LIVING ON CAMPUS

2016-2017

OFFICE OF STUDENT HOUSING

HOUSING POLICIES AND PROCEDURES

EFFECTIVE: FALL 2016, SPRING 2017, SUMMER 2017
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 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, a members of our campus community, will partner with 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

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>MEAL PLAN OPTIONS AND RATES</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSING RATES</td>
<td>3</td>
</tr>
<tr>
<td>HOUSING PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>Availability of Residential Facilities, Residence Deposit and Refunds, Assignments, Gender Neutral Housing, Private Rooms, Assignment Changes, Room Vacancies, Room Consolidation, Inspections, Room Entry, Maintenance Requests, Re-Contracting, Vacation Periods, Checking Out of the Residential Facilities. Criminal Disclosure</td>
<td></td>
</tr>
<tr>
<td>STUDENTS' RIGHTS &amp; RESPONSIBILITIES (JUDICIAL PROCESS)</td>
<td>7</td>
</tr>
<tr>
<td>HOUSING POLICIES</td>
<td>8</td>
</tr>
<tr>
<td>Alcohol Policy – Residential Facilities, Confiscation, Quiet Hours, Damages and Liability, Disorderly Conduct, Drugs, Fire Safety/Fire Safety Equipment, Firearms and Weapons, Fireworks, Guest and Visitation Policy, University ID Cards, Keys, Laundry and Vending Machines, Personal and Community Safety, Pets, Prohibited Items, Room Lighting, Smoking, Technology Usage, Theft and/or Unauthorized Use, University Room Furnishings and Appliances, Bathroom Cleaning Policy</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Ultimate Access to Student Union and Varsity Dining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan UB</strong></td>
</tr>
<tr>
<td><strong>TIER 1</strong></td>
</tr>
<tr>
<td>Plan 1B</td>
</tr>
<tr>
<td>Plan 1C</td>
</tr>
<tr>
<td><strong>TIER 2</strong></td>
</tr>
<tr>
<td>Plan 2B</td>
</tr>
<tr>
<td>Plan 2C</td>
</tr>
<tr>
<td><strong>TIER 3</strong></td>
</tr>
<tr>
<td>Plan 3B</td>
</tr>
<tr>
<td>Plan 3C</td>
</tr>
<tr>
<td><strong>TIER 4</strong></td>
</tr>
<tr>
<td>Plan 4B</td>
</tr>
<tr>
<td>Plan 4C</td>
</tr>
</tbody>
</table>

**APARTMENT/TOWNHOUSE & COMMUTER PLANS**

| Plan CB     | 65 Meals w/ 170 Dining Dollars                     |
| Plan CC     | 55 Meals w/ 220 Dining Dollars                     |

**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, basic cable, 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></td>
<td></td>
</tr>
<tr>
<td>Living-Learning Center (LLC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North or South Lodges (Briar, Buckhorn, Foxfire, Hawthorn, Heather, Larkspur, and Sunset Lodges)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Townhouses (Cascade, Highland, Summit, Timberline, Wilderness, and Woodland Townhouses)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willow Hall</td>
<td></td>
<td></td>
</tr>
</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.*

**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](mailto: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 noted in the Student Handbook. Likewise, all resident students should be familiar with the *Housing and Dining Services Contract*, included at the end of this booklet.

**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 housing module (applications, etc.), 2. email from the student’s Pitt email address, or 3. in person at the Office of Student Housing in the Student Union.

Students who are under the age of 18 at the time they apply for housing will need to have the parent 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.

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 your housing and have your 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.

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
Due to the expected demand for on-campus housing, students will not be able to request private rooms for the upcoming fall and spring terms. All students should plan to have a roommate for the year. Should that change, we will notify students at a future time.
ASSIGNMENT CHANGES
Room changes are subject to the approval of the 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 monetary charge 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.

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.upi.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.

VACATION 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.

CHECKING OUT OF THE RESIDENTIAL FACILITIES
Students vacating their rooms at any time during a term or at the close of a term must accomplish 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.

CRIMINAL DISCLOSURE
Residence Hall 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 Residence Director, 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

(1) Only residents twenty-one (21) years of age or older shall be permitted to possess, consume, or transport alcoholic beverages in the residences. Note: Certain residential facilities are “alcohol free.” As such, alcoholic beverages are absolutely prohibited in these areas regardless of one’s age.

(2) Unless an individual is attending a registered event or a members-only event, residents from other buildings, non-resident guests, or commuters are not permitted entrance with alcoholic beverages, regardless of age.

(3) Distribution of alcoholic beverages to any resident/guest under the legal age of twenty-one (21) is absolutely prohibited.

(4) Only factory-sealed and non-glass containers of alcoholic beverages may be brought into the residences with the exception of a factory-sealed 1.5 liter glass bottle of wine.

(5) Bulk containers, including kegs of any size, “pumpers,” beer balls, etc. are prohibited. Storage of empty kegs, taps, or other bulk dispensers is prohibited. Such items will be confiscated.

(6) The amount of alcoholic beverages permitted per person cannot exceed a) twelve (12) 12 oz. cans of beer, or b) one (1) pint non-glass bottle or one (1) 375 ml. non-glass bottle of liquor, or c) one (1) 1.5 liter bottle of wine, or d) two (2) four packs of non-glass wine coolers. Where alcohol is present, residents of a room or apartment are limited to a total of five guests at any one time. A guest is considered to be any individual not assigned to the room, lodge, or apartment.

(7) Residents are ultimately responsible and legally accountable for their actions and the actions of their guests, including any damages or injuries which result from their actions during or after the consumption of alcoholic beverages.

(8) Residents and guests will be subject to sanctions by Student Housing, Residence Life, University Hearing Board actions, and civil prosecution upon failure to comply with “Regulations for Alcohol Use in Pitt-Johnstown Residences.”

(9) 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.

(10) Regardless of ownership or origin, unauthorized alcoholic beverages, bottled beer, alcoholic beverages found, bulk containers (e.g. kegs and “pumpers”), and taps or other mechanisms that have been used to dispense alcohol in the residential facilities will be confiscated and disposed of.

(11) Vendors will not be permitted to deliver alcoholic beverages to residential facilities.

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 condition report.

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.

8. 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 their 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.
(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.

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, heavy electrical appliances (air conditioners, washers, dryers, freezers, 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. 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 or cord of 12-gauge or better. 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
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 access to long distance telephone service, 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 on balconies or patios.

(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. The minimum penalty in such cases will be $25 plus a daily charge of $10.

(6) All University-provided appliances must be cleaned and in the same working condition upon departure as they were upon arrival.

(7) 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.

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

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

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

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

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

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 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

G-61 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