruction.
- All furniture provided by Housing may not be removed from the room and stored elsewhere.
- Loft system furniture is provided in all halls; students may not bring or assemble their own loft.
- Fixed furniture such as desks, dressers, and bookshelves may not be detached without permission from the Building Supervisor.
- Residents may not drill holes in or disassemble any Housing furniture.
- Resident-provided furniture must be removed before checking out of the room.
- Waterbeds are not permitted.

Gambling

University Housing staff will enforce state laws regarding gambling. The exchange of money in gambling ventures is prohibited in Housing including, but not limited to, penny poker, games of chance, betting on various sports functions and on-line gambling from the residence halls, etc.

Keys

- Outside doors are accessed via Wiscard and may not be propped open.
- Keys are to be in the possession of and only used by the resident to whom they were issued (i.e. residents may not lend or give their give to someone else; including a roommate).
- University keys may not be duplicated or altered.
- Residents should be able to show room keys upon request.
- Unreturned room keys or common space keys may result in a lock change to be billed to the resident who checked the key out.

Postings

- Residents may not post signage around the residence hall without approval from Desk Services.
- Registered student organizations (RSOs) wishing to get a poster approved for the residence hall bulletin boards must email [Desk Services](#).

Quiet and Courtesy Hours

Quiet Hours have been established as 11:00 p.m.-7:00 a.m. Sunday through Thursday and 12 midnight-7:00 a.m. Friday and Saturday. During Quiet Hours, it is expected that:

- Noise from each resident and/or residents' rooms should not be loud enough to be heard outside the door.
- The hours outside of Quiet Hours are considered courtesy hours. Residents' behavior and noise level should be respectful to the community and be conducive to studying and learning.
- Residents should be respectful of requests made by their fellow residents and/or University staff for the level of noise originating from their space to be lowered.
- Residents can expect that all halls will have more restrictive Quiet Hours during final exam week.

Smoking

- Smoking is not permitted anywhere in the University Residence Halls, including common area spaces such as dens, hallways, stairwells, and bathrooms as well as resident rooms.
- Smoking is not allowed within 25 feet of all University Residence Halls and Dining Service buildings under the University's smoke-free policy and state law.
- Use of e-cigarettes and/or vaping (including juels) is not permitted in University Residence Halls.

Solicitation/Promotional Activities

- Only University agencies, residence hall student organizations/interest groups/committees, and registered student organizations are permitted to engage in political campaigning with limitations in the residence halls.
- Door-to-door campaigning is prohibited.
- Using residence hall rooms, mailboxes, telephones, or University Information Technology resources to conduct any commercial enterprise is prohibited.

- Peddling, selling, and/or soliciting on University property or by using University Information Technology resources is prohibited. An exception to this rule is the sale of personal property purchased primarily for an individual's own use such as CDs and books.
- Please email [Desk Services](#) to get a poster approved for the residence hall bulletin boards. All postings should comply with Housing posting policy. Only designated bulletin boards should be used.
- All forms of door-to-door canvassing and soliciting, whether for commercial, political, or informational purposes, are prohibited. This includes a prohibition against placing promotional materials under or on resident room doors.
- Appointed residence hall organization representatives may not solicit or promote for commercial purposes but may go door-to-door to conduct the business of their organization.

Tampering

Residents may not tamper with any University property. Examples of tampering include, but are not limited to:

- Tampering with the locking system of resident rooms, bathroom, common areas, etc.
- Residents may not tamper with or hang things from the in-hall sprinkler system/sprinkler head.
- Residents are prohibited from tampering with any university owned appliance, device, or other property.
- Nothing may be hung from the UWNet cable raceway in rooms.
- The UWNet cable raceway may not be removed, damaged, or altered.
- Room smoke detectors must remain attached and equipped with an operating battery at all times.
- Covering or removing smoke detectors is prohibited.
- Residents and guests may not remove a fire extinguisher from its prescribed location unless there is a fire emergency.
- Tampering with electrical wires or outlets is prohibited.
- Rewiring any electrical source is prohibited.

Theft

- Removal of housing-owned furniture from its intended area of use, or from the building, is prohibited and will be treated as theft.
- Removal of housing-owned trays, dishes, containers, and eating utensils from the dining facilities is prohibited.
- Taking food/beverage from Dining Services dining rooms/stores without paying for it and/or consuming food/beverage in Dining Services dining rooms/stores before paying for it is prohibited.
- The removal of personal property belonging to your roommate or another community member without his/her consent is prohibited and will be treated as theft.

Visitors

A visitor is defined as any person who does not live in the hall whom you bring or let into the hall.

- No more than 1 guest/room may spend the evening over at any given time.
- Overnight guests may not stay more than 3 consecutive nights in any hall. Residents may not have any overnight guests or combination of overnight guests for more than 6 nights per month or more than 2 weekends a month.
- Overnight guests are not allowed during final exam periods.
- One overnight guest per night is generally allowed during break periods; however, no guests are allowed during winter break.
- Guests and visitors may not be in possession of resident room keys or Wisc ID.
- Guests and visitors must be escorted whenever they are outside of a host's room.
- Guests and visitors must use bathroom facilities designated for use by their own sex, or the gender-neutral bathroom in the community.
- Guests are not welcome in the University Residence Halls if they are under the influence of alcohol or other drugs.
- Visitors are not permitted during the City of Madison-designated Halloween weekend.

Weapons

- The possession and/or use of firearms and other dangerous weapons (including firearm and dangerous weapon replicas) is prohibited. This includes, but is not limited to, guns, paint ball guns, pellet guns, BB guns, Airsoft BB guns, bows and arrows, ninja stars, knives and swords.
- The possession and/or use of firearm or other dangerous weapon parts or accessories is prohibited. This includes, but is not limited to, parts of any guns, ammunition, shells, shell casings, and plastic or metal pellets.
- Individuals may not display or portray as real any object that resembles a dangerous weapon.

Windows

- Residents must keep the screens on their windows at all times. Further, residents are prohibited from throwing items, hanging items/self, or exiting out of their window unless it is due to a life-threatening situation.