LIVING ON CAMPUS

2017-2018

OFFICE OF STUDENT HOUSING

HOUSING POLICIES AND PROCEDURES

EFFECTIVE: FALL 2017, SPRING 2018, SUMMER 2018
Dear Pitt-Johnstown Residence Community Member,

Welcome home! It is a pleasure to have you experience our picturesque campus as a resident student. As you will soon discover, living with and among others will be a truly rewarding and life-changing experience, one that the staff members in the Student Housing and Residence Life offices hope you will someday fondly reflect upon as a "Mountain Cat Proud" Pitt-Johnstown alum.

Living on campus offers convenience, opportunities to develop life-long friendships, and an environment that fosters educational and personal growth. We hope that you, as members of our campus community, will partner with the offices of Student Housing and Residence Life to create an environment that is free from hateful or harassing acts towards others and directed toward the convivial support of all students' academic and social success.

To this end, you will find that this booklet and other University publications contain guidelines and policies, which you, as a student, are required to follow. In the event your behavior falls outside of the established boundaries, your job is to take personal responsibility for your choices and actions.

Having said this, we look forward to sharing a living/learning experience with you that will generate a lifetime of memories.

Sherri Rae
Director
Office of Student Housing

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MEAL PLAN OPTIONS AND RATES

All Residence Hall, Lodge, Willow, and LLC Residents must contract for a meal plan. All plans are per term. (First-Year residential students are required to contract for an Ultimate Access plan or a plan from Tiers 1 through 3).

Meal plan purchases and changes are coordinated by the Office of Conference and Auxiliary Services staff at the Living-Learning Center. You may contact Conference and Auxiliary Services at 814-269-1900 or upjmeals@pitt.edu.

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**Ultimate Access to Student Union and Varsity Dining**

<table>
<thead>
<tr>
<th>Plan UB</th>
<th>Meals Plan (Unlimited meals w/ 150 Dining Dollars)</th>
<th>Rate</th>
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<tbody>
<tr>
<td><strong>TIER 1</strong></td>
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<tr>
<td>Plan 1B</td>
<td>200 Meals w/ 275 Dining Dollars</td>
<td>$2,010</td>
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<tr>
<td>Plan 1C</td>
<td>165 Meals w/ 450 Dining Dollars</td>
<td>$2,010</td>
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<tr>
<td><strong>TIER 2</strong></td>
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<tr>
<td>Plan 2B</td>
<td>150 Meals w/ 350 Dining Dollars</td>
<td>$1,855</td>
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<tr>
<td>Plan 2C</td>
<td>125 Meals w/ 475 Dining Dollars</td>
<td>$1,855</td>
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<tr>
<td><strong>TIER 3</strong></td>
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<tr>
<td>Plan 3B</td>
<td>145 Meals w/ 275 Dining Dollars</td>
<td>$1,745</td>
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<tr>
<td>Plan 3C</td>
<td>120 Meals w/ 400 Dining Dollars</td>
<td>$1,745</td>
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<tr>
<td><strong>TIER 4</strong></td>
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<tr>
<td>Plan 4B</td>
<td>100 Meals w/ 260 Dining Dollars</td>
<td>$1,595</td>
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<tr>
<td>Plan 4C</td>
<td>75 Meals w/ 425 Dining Dollars</td>
<td>$1,595</td>
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<tr>
<td><strong>APARTMENT/TOWNHOUSE &amp; COMMUTER PLANS</strong></td>
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<tr>
<td>Plan CB</td>
<td>65 Meals w/ 170 Dining Dollars</td>
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<tr>
<td>Plan CC</td>
<td>55 Meals w/ 220 Dining Dollars</td>
<td>$885</td>
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**WHAT ARE DINING DOLLARS?**

Dining Dollars have cash value in campus dining venues and are part of meal plans. Each Dining Dollar is worth one dollar and can be used in the Tuck Shop, Mt. Cat Club, Jazzman's, Brioche Dorée, Student Union Dining Hall, or Varsity Café.

Please note that any Dining Dollars and/or meals remaining at the end of the fall or spring terms will be forfeited.

Dining Dollars and meals do not carry over from one term to the next.

Dining Dollars cannot be used in the Bookstore or the Convenience Store.

Dining Dollars cannot be refunded.
**HOUSING RATES**

The housing rates listed below are **per term** for the indicated academic year. The rates include the room, room furnishings, internet, residence hall programming and events, and all utilities. Meal plans are a separate cost.

<table>
<thead>
<tr>
<th>Housing Facility</th>
<th>Shared Room</th>
<th>Single Room**</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Residence Halls (Hemlock, Hickory, Laurel, Maple, Oak Halls)</td>
<td>$2,820</td>
<td>$3,430</td>
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<tr>
<td>Living-Learning Center (LLC)</td>
<td>$2,955</td>
<td>$3,610</td>
</tr>
<tr>
<td>North or South Lodges (Briar, Buckhorn, Foxfire, Hawthorn, Heather, Larkspur, and Sunset Lodges)</td>
<td>$2,820</td>
<td>$3,430</td>
</tr>
<tr>
<td>Townhouses (Cascade, Highland, Summit, Timberline, Wilderness, and Woodland Townhouses)</td>
<td>$3,085</td>
<td>$3,775</td>
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<tr>
<td>Willow Hall</td>
<td>$3,058</td>
<td>$3,775</td>
</tr>
<tr>
<td>College Park Apartments</td>
<td>$3,085 (4-person apartment)</td>
<td>$3,775</td>
</tr>
<tr>
<td></td>
<td>$3,430 (2-person apartment)</td>
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</tbody>
</table>

*For more information about each housing option, please visit [www.upj.pitt.edu/housing](http://www.upj.pitt.edu/housing) and click on the “Housing Options” link.*

**Single Rooms may be available on a limited basis and are generally not available until the semester has started.**

All students desiring on-campus housing must sign the appropriate Housing & Dining Services Contract and complete an on-line housing application. Students wishing to be considered for a private room must also complete an on-line “Private Room Request Form”.

To cancel housing, a student must complete an on-line cancellation form. Please note that penalties may apply. Please see the current “Housing and Dining Services Contract” for more details. This document may be found on the Office of Student Housing website at [www.upj.pitt.edu/housing](http://www.upj.pitt.edu/housing).
HOUSING PROCEDURES

The University considers it a privilege and not a right to reside within its residences. Any full-time student is eligible for residential living. Students requesting adjustments or accommodations due to disabilities must contact The Office of Health and Counseling Services at 814-269-7119 or email ohcs@pitt.edu.

As members of the Pitt-Johnstown community, all students are expected to comply with all Federal, State and Local laws and ordinances. In addition, all students should be familiar with the Student Code of Conduct. Likewise, all resident students should be familiar with the current Housing and Dining Services Contract.

COMMUNICATION WITH STUDENT HOUSING

Any request, cancellation, application, or similar communication with the Office of Student Housing has to originate with the student. Student Housing cannot respond to requests from parents, guardians, or similar agencies on the student’s behalf.

Communications should be through one of the following methods:
1. online via the housing module (my.pitt.edu, my resources, housing eservices)
2. via email from the student’s Pitt email address, or
3. in person at the Office of Student Housing, Student Union.

Students who are under the age of 18 at the time they apply for housing will need to have a parent or guardian co-sign their Housing and Dining Services contract.
AVAILABILITY OF RESIDENTIAL FACILITIES
Residential facilities will be available for occupancy the day before classes begin and must be vacated and left in good order no later than 12 hours after the student’s last scheduled final examination in the academic period covered. Students who withdraw from the University must vacate the premises within 24 hours.

Those students wishing to arrive earlier or stay later than the above time frame may be billed a nightly rate outside the current term rate. Students wishing to arrive early or stay late must receive permission from the Office of Student Housing. Students not obtaining permission may face fines and/or judicial sanctions.

HOUSING DEPOSIT AND REFUNDS
A $150 housing deposit is required for all students when registering for campus housing. This deposit is refundable under certain circumstances. For detailed information on how to cancel housing and have the housing deposit refunded, please reference the current Housing and Dining Services.

ASSIGNMENTS
The Office of Student Housing has the sole right to make assignments and reassignments in the residential facilities. Students may be reassigned to another facility at any time during the academic year at the discretion of Student Housing. Administrative reassignments may occur when a student’s lifestyle, hygiene, health, or behavior may adversely affect the other students in the facility, or when the need arises to make optimal use of the facilities. When possible, a student will be given 24-hour notice before an administrative room change occurs. A student is responsible for any costs incurred should a move result in increased housing fees. A private room rate will be charged not only to one who requests a private accommodation, but also to one who chooses not to move out of an assigned room or refuses to allow another student to move into the room. Such action may also result in a fine and/or disciplinary action.

ASSIGNMENT CHANGES
Room changes are subject to the approval of Student Housing. Students may not move to another assignment without first receiving approval from the Office of Student Housing. In most cases involving a roommate conflict, residents will be asked to participate in a formal mediation process. Students who have a concern about a roommate conflict should first attempt to resolve the issue informally with their RA. A student is responsible for any costs incurred should a move result in increased housing fees. Moving without prior approval may result in a fine and/or disciplinary action.

ROOM VACANCIES
All vacancies in rooms, suites, and lodges will be posted. The exception is vacancies in organizational housing. When a vacancy occurs, students should be prepared to have another student move into the vacancy at any time. Refusing to allow a student to move into a vacancy may result in disciplinary action and/or fines.
ROOM CONSOLIDATION
When deemed necessary, the Office of Student Housing may consolidate students without roommates together. This process may occur in either the fall or spring terms, or both. Detailed instructions will be sent to students involved in the process. The consolidation process may not be implemented every term.

OVERLOADING SPACES
Due to the number of students requesting housing, at times it may be necessary to overload a space (triple). If overloading a space is necessary, the Office of Student Housing will work to return the space to the designed capacity as soon as possible. A reduced rate may be offered should mandatory overloading be necessary. It should be noted that once the room returns to designed capacity, the reduced rate will no longer be in effect and the room rate will return to the published rate.

GENDER NEUTRAL HOUSING
Gender neutral housing provides students the opportunity to live with the student of their choosing, regardless of sex, gender, or gender identity or expression. Gender neutral housing will be available to upperclass students in a designated building/area. Gender neutral housing will not be available to first-year students in the five first-year residence halls. No preference will be given to those students who choose gender neutral housing. While no formal restriction applies, the Office of Student Housing does not recommend that romantic couples choose to live together in gender neutral housing. In the event that one of the students in a gender neutral assignment cancels their housing contract or moves out of the room for any other reason, the remaining student may identify a new roommate to fill this vacancy. The amount of time available to identify a new roommate will depend upon current housing needs. If the remaining roommate cannot identify a new roommate, Student Housing will assign a new roommate to the room, the room will revert to a single-sex room and a new roommate will be assigned based upon the sex of the remaining roommate.

PRIVATE ROOMS
All students should plan to have a roommate for the year. Private rooms may be offered to those students completing an online “Private Room Request” form should rooms be available. Private rooms may not be available until after the term has begun. Private rooms are offered based on terms-in-residence (how long a student has lived on campus), where spaces are available, and by date of request, in that order. Accepting a private room will result in an increased cost to the student.

INSPECTIONS
Residence Life staff will conduct announced health and safety inspections. Students are expected to clean their facility and remove all garbage. Students will be billed for missing or damaged property and for cleaning charges. Action on all health and/or safety issues will be documented on inspection forms and may warrant judicial action and/or criminal prosecution. Students failing to correct health and/or safety issues may face judicial action and/or criminal prosecution.

ROOM ENTRY
The University reserves the right for authorized representatives to enter the premises for housekeeping purposes, for damage and/or cleanliness inspections,
for repairs or maintenance, to determine occupancy, to ensure the well-being and safety of members of the University community, to check the condition of University property, or to recover University property. In addition, rooms may be entered when there is probable cause to believe that a violation of University policy and/or State or Federal law has taken or is taking place.

MAINTENANCE REQUESTS
Students who have a maintenance need are asked to submit an online work order via the University’s Campus Services website (http://campusservices.upj.pitt.edu). Physical Plant employees work Monday through Friday between the hours of 7 a.m. and 3 p.m. For emergencies that occur during the evening or on weekends, students should contact an RA.

RE-CONTRACTING
Students desiring to return to campus residences for the following year may do so during the re-contracting process that takes place every spring term. Students must again pay a $150 room deposit after all other accounts with the University are paid in full. After the $150 room deposit is paid, students may apply online for housing within residential facilities reserved for upper-division students.

RECESS PERIODS
All residential facilities will be closed between terms. Residents are responsible for making their own temporary arrangements during periods of closure. Dining facilities will close during all breaks and periods of closure. Anyone found in University housing during a period of closure without authorization will be subject to University disciplinary action and/or criminal prosecution. Students requesting to stay during recess periods may be billed a nightly rate outside the current term rate for the nights in which they stay on campus.

CHECKING OUT OF RESIDENTIAL FACILITIES
Students vacating their rooms at any time during a term or at the close of a term must complete the following before leaving:

(1) Ensure that their facility is clean and in good condition. Cleaning charges at a rate of $50/hour will be assessed to students who leave environments unclean.

(2) Unless choosing to take advantage of the “Express Check-Out” option, meet with an RA to conduct a room inspection. Damages found will be assessed to the residents of the room in which they are found.

(3) After an inspection, keys are to be returned to the RA conducting the inspection. Failure to return keys upon departure results in a key fine. Personal property left in any residential facility upon completion of check-out becomes the property of the University one week following departure.

(4) Students may choose to use the Express Check-Out option. This option is available if a RA is unavailable or if the student simply chooses to expedite the check-out process. The student will obtain an Express Check-Out envelope, empty the room of belongings, place the room key in the envelope, and place the envelope under the RAs door or turn it into the Office of Student Housing or University Police. The RA will then inspect the room at a later time without the student present. When choosing the Express Check-Out option, the student waives the right to dispute any charges that may result from room damages, etc. All other check-out policies are in effect when using the Express Check-Out option.
Students failing to follow the above procedures will be assessed an improper check out and may be subject to fines and/or penalties.

CRIMINAL DISCLOSURE
Resident students must disclose to the Office of Student Housing any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If students have any such convictions, they may not reside in University-owned housing without first obtaining permission from Student Housing. Students with such convictions must agree to assist Student Housing in conducting a background check and to adhere to any reasonable housing conditions placed on them at the discretion of the Office of Student Housing. Based on the nature and circumstances of past or future convictions, the student may be prevented from residing in University-owned housing.

STUDENTS’ RIGHTS & RESPONSIBILITIES IN THE JUDICIAL PROCESS

The residence staff is actively involved in working with students to create an academically supportive environment. The staff is committed to encouraging students to adhere to University policies and procedures and exhibit appropriate behavior at all times. While educating students about what it means to live in and support a positive living community, the staff must address the behavior of individuals who act inappropriately and/or who serve as a disruption within the community. Students are expected to be responsible for their own actions and the actions of their guests at all times and places on campus. Additionally, it is the responsibility of all resident students and their guests to respectfully comply with the directives given by the residence staff.

Depending upon the nature and severity of an incident, a student’s behavior may merit one or several possible interventions including an informal discussion with one’s Resident Assistant or Head Resident Assistant, an administrative hearing conducted by an Area Coordinator, a judicial referral to the Office of Student Conduct and Conflict Resolution and/or the involvement of University Police. Some actions may result in a student’s immediate removal from living in and/or visiting campus residential facilities. Additional information on the judicial system can be found in the Student Code of Conduct.
HOUSING POLICIES

ALCOHOL POLICY - RESIDENTIAL FACILITIES
The University has established a comprehensive policy concerning the use and abuse of alcohol and other drugs by students and employees. It is of the utmost importance that each student read, and be familiar with University policies regarding alcohol and other drugs. As adults, students are expected to obey the law and take responsibility for his/her conduct. The relationship between the University and students is a non-custodial one. The University will not invade the personal lives of its community members (faculty, staff, students or others) on or off the campus, nor conduct unreasonable searches and seizures. Our policy has been designed to give reasonable assurance that campus regulations, township ordinances, and state laws will be complied with. Members of the University community will be subject to disciplinary action, or legal process, for violation of laws, ordinances, and regulations, as well as procedures designed to comply with the same.

(1.) The use, possession, or distribution of beverages containing alcohol on University property shall comply with the laws of the Commonwealth of Pennsylvania and University policies. Misconduct result in disciplinary actions and penalties.

(2.) Only persons 21 years of age or older shall be permitted to possess, consume, or transport alcoholic beverages.

(3.) The purchase, consumption, possession, or transportation, or the attempt to purchase, consume, possess, or transport any beverage containing alcohol by persons under 21 years of age is prohibited.

(4.) Distribution of alcoholic beverages to any person under the age of twenty-one is absolutely prohibited.

(5.) Distribution of alcoholic beverages to any visibly intoxicated person, under any circumstances is prohibited.

(6.) No alcohol may be sold on campus. This includes sale of tickets for admission to a party at which alcohol will be distributed.

(7.) Alcohol may not be possessed or consumed at any on-campus student function, except as subject to the provisions of the registered social event process or registered designated members’ only.

(8.) Students and/or student organizations are not permitted to have vendors deliver alcoholic beverages on University property.

(9.) Common sources (kegs, bulk containers, “pumpers”, quantity of cases, etc.) are prohibited on campus. Storage of empty kegs, taps, or other bulk dispensers is prohibited.

(10.) Alcoholic beverages are not permitted to be stored or consumed in any student office on University property.

(11.) Private behavior and alcohol consumption off campus without the financial support or sponsorship of the University or any student organization is solely the responsibility of those involved. However, these activities may constitute a violation of the student code of conduct.

(12.) Alcoholic beverages cannot be transported to another room for any reason, nor are they permitted in any public area, on or off campus, including, without limitation, porches, unenclosed patios, lounges, stairs, lobbies, classrooms, hallways, walkways, and green spaces or in violation of any open container laws unless otherwise permitted by University policy
(13.) Alcoholic beverage containers cannot be used as decorations or for any other purpose whatsoever within University-owned Housing, regardless if they are empty containers.

(14.) Regardless of ownership or origin, unauthorized alcoholic beverages, beer, alcoholic beverages found in the possession of minors, bulk containers (e.g., kegs and pumps), and taps or other mechanisms that have been used to dispense alcohol in University-owned Housing will be confiscated and disposed of by University officials.

(15.) Residents are absolutely responsible and legally accountable for their actions and the actions of their visitor(s)/guest(s), including any damages or injuries which result from their actions during or after the consumption of alcoholic beverages.

(16.) For residents who are 21 years of age or older:
   a. Residents that are 21 years or older are permitted to possess, consume, or transport alcoholic beverages in University-owned housing. Residents from other buildings and non-resident guests or commuters are not permitted entrance with alcoholic beverages, regardless of age. Note: Certain residence halls are “alcohol free,” and alcoholic beverages are absolutely prohibited to any residents or by visitors/guests in these areas.
   b. The amount of alcoholic beverages per person 21 and older in University-owned housing cannot exceed: i. twelve (12) 12 ounce cans of beer; or ii. one (1) pint bottle or one (1) 375 ml. bottle of liquor; or iii. one (1) 1.5 liter bottle of wine; or iv. two (2) four-packs of wine coolers or other mixed drinks sold in such a quantity, or 2 six-packs of malt beverages or other mixed drinks sold in such quantity, (e.g., Mike’s Hard Lemonade, Smirnoff Ice, etc.). Only factory sealed containers of alcoholic beverages may be brought into University-owned housing. Beer may only be brought into the building in cans. Other containers, including kegs, bulk containers, pumps, and beer in bottles, are prohibited.

(17.) Where alcohol is present, residents of a room (LLC and Lodges) are limited to a total of four (4) guests (21 years or older) at any one time. Townhouses, Willow and CPA residents are limited to a total of ten (10) guests (21 years or older) at any one time. A guest is considered to be any individual not assigned to the room, lodge, or apartment. Residents who exceed this policy may be subject to the social host fine. Residents in the first year halls where a guest is present and found in violation of the alcohol policy are subject to the social host fine.

(18.) When the ownership of alcoholic beverages, containers, and other mechanisms that are used to dispense alcohol is in question, those individuals legally assigned to rooms or apartments will be considered the owners of such and will be subject to sanctioning.

(19.) Excessive amounts of alcohol are prohibited, including but not limited to paraphernalia, activities, or drinking games that encourage rapid consumption of alcohol (e.g. Beer Pong, Quarters, Flip Cup, Water Pong, etc.). Therefore, the possession and/or use of drinking paraphernalia that promotes the abuse of alcohol and/or puts a student in a position to consume alcohol irresponsibly, is prohibited. This includes, but is not limited to, funnels, beer bongs, beer pong tables, taps, and kegs.

More detailed information may be found in the Student Code of Conduct.

CONFISCATION
If stolen property, contraband, prohibited items, and/or an item(s) considered a danger to a student or the community is found in a student’s possession,
University personnel will remove it immediately. Contraband includes, but is not limited to, fire hazards, prohibited items such as candles, weapons, illegal drugs, drug paraphernalia, etc. The student or students in whose room, lodge, townhouse, or apartment the item is found may be subject to University action and/or criminal prosecution. Some confiscated items may be retrieved within one week of the date of confiscation. Any retrieved item must be permanently removed from campus immediately. Items related to alcohol and/or drug use or items that could present a danger may not be retrieved. Any item not retrieved within one week becomes the property of the University.

QUIET HOURS
To ensure a quality living/learning environment, conduct and noise interfering with study and sleep of residents is unacceptable. During quiet hours, a student should be able to study or sleep in his/her room without disturbance from his/her neighbors. Quiet hours for all University-owned residential facilities are Sunday through Thursday 10 p.m. to 8 a.m. and Friday and Saturday midnight to 8 a.m. Exceptions to this timeframe are during exam weeks when quiet hours are in effect at all times through the duration of these weeks and those areas designated as 24 hour quiet floors. Violations of the quiet hours policy may result in a fine and/or judicial action.

DAMAGES AND LIABILITY
The University does not assume responsibility for any resident’s, guest’s, or other person’s loss of money or valuables or for the loss of personal property due to natural or unnatural causes. Students are urged to lock their doors and windows at all times. It is also recommended that students, whose personal property is not covered by their parents’ or guardians’ personal property insurance policy, purchase coverage.

(1) Upon arrival, all residents of a room, suite, townhouse, or apartment must review and sign a room condition report (RCR) for their living and/or common space. The report is completed by a residence staff member, and documents the condition of the room, suite, lodge or apartment and items contained within it. University property that is noted as damaged and requires repair or replacement must be listed on the report. Residents will be charged for all damages or losses not documented on the RCR.

(2) Only maintenance and/or custodial staff members may repair, replace, or adjust University equipment or property. Residents are not permitted to do so.

(3) All residents of a room, suite, lodge, or apartment are held mutually liable for damages to public and/or private areas when individual responsibility for the damages cannot be clearly established.

(4) An individual(s) is held solely liable for public or private area damages to a room, suite, lodge, or apartment when individual responsibility can be clearly established.

(5) Living spaces and common areas must be in same condition upon resident departure as recorded on the condition report.

(6) Residents are responsible for securing their room, suite, lodge, or apartment. Residents can be held accountable for loss of personal belongings or University property.

(7) All residents are held liable for damages to public or semi-public areas of the residential facilities when individual or group responsibility for the damages cannot be clearly established.
Residents who observe vandalism within or around residential facilities, and who do not report the vandalism to Student Housing, Residence Life staff, or University Police may also be found financially or judicially liable for damages.

A student’s failure to remit payment will result in an administrative hold being placed on her/his University account.

Because the University considers it a privilege and not a right to reside in campus housing, those students who, on the basis of campus records, participate in or are responsible for excessive and/or malicious damage to University property may be required to immediately vacate campus housing and/or may lose on-campus housing privileges.

DISORDERLY CONDUCT
At all times, students are expected to act in a mature, rational, and respectful manner towards one another and all University faculty, staff and administrators. Actions, attitudes, and behaviors to the contrary aimed, either directly or indirectly, towards any member of the University community will be appropriately addressed through the University’s judicial system, which may result in criminal charges, if warranted. In every situation alleging disorderly conduct, a student’s residency status is questioned and may be altered and/or revoked.

DRUGS
On-campus possession, sale, or use of any controlled substances (as defined under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act 64 of 1972) is prohibited. Students who are found to possess, sell, or use these substances may be required to vacate University housing immediately and are also subject to permanent disciplinary dismissal from the University.

FIRE SAFETY/FIRE SAFETY EQUIPMENT
Each residential facility is equipped with a central fire alarm system. If an alarm sounds, students are required to immediately evacuate their facility. Obstruction of or disobeying emergency evacuation procedures will result in judicial and/or criminal action. Abuse, tampering, misuse, or unauthorized use of fire safety equipment, including, but not limited to, setting off false alarms or false alarm boxes, or intentionally activating a sprinkler system, smoke detector, fire extinguisher, or fire hose connection, is prohibited and will result in appropriate fines and/or University action, up to and including cancellation of housing and criminal prosecution. This includes covering smoke detectors. Setting fires in the residential facilities or surrounding areas is prohibited and punishable under the Pennsylvania Fire Code. This includes, but is not limited to, setting fire to bulletin boards, wall coverings, posters/flyers, trash containers, furniture, door decorations and/or setting fires or burning items outside of a residential facility.

FIREARMS AND WEAPONS
Possession of firearms and/or weapons in University housing or on University premises is strictly prohibited. Included in the University’s definition of firearms and weapons are: pellet guns, BB guns, airsoft guns, paintball guns, ammunition, bows and arrows, knives, sling shots, darts, martial arts implements, and any item described as being an “offensive weapon” under the Pennsylvania Crimes Code. Due to the popularity of hunting in the Johnstown area, arrangements can be made with University Police for storage of firearms/weapons. Any student desiring this service can make appropriate arrangements by contacting
University Police at 814-269-7005. (Note: The storage of firearms/weapons with University Police is a service and a privilege. Failure to return them to University Police immediately upon returning to campus will result in revocation of this privilege.) Residents must report the possession, use, or storage of any firearm, weapon or explosive device to University Police when they are aware of such possession. Game animals killed while on hunting trips may not be brought to campus and dressed/processed. All cleaning and dressing must be done off of campus property.

FIREWORKS
Pennsylvania law forbids the use of smoke bombs, firecrackers, fireworks, and other incendiary devices. Possession and/or use will result in disciplinary sanctions and/or police action.

VISITORS AND GUEST POLICY
All visits are subject to the following conditions:
(1) A visitor/guest is defined as any person not assigned to that hall or room
(2) The roommate’s approval is required.
(3) All residents and visitors/guests must present proper photo identification upon request. Proper identification for visitors/guests includes state issued identification as well as identification cards from other schools.
(4) All visitors/guests must be escorted by the resident while in the building.
(5) Residents are limited to five (5) visitors/guests per room at any one time.
(6) A resident may not entertain persons under the age of sixteen (16), unless accompanied by a parent. At no time are non-students under the age of 18 permitted to stay in the residence halls overnight.
   a. Siblings of resident students who are 17-18 years old may stay overnight with parent/guardian consent

OVERNIGHT GUEST POLICY
An overnight guest is defined as any non-resident guest visiting between the hours of 12 a.m. and 8 a.m. Sunday through Thursday nights and between the hours of 2:00 a.m. and 8:00 a.m. on Friday and Saturday nights. All visitation regulations apply to overnight guests. Residents may have overnight guests subject to the following additional conditions:
(1) All non-resident overnight guests must be registered. The host student must complete an overnight guest registration form. Overnight guest form must be completed and turned into a residence life staff member by 11:30pm. The roommate’s approval is required.
(2) A resident may not have more than two (2) overnight guest at one time.
(3) An overnight guest may not stay longer than three (3) consecutive days (Sunday through Saturday).
(4) A resident is limited to having six (6) extended guest nights during any calendar month.
(5) Guests must abide by the Student Code of Conduct. Violations of the Student Code of Conduct could result in the immediate removal from campus.
(6) The total number of overnight guest nights allowed for any resident student is twenty-four (24) in a given term.
(7) Having unregistered overnight guest, failing to receive roommate consent and/or having guests for too many nights may result in disciplinary action
and/or fines. Repeated violation may result in removal from University housing.

UNIVERSITY ID CARDS
For purposes of identification and means of access, all students are required to carry their University ID card while on campus. Students must produce a student ID card when requested to do so by a University official. University officials include University Police Officers, Student Housing staff, Residence Life staff, and other University administrators. Lost or missing ID cards must be reported immediately to the ID Center. Students are financially responsible for the cost of a replacement card.

KEYS
University room, suite, lodge, and apartment keys are issued to the assigned occupants of the living space. Residents may not lend their keys to anyone. Lost or missing keys must be reported immediately to the Student Housing. Residents are financially responsible for the cost of all lock changes.
(1) It is a violation of State statutes and University regulations to duplicate keys to any residential facility.
(2) Residents are financially responsible for the cost of changing locks and the re-cutting of keys if they do not return their residence hall keys upon departure from the facility. The cost associated with changing locks and re-cutting keys is set annually by the Office of Student Housing.

LAUNDRY & VENDING MACHINES
Most residential facilities are equipped with vending and laundry machines. All laundry machines on campus are open to use by residential students and do not require coins or cards to operate. Questions regarding the laundry or vending machines or requests for repairs and/or refunds may be directed to Conference and Auxiliary Services at 814-269-1900. Please note that the University’s maintenance staff does not repair or maintain laundry or vending machines. Any person found tampering or misusing any machine or appliance will be prosecuted criminally and may be referred to the University’s judicial system.

PERSONAL & COMMUNITY SAFETY
The ability to live, learn, and grow in a safe, secure, and healthy environment is of paramount importance. In concert with other University policies and Federal and State laws, behavior that endangers personal safety within the jurisdiction of residence halls and surrounding property is prohibited.
(1) Accessing roof tops and/or ceilings, propping doors, removing window screens, entering/exiting through windows, and using sports equipment within residence facilities is not permitted.
(2) Propelling objects from hallways, windows, doors, balconies, porches and/or sidewalks of facilities is prohibited.
(3) Playing sports and/or using any sporting or unauthorized recreation equipment is not permitted in residential facilities.
(4) Discharging, dumping, or throwing containers of water, having shaving cream, food, water, or other fights, and/or engaging in similar behavior that endangers resident safety or University property is prohibited in and around/between residence facilities.
(5) Items may not be hung from the ceiling, including but not limited to cardboard, beer boxes, fishnet, parachutes, flags, tapestries, or other
flammable items. Only University approved curtains may be hung in front of windows.

(6) Using candles, incense or incense burners, oil lamps, etc., which, by the nature of their use may be left unattended, constitute a fire hazard and are not permitted in residence facilities.

(7) Storage of propane tanks, lighter fluid, or other accelerants, or any other type of “open flame” device in the residence facilities is prohibited. University personnel will confiscate such items.

(8) During holidays, decorative lights and candelabrum with low watt mini-bulbs and a UL approved label are permitted. Natural trees, pine boughs, etc., are not permitted.

(9) No person is permitted to sleep in public areas of residence facilities, including common areas such as lobbies, hallways, and recreation areas.

(10) Approved extension cords should never be placed across aisles, wrapped around metal fixtures or furniture, run through doorways or under carpet or bedding.

(11) Tampering with exterior doors, propping exterior doors open, or disabling/bypassing exterior locks is prohibited. Students who do so may face disciplinary action, including removal from the residential facilities.

**PETS**
For health and maintenance reasons, pets are not permitted in any residential facility. Fish in a 10 gallon tank or less are the only exception to this policy. Students found in violation of this policy will be subject to disciplinary action without prior warning. The minimum penalty in such cases will be a $100 fine. Repeated violations may lead to loss of on-campus housing privileges. “Comfort” animals must be approved by the Office of Health and Counseling Services. Students must obtain written consent from the other occupants of the room, townhouse, lodge or apartment regarding the comfort animal.

**PROHIBITED ITEMS**
The following items are among those not permitted in University-owned residential facilities: lofts, large furniture, candles, incense, halogen lamps, toaster ovens, water beds, air conditioners, rice cookers, crockpots, heavy electrical appliances (air conditioners, washers, dryers, freezers, dishwashers, etc.), firearms, paintball guns, BB and pellet guns, CO2 cartridges, dart boards, propane tanks, lethal weapons, ammunition and explosives, and appliances with open heating elements.

Cooking appliances, such as toasters and indoor grills, are permissible only in the kitchen areas found in the Townhouses or College Park Apartments. A microwave and refrigerator unit is provided in all other residential rooms on campus. If the use of an extension cord is necessary, residents are required to use a power strip. Standard household extension cords (14-and/or 16-gauge) are not permitted. All cords must be grounded and UL approved.

**ROOM LIGHTING**
University lighting fixtures must be equipped with light bulbs provided by the University. They may not be replaced with any other type of bulb, nor can a shade or light covering be replaced or altered in any way. If an emergency evacuation of a residential facility is necessary, it is important that Police and Fire Safety Personnel have adequate lighting. Due to fire safety hazards, halogen
lights are not permitted. Lighting devices, fixtures, or equipment may not be affixed to any University property. Material or cloth may not be placed over University lighting fixtures.

SMOKING/VAPING
All University-owned facilities are clean air. Smoking within all University facilities, including residential facilities, is prohibited and will result in fines and possible loss of on-campus housing privileges. If evidence of smoking in a residential facility is apparent and the responsible person(s) cannot be identified, the residents of the facility and/or the organization of a facility will be held responsible for any relevant fines according to the above-mentioned consequences. The use of electronic cigarettes and vaping is also prohibited in residence facilities.

TECHNOLOGY USAGE
The University of Pittsburgh Johnstown provides computer network connection services in all residential facilities.

1. Use of this service is a privilege and it is the responsibility of each user to utilize these services appropriately. By connecting a computer to ResNet, users are bound to all agreements established by the University, its vendor(s), and to any local, State or Federal laws and/or regulations regarding use.

2. Any action deemed a violation of any University policy regarding computer appliance, software, or network use may result in the immediate termination of services, monetary fine and/or judicial and/or criminal prosecution.

3. Users may not attempt to run any unauthorized hosts, sources, or services.

4. Residents may not attempt to circumvent any firewalls affiliated with established network services.

5. Residents are responsible for any activity originating from their host.

6. Residents may not use any technology for surveillance, nor record or distribute video or still images of someone without her/his prior written permission.

7. Residents may not install satellite dishes, radio or television antennae, or aerials in, on, or throughout any residential facility.

THEFT AND/OR UNAUTHORIZED USE
Theft or unauthorized possession of University services, property, appliances, equipment or personal possessions is a serious offense - one that will be investigated and addressed to the full extent of University Policy, and Federal, State and local laws and ordinances.

1. Theft of University services includes, but is not limited to, the unauthorized use of computer, network and/or cable television access, and University meal or other accounts.

2. Residents may not use another’s personal property without authorization, including, but not limited to, another’s computer account, or meal account.

3. Theft of services regarding the use/misuse of campus housing will be prosecuted to the fullest extent of University policy, and Federal, State and local laws and ordinances.
UNIVERSITY ROOM FURNISHINGS AND APPLIANCES

(1) Lodge, room, suite, or apartment furnishings provided by the University may be arranged in any reasonable manner that does not endanger resident safety – with the exception of any item affixed to a wall or floor, as this item must remain in its original position.

(2) Furnishings or appliances provided by the University may not be transferred or interchanged among rooms, suites, lodges, apartments, or any public area.

(3) University furniture may not be placed outside.

(4) University furniture that is placed into the room by the Office of Student Housing must remain in the room and may not be removed by the residents. In the instance whereby a room is “tripled” and a loft system is placed into the room, the loft system will be moved once there are only two students in the room by the Physical Plant staff at the direction of the Office of Student Housing. Physical Plant will not honor requests from students to remove such furnishings.

(5) University common area furniture (e.g., furniture placed in lounges or recreation areas) may not be moved to student rooms or placed outside of the residence facility. Students found in violation of this policy will be subject to disciplinary action and possible loss of on-campus housing privileges. All University-provided appliances must be cleaned and in the same working condition upon departure as they were upon arrival.

(6) Living areas may be carpeted, if the space is not already carpeted.
   a. University property is not to be modified to accommodate carpet.
   b. Double-sided tape, glue, adhesive, other tape/fixative, or nails may not be used in carpet installation.
   c. Carpet may not have foam backing, and carpet padding is prohibited.
   d. Installed carpet must be removed prior to resident departure from his/her facility.

(7) Water-beds, pools of water, waterslides, saunas, whirlpools, and other such items are not permitted in residence facilities.

(8) Rewiring or modification of any outlet, jack or fixture is prohibited.

(9) Installing ceiling-mounted lights or fans is not permitted.

(10) Installing or affixing shelving, cabinets, etc., is not permitted.

(11) Students are not permitted to install their own curtains in the room. University provided curtains must remain in place.

NON-UNIVERSITY FURNISHINGS

(1) Non-university furnishings are permitted in common areas only (lodge lobbies, Willow, CPA and townhouse living rooms) and cannot displace University furniture.

(2) No large furniture (upholstered chairs, couches, futons and tables) are permitted in individual student bedrooms or in any first-year residence halls.

(3) All University furniture must remain in its designated location and will not be stored or removed by Physical Plant.

(4) All residents of the designated space must approve of the furniture and sign a form designating their consent.

(5) Non-university furnishings will be visually inspected upon arrival and during Health and Safety inspections.
(6) Furnishings should be new or professionally cleaned prior to arrival on campus. Furniture deemed unsafe must be removed within 48 hours of inspection.

(7) Non-university furnishings must be removed prior to the close of the term. The University is not responsible for personal furniture left in an assignment after the official close of University housing. Any personal property or furniture remaining in University buildings after a student’s departure may result in additional fees to the student for expenses related to removal and disposal.

BATHROOM CLEANING POLICY
It’s important that bathroom facilities remain clean to promote a healthy and safe living environment. Regular bathroom cleaning helps prevent pests, mold, bacterial growth, and other health and safety hazards. It is the responsibility of each resident to clean the bathroom in each room, suite, townhouse, or apartment. Custodial staff will not routinely clean individual bathrooms while the associated living space is occupied.

Periodic inspections will be completed by Residence Life staff to ensure that students are appropriately maintaining a clean and healthy bathroom environment. Should a determination be made that students are not appropriately cleaning their bathroom, disciplinary sanctions may be imposed.

Custodial staff will regularly clean all public and common area bathrooms.

Bathroom cleanings will be performed by custodial staff before and after occupants move into the associated living space, normally before the fall semester and after the spring semester. At other times, when the associated living space is vacant, bathroom cleanings will be completed after the space has become vacant in preparation for another student moving in.
**HOUSING FINES (per person)**

<table>
<thead>
<tr>
<th>Lost/Not returned key</th>
<th>Residence Hall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY/Lodge/LLC/CPA</td>
<td>2 keys - $50.00</td>
<td></td>
</tr>
<tr>
<td>CPA/Townhouse</td>
<td>3 keys - $55.00</td>
<td></td>
</tr>
<tr>
<td>Willow Bedroom Door</td>
<td>4-5 keys - $60.00</td>
<td></td>
</tr>
<tr>
<td>Willow Suite Door</td>
<td>1 key - $50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-5 keys - $60.00</td>
<td></td>
</tr>
</tbody>
</table>

| Quiet hours*          | First offense | $5.00  |
|                       | Second offense| $10.00 |
|                       | Third offense | $15.00 |
|                       | Fourth offense| $20.00 |

Possible judicial sanctions

| Pets*                 | First offense | $100.00 |
|                       | Second offense| Possible judicial sanctions |

| Smoking*              | First offense | $50.00  |
|                       | Second offense| $100.00 |

Possible judicial sanctions

| Covered smoke detector| $25.00  |
|                       | Additional occurrences may involve judicial sanctions |

| Common area furniture in room | $25.00  |
|                               | Additional occurrences may involve judicial sanctions |

| Room furniture placed in hallway/common area | $25.00  |
|                                              | Additional occurrences may involve judicial sanctions |

| Cleaning fee – excessively dirty/large furniture removal/pet clean up | 2 person room - $50.00 |
|                                                                      | CPA, TH, or Willow suite - $100.00 |

*Per academic year – otherwise per occurrence

**HOUSING AND DINING SERVICES CONTRACT**

As part of the online housing application process, each student agrees to abide by the terms and conditions of the Housing and Dining Services Contract for the current academic year.

The complete text of the Housing and Dining Services Contract can be found on the Office of Student Housing website at www.upj.pitt.edu/housing. Click on the Housing Publications and Forms link.
CONTACT US

STUDENT HOUSING
For housing and room assignment related questions

Student Union
Phone: 814-269-7115
Fax: 814-269-7117
E-mail: upjhousing@pitt.edu
www.upj.pitt.edu/housing

CONFERENCE AND AUXILIARY SERVICES
For meal plan related questions

Living-Learning Center
Phone: 814-269-1900
Fax: 814-269-7500
Email: upjmeals@pitt.edu
www.upj.pitt.edu/diningservices

RESIDENCE LIFE
For residence life related questions

130 Student Union
Phone: 814-269-7065