

- A. Residents have the basic right to privacy in their assigned room. All licensees who occupy an apartment must agree to the presence of visitors and overnight guests.
- B. Guests must abide by all HRE and University standards for behavior. Residents are responsible for their guests' and visitors' behavior and for any damage incurred by their guests and visitors. As such, any violations to the resident handbook or to University policy will be charged to the resident as if they were the one to commit the violation.
- C. The resident host must accompany their guest(s) at all times. This includes the time when a resident is at class. At no time is it allowed for a guest or visitor to be in student housing without the hosting resident present with the guest. Unescorted guests will be asked to leave the premises. Residents may not lend their key cards to anyone, including visitors and guests.
- D. Residents may have up to three visitors at any one time in their room/apartment/suite. To comply with fire codes, there may be no more than:
  - 12 people present in an Anacapa Village apartment.
  - 12 people present in a Santa Cruz two-bedroom suite.
  - 6 people present in a Santa Cruz one-bedroom suite.
  - 10 people present in a Town Center apartment.
  - 8 people present in a Santa Rosa bedroom.
  - These limits include residents and guests.
  - The term guest and visitor applies to current CSUCI residents who are not assigned to the space they are visiting.
  - Residents may obtain permission to exceed their guest limit with written permission of their Coordinator of Residential Education, to be obtained at least two (2) business days before extra guests will be present. Limits regarding maximum people allowed in an apartment/suite still apply.
  - Residents are encouraged to use community common areas for gatherings.
- E. Visitors are allowed in apartments or rooms from 8:00 a.m. through 10:00 p.m. daily. Those who stay after 10:00 p.m. must be approved in advance as an overnight guest. All residents must register overnight guests at their Village Office.
- F. Overnight guests, including family members of residents, are limited to a maximum stay of two consecutive nights. A charge of \$45 will be placed on the residents account for each night exceeding the second consecutive night. Each resident may have overnight guests a total of eight nights per semester.
- G. Guests are required to show a valid I.D. when residents register them at the Village front office.
- H. If guests bring a vehicle to campus, they must obtain and properly display a temporary University parking permit from Transportation & Parking Services in addition to an overnight permit from HRE. This overnight permit may be obtained through the guest registration process. Guests must park in SH2 lot.
- I. An individual guest is allowed eight overnight stays per semester, and is limited to a maximum stay of two consecutive nights. A charge of \$45 will be placed on the resident's account for each night that exceeds their guest's 8 approved overnight stays. This is to avoid an individual guest living in housing through being the guest of different residents (i.e. room hopping).

NOTE: Violation of this standard is subject to charges and loss of guest privileges.

17. **Harassment:** HRE seeks to promote and support a community where all its members may live together free of harassment. Verbal, written, telephonic, electronic, physical, and/or any other type of harassment that threatens or endangers the health or safety of any person within or related to the residential community is prohibited. Harassment includes, but is not limited to, verbal harassment (e.g., epithets, derogatory comments, or slurs), physical harassment (e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement), and visual forms of harassment (e.g., derogatory posters, cartoons, drawings, symbols, or gestures). Harassment covers unwelcome conduct of a sexual nature. While romantic and/or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to charges of Sexual Harassment or Sexual Violence, including Domestic Violence, Dating Violence, and/or Stalking, subject to definition. NOTE: Violation of this

standard is subject to referral the campus inclusion officer who adjudicates Title IX and Discrimination, Harassment, and Retaliation complaints.

18. **Hookahs:** Hookahs are strictly prohibited from being used, stored, or transported through the residential halls. Hookahs are not allowed to be brought into the residential halls for any reason including cleaning or storage. Refer to 30. Smoking policy for information regarding use of hookahs outside of the residential areas.

19. **Identification:**

- A. Residents are required to carry student identification with them at all times, which must be presented upon request from a University official.
- B. All residents must be identifiable by not wearing masks or costumes that obscure one's face (i.e. Halloween). Should this standard conflict with a resident's religious practices, please schedule a meeting with the Director of Residential Education to discuss exemption from this standard.
- C. Residents may not falsely identify or misrepresent themselves as an agent of the University (administrator, faculty, staff, etc.)
- D. Residents and/or guests should not be in the possession of another individual's University identification.

20. **Improper Check-Out:** Residents are required to follow all procedures for checking out of and vacating their space. Prior to vacating all residents must:

- A. Have reached the end of their license agreement, have an approved contract cancellation, or have had their license revoked. Moving out of housing without approved notice does not release the resident of financial obligations. Removal from housing (license revocation) does not release the student of financial obligations.
- B. Restore the unit to move-in condition, including cleaning and returning furniture to original locations (i.e. beds bunked).
- C. Check-outs at the conclusion of the spring semester require submission of a "Check-out Cleaning Agreement," which outlines which resident is responsible for cleaning and damages of different items.
- D. Residents must complete a Check-Out form, sign all necessary paperwork and return issued key card and hard keys.

NOTE: Violation of this standard is subject to charges.

21. **Improper Room Change:** It is important for the safety and security of residents that they occupy the space they are assigned to. For information on the room change process please refer to Administrative Services and Resources section, page 19.

- A. Moving into any room or room assignment without written authorization from HRE is prohibited. Residents making unauthorized room changes may be required to return to their original room.
- B. Residents who do not have roommates should be prepared to have a roommate move in at any time. "Spreading out" in a vacant space is considered an improper room transfer.

NOTE: Violation of this standard is subject to charges.

22. **Keys and Security:** The locking systems in HRE are designed for flexibility, convenience, and security. Each student will be issued appropriate key(s) that allow access to their bedroom, apartment or suite, the security gates, and all common areas with Anacapa, Santa Cruz, and Santa Rosa Villages according to the posted hours of operation.

- A. All keys and key cards remain the property of HRE, and each resident is responsible for their issued key. Should a key be lost/missing/stolen, residents are required to report it to the HRE office within 48 hours. A police report for a stolen key is required to avoid a key charge. A non-refundable charge will be assessed for any replacement key(s) issued to the resident during occupancy and/or any key(s) lost or not returned upon check-out.
- B. Keys will only be issued to the resident and not to friends, family, or relatives.