

HALLWAYS HANDBOOK

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Community Expectations & Standards

Residents living in the residence halls are expected to be positive members of their community and abide by the following general guidelines for living in the residence halls. A violation of these community standards and policies are grounds for documentation under General Conduct.

Resident Bill of Rights and Responsibilities

Each resident is guaranteed the following Bill of Rights and Responsibilities. Enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that residents demonstrate for one another.

THE RIGHTS OF A RESIDENT INCLUDE:

- 1 The right to read and study in one's room free from undue interference.
- 2 The right to sleep without undue disturbances.
- 3 The right to expect that the roommate(s) and other residents will respect one's personal belongings.
- 4 The right to a clean environment in which to live.
- 5 The right to free access to one's room and facilities without pressure from the roommate(s) or suite-mate(s).
- 6 The right to privacy whenever possible.

- 7 The right to host guests (with my roommates permission) with the expectation that your guest will respect the rights of all roommate(s), suite-mate(s) and other hall residents.
- 8 The right to voice concerns with residence hall staff including assistance in filing a grievance.
- 9 The right to be free from fear of intimidation and physical and emotional harm.
- 10 The right to expect reasonable cooperation in the use of "room- shared" items (microfridge, university furniture, etc.).
- 11 The right to assistance and support from Residence Services staff.

Community Agreements

The Department of Residence Services seeks to foster community and engaged citizens by having floor sections develop community agreements at the beginning of each semester.

This agreement should be the starting point for addressing community concerns that may arise during the year (i.e., disrespect to differences, noise, cleanliness, vandalism). Hall staff will respond to community issues in consideration of this agreement.

Roommate Agreements

The Department of Residence Services seeks to support roommate relationships by establishing roommate agreements between all residents who share a room. Roommate agreements are designed to help facilitate a discussion between roommates about hot topic issues like guests, noise, cleanliness and shared items. This agreement will be the starting point for addressing room concerns that may arise during the year. Students are encouraged to renegotiate their roommate agreement as issues arise. This tool is most effective when the roommates are open and honest. This form will be kept on file in the RHD office.

Good Samaritan Provision

The health, safety, and well-being of Kent State University students are of primary concern.

Therefore, in 2009 the university adopted this provision intended to support responsible decision-making in emergency, possibly life-threatening, situations.

Specifically, this provision stresses the importance of students obtaining timely medical assistance for a highly intoxicated/impaired student or guest in need of such immediate aid. In such a case, where time is of the essence, calling 911 for professional emergency assistance is the appropriate course of action.

In the past, students may have been reluctant to call for help when help was truly needed for fear of being subject to university disciplinary actions related to the alcohol incident. The Good Samaritan Provision allows a student to take action in the best interest of another without concern of a disciplinary consequence. Rather than a disciplinary consequence, the involved student(s) may be referred to complete an appropriate alcohol evaluation, counseling, and/or treatment. In these cases, non-compliance could result in a referral to the University Office of Student Conduct.

It is also worth noting that the Good Samaritan Provision does not preclude disciplinary action regarding other university violations such as harassment, property damage/vandalism, sexual abuse, threats, etc.

Bias Incident

Residence Services defines a bias incident as a non-criminal activity committed against a person or property that is motivated, in whole or in part, by the offender's bias against race, color, religion, national origin, age, disability, sex, gender and/or sexual orientation, identity as a veteran with a disability or other protected veteran.

The Department of Residence Services at Kent State University seeks to be an inclusive community that welcomes and respects all people. Every member of our community is expected to commit to maintaining a safe, respectful, inclusive and welcoming community. Bias acts are a degradation to the core values of the department and destroy the sense of community we all share.

As such, Residence Services expects every member of the community to respond promptly to bias incidents. If an incident occurs, Residence Services staff members will follow a prescribed Bias Incident Response Protocol immediately. The protocol includes filing a police report, addressing the community needs and holding individuals accountable.

Residence Hall Student Conduct Process

Students living in the university's residential communities are responsible for their actions as well as the actions of their guests. It is the expectation of the university community that each member of the community will respect all community members and their property. However, some members of the community may, either by error or by intent, violate community standards. At these times, it will be necessary to hold the community members responsible for their actions. It is the intent of the university to approach these violations from an educational perspective when appropriate. However, other sanctions or requirements may be necessary to

the university community has for individual action. Any residence hall student who violates a policy faces the possibility of being charged with allegedly violating the Code of Student Conduct. When students are allegedly involved in incidents, which occur in university residences and violate the Code of Student Conduct, they will be involved in the Residence Hall Student Conduct Process. Find more information concerning the **University Code of Student Conduct** (<https://www.kent.edu/studentconduct/code-student-conduct>) and the Office of Student Conduct.

Student Conduct Meetings

A student conduct meeting is conducted as part of the Residence Hall Student Conduct Process. Student Conduct meetings will be held between a member of the Residential Communities staff and the student who was allegedly involved in a policy violation to discuss and, if possible, resolve the student's alleged misconduct. This required meeting provides students with the information necessary to make informed decisions about the student conduct process, including the options available to them. Failure on the part of a student to schedule and/or attend a student conduct meeting may result in resolution being made in their absence and/or further disciplinary action.

There are several student conduct responses that may be given by the residential communities staff when violations occur. These include:

Residence Hall Warning - This constitutes a written notice to the student that their behavior is inappropriate within the community living environment.

Behavioral Contract - This is a written agreement designed to resolve problems and/or correct inappropriate behavior.

Student Conduct Referral - When a more serious violation of policy occurs, or when a student repeatedly violates university and/or residence hall policies a student may be referred to the Office of Student Conduct.

Tri-Towers Rotunda

Guest must be registered between the hours of 12:00 am- 4:00 am on Thursday, Friday, and Saturday nights.

Registration of up to two (2) guests to access the Tri-Towers Rotunda areas is available at the Tri-Towers desk from 8 a.m. – 10 p.m. daily. The residence hall student and their guest(s) must both be present at the time of registration.

Registered guest must be accompanied by the residence hall student at all times during the restricted hours in the Tri-Towers Rotunda including Rosie's Dinner. University staff reserve the right to require an individual to leave the Tri-Towers Rotunda when the individual is disruptive or in violation of university policy.

Bicycles

Any residence hall student bringing a bicycle on campus is urged to register it with their Residence Hall Director or the Office of Safety and Security. Bicycles may be kept only in authorized bicycle storage areas and in student rooms, with the approval of all occupants. The Residence Hall Director, Resident Assistant or area Security Aide can advise residents of the authorized storage area for the building. Bicycles found in non-authorized storage areas will be removed at the owner's expense. Bicycles may not be chained to stairwells or block passage from the building. Riding bicycles in the residence hall is prohibited. Mopeds or any other gas-powered bicycle may not be taken into the residence halls for any reason.

All bicycles are to be removed from storage areas or bike racks in conjunction with a student's check-out process; bicycles that are left at the end of spring semester will be disposed of by the Department of Residence Services.

Room Upkeep

Students are expected and directly responsible for the cleaning of their rooms on a regular basis. This includes vacuuming or sweeping and removing trash to the appropriate receptacles.

Residence Services reserves the right to take corrective action (including cleaning the room and billing the resident) in those situations that present a health or safety concern. However, in almost every situation, the first course of action will be to ask the resident(s) of the room to remedy the situation within 24 hours.

Fire Safety Room Inspections

In an effort to help educate residents about fire safety issues in their rooms, and to promote the safety of students in the residence halls, the Department of Residence Services conducts Fire Safety Room Inspections during the third or fourth week of each semester. During the inspection, University personnel will enter students' rooms to visually look for fire safety issues to bring to residents' attention.

The Fire Safety Room Inspections will be announced at least 24 hours in advance so that residents can arrange to be present if desired. Inspections will be completed by a minimum of two staff members. Staff will only inspect items that are in plain view (no closets, drawers or

refrigerators will be opened).

Some items that RAs will be looking for include non-permitted lamps, decorations on the ceiling, smoke detectors covered, candles and incense, unsafe electrical cords, doorway obstruction and electrical outlet overloading. Information about items that are permitted/not-permitted can be found in the Hallways Handbook. Students will be expected to correct any identified safety violation within 24 hours. While RAs are looking for fire safety violations, any other policy violations will be documented accordingly.

Fire Evacuation Procedures

The following emergency instructions in case of a fire are also posted on the back of the student room doors. State law, as well as residence hall policy, requires that all students leave the building, including their rooms and/or public areas, whenever a fire alarm is sounded.

WALK, do not run, TO THE NEAREST EXIT.

Close the door to contain fire area.

Activate the building fire alarm. Pull the station located by the exit.

Evacuate the building. NEVER USE THE ELEVATOR.

Call 9-1-1 EMERGENCY to give the name of the building and fire location.

Never re-enter a burning building.

Distance yourself from the building (see meeting locations below) to allow fire department access.

During a Fire Alarm or Building Evacuation, please exit the building and report to your designated meeting place for accountability and further instructions:

Fletcher and Manchester – Grassy Area between Fletcher/Manchester

Allyn and Clark– Grassy Area between Allyn/Clark

Twin Towers – Grassy Area between Allyn/Clark

Wright and Koonce– Basketball Court

Leebrick– Volleyball Court

Korb – Eastway Center Steps

Engleman – Oscar Ritchie

Dunbar – Prentice Hall

Van Campen – Front Parking Lot

Verder – Parking Lot between Verder and Prentice

CCA and CCB – Grassy Area between CCA and CCB

CCC and CCD – Grassy Area between CCC and CCD

CCE and CCF – Grassy Area between CCE and CCF

Lake and Olson – Grassy Area between Lake/Olson and Stopher/Johnson

Stopher and Johnson – Grassy Area between Lake/Olson and Stopher/Johnson

IF YOU ARE TRAPPED:

KEEP THE DOORS CLOSED. Seal cracks and vents if smoke comes in. If trapped in a room and there is no smoke outside, open the window.

SIGNAL FOR HELP. Hang an object out the window (a bed sheet, jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call the fire department and report that you are trapped. Be sure to give the room number and location.

SOMETIMES IT IS SAFER TO STAY IN PLACE. If all exits from a floor are blocked, go back to the room, close the door, seal the cracks, open the window if safe to do so, wave something out the window and shout or phone for help.

ALL CLEAR. No person should return to the building unless an "all clear" is given by the fire department personnel.

NOTE: The entire building must be evacuated any time an alarm is sounded. Failure to do so will result in disciplinary action. This procedure should be followed every time the fire alarm is activated.

Community Billing: Damage to Common Areas

Students may be billed for damage to university property, whether by vandalism, horseplay or accident. All floor/community residents can collectively be held responsible for damages to public areas that cannot be attributed to specific individuals.

- 1 If a residential floor or public area incurs damages, theft of Kent State University property, or excessive trash is left in the community space, an "intent to bill" notification will be posted on the floor/area.

identity to the Residence Services staff.

- 3** If after three days no individual has claimed responsibility or been identified, the entire floor/community may be charged.
- 4** The charge may immediately be placed on the students' account with the university Bursar's Office.
- 5** If an individual or floor wishes to appeal the damage charges, a letter must be submitted to the Assistant Director for Residential Communities within 48 hours of the assessment notification. Students should submit any documentation or proof with a letter of appeal, which clearly outlines why they believe they should not be billed for damage. Once the appeals are submitted, the Coordinator, Residential Communities or designee will review the information and make a decision that will be communicated to the involved resident(s).

Room Entry and Room Search Policy

- 1** The guidelines outlined for entry and search at the university are intended for internal protection and control; however, nothing herein can limit the ability of a bona fide law enforcement or judicial agency from seeking and obtaining legal search warrants for use on the university campus. Section 3342-4-05.1 of the Kent State Policy Register shall govern the room entry and room search policy.
- 2** Items considered "Abandoned Property" will be collected and inventoried by hall staff and turned into the Office of Safety & Security. The Office of Safety & Security will store abandoned property for a period of 30 days.
- 3** Definitions:

A: "Room entry" is defined as entrance to a student's room to fulfill the duties of authorized personnel.

B: "Room search" is defined as a formal seeking out of evidence for reasonable cause that one of the conditions for room search has been violated.

CONDITIONS FOR ROOM ENTRY

- 1** A student's room may be entered to ensure maintenance and general repair within the student's living area, in cases of emergency, for periodic health inspections, and after winter and spring break closings.
- 2** There is a possibility that noise-related problems may exist in rooms when the occupant(s) is not in the area and cannot be contacted (e.g., an alarm clock or telephone continuously rings, electronic devices are left playing too loud). A situation such as this could create an undesirable environment for neighboring residents. In a situation such as this, staff members may enter the room to alleviate the problem in accordance with the Room Entry and Room Search Policy of Kent State University.

- 3** When fire drills are in progress, the residence hall staff, to fulfill their responsibilities, may inspect rooms to ensure that the hall is vacant.
- 4** Housekeeping staff enter student rooms in buildings where bathrooms are attached to student rooms for weekly cleaning.
- 5** Residence Services professional staff enter a student's room to enforce university policy(s).

The following personnel shall be authorized to enter residence hall student rooms under the conditions prescribed above:

Authorized professional and paraprofessional members of the Residence Services staff, including RAs

Authorized members of the university maintenance and housekeeping staff.

Authorized members of University Police Department.

Non-university personnel contracted by Residence Services or an agent of Residence Services to perform maintenance or repair services.

CONDITIONS FOR ROOM SEARCH

Rooms will be searched only with reasonable cause. The occupant or occupants will be informed of the reasons for any room search. Room searches must be authorized by the Executive Director of Residence Services or designee. Two basic situations may precipitate a room search:

- 1** A clear indication that the established code of student conduct or health and safety regulations are being violated.
- 2** An emergency situation that makes it necessary for a staff member to search a room for a particular item, such as a discarded prescription bottle or a particular telephone number or address.

ENTRY PROTOCOL

No student room should be entered without knocking. Entry, following the knock, shall be preceded by a time lapse of sufficient duration to provide an occupant(s) with opportunity to open the door. This requirement shall also apply to maintenance personnel.

If it should be necessary under the conditions outlined for authorized university personnel or their agents to enter a room when an occupant is not present, the occupant(s) will be notified of the entry and the reason for the entry.

Confiscation of Illegal Items

The Department of Residence Services reserves the right to remove from the residence halls items that are illegal or create a substantial risk or harm to people and/or property. Items such as weapons, fireworks, illegal drugs, candles, incense, desk lamps or freestanding lamps containing halogen light bulbs, knives and toy guns such as BB guns or air soft guns are viewed as possessing such a substantial risk or harm and therefore are subject to confiscation in the residence halls. Residents may only possess pocket knives or basic cooking knives used for cooking purposes in the residence halls. All other knives will be subject to removal and confiscation from the residence hall. Confiscation of items is administered by the Office of Safety & Security with the exception of illegal items which is administered by Kent State Police Services.

University Liability

The university and the Department of Residence Services will not be responsible for any loss of or damage to the personal property of the student from any cause, nor will the university and the Department of Residence Services assume responsibility for any injury or damages, personal or property, while the student is a resident.

Students should double check that all personal property has been removed from their rooms and adjacent areas (e.g., bike racks) when checking out of the residence hall. Any personal property left behind will be disposed of by Residence Services. Students are strongly encouraged to consider carrying some form of personal insurance if the family policy does not cover property while it is located at the university.

Residence Hall Policies

1.1 REASONABLE REQUEST

Failure to comply with a reasonable request of a university official is a violation of residence hall policies.

It is expected that students are respectful and that they comply with reasonable requests made by university officials (i.e., opening the room door upon request, providing photo identification for all individuals in the room, etc.). University officials include but are not limited to a University Police Officer, Resident Assistant, Security Aide, Residence Hall Director, and other designated staff members of the university acting within their assigned duties and responsibilities.

Quiet Hours are established times when each student is expected to keep noise at an extreme minimum so as to respect all residents who may be choosing to sleep or study.

Quiet hours (the absence of loud noise or distractions) exist within each residence hall (unless designated as a 24-hour quiet floor) as follows:

- 1 Sunday - Thursday: 10 p.m. - 10 a.m.
- 2 Friday and Saturday nights: 2 a.m. - 10 a.m.
- 3 Final exam week: 24-hour quiet hours go into effect at 8 p.m. on the Friday preceding the exam week and remain in effect until the close of the semester.
- 4 On long vacation weekends (i.e., a Monday holiday), weekend quiet hours will be in effect.
- 5 Weekday quiet hours do not change for mid-week holidays or during break housing periods.

Courtesy hours are in effect at ALL times. Courtesy hours are defined as conditions under which normal and reasonable noise is not disruptive or disturbing to either students or staff.

1.3 ALCOHOL

The consumption of alcoholic beverages and the possession of alcoholic beverage containers (e.g., bottles, cans, decorative containers and collections) are prohibited in the following residence halls regardless of the age of the residents or visitors: Allyn, Beall, CCA, CCB, CCD, CCE, CCF, Clark, Dunbar, Fletcher, Johnson, Koonce, Korb, Lake, Leebrick floors 8-12, Manchester, Olson, Prentice, Stopher, Van Campen, Verder and Wright halls.

Consumption of alcoholic beverages and the possession of alcoholic beverage containers are permitted in the following residence halls: CCC, Engleman, Leebrick floors 1-7 and McDowell, only if all individuals either present or assigned to the room are 21 years of age or older.

In those buildings in which alcohol is permitted, beer containers may not exceed 16 ounces and wine or other alcoholic beverage containers may not exceed two liters. Residents who are present in the room containing alcohol must be in possession of valid identification, and may be required to provide this identification to a university employee.

Alcohol cannot be consumed in a common space in the building.

Packages containing alcohol or shipped in an alcohol package will be refused by the area desk staff.

The illegal possession, production, sale, contribution, or use of any drugs, paraphernalia, or controlled substance including prescription drugs is in strict violation of university rules as well as state and federal laws.

This includes medical marijuana to which is illegal under the federal law to which Kent State University is subject, including the Drug-Free Schools and Communities Act and the Controlled Substances Act.

The following behaviors are not permitted in university housing and are a violation of the drugs policy:

The possession and/or use of illegal drugs or drug paraphernalia on or off campus.

Exhibiting signs of/being under the influence of illegal drugs (i.e., the odor of marijuana, blood-shot eyes, difficulty standing, etc.) in the residence halls.

Selling, serving, giving away, making available or sharing illegal drugs or prescription medicine with any person in the residence halls.

Permitting any person to violate the drug policy in your assigned room, including bringing in the odor of marijuana.

Being present when another person is violating the policy.

1.5 SMOKING/VAPING

All smoking and tobacco is prohibited on any property owned, operated or leased by Kent State. This includes personal vehicles parked on university property.

The use of electronic smoking devices, mod boxes, electronic nicotine delivery systems that create an aerosol or vapor, nicotine, tobacco-derived or plant based products, and oral tobacco is not permitted.

1.6 HARASSMENT AND ASSAULT

Kent State University is committed to the principles of freedom of expression, academic freedom and a respectful quality of life. Members of the university community and visitors, under the First Amendment, have the right to hold, vigorously defend and promote their opinions, thus entering them into the life of the university, there to flourish or wither according to their merits.

While the freedom of thought and expression is the lifeblood of our learning community, the maintenance of civility is important to a meaningful exchange of ideas. Therefore, Kent State University also is committed to maintaining an educational residential and employment environment free from hostility, intimidation or harassment based on such personal attributes as race, color, religion, national origin, age, disability, identity as a veteran with a disability, or other protected veteran, gender and/or sexual orientation.

For additional information or to file a complaint of sexual harassment or sexual misconduct contact the Title IX Coordinator or the Deputy Coordinator at 330-672-8314 or the Office of Equal Opportunity and Affirmative Action at 330-672-2038 or aa_eo@kent.edu (mailto:aa_eo@kent.edu).

1.7 GENDER/SEXUAL HARASSMENT

Unlawful gender-based discrimination, which includes sexual harassment, sexual misconduct, stalking and intimate partner violence, can interfere with a student's ability to participate in or benefit from university academic and non-academic programs, an employee's ability to function in the workplace, and a campus visitors to ability to utilize the university programs and services. Unlawful gender-based discrimination is prohibited at Kent State University.

For expanded definitions and detailed information regarding the University's policy and expectations regarding Gender/Sexual Harassment, please see **Policy Register 5-16.2** (<https://www.kent.edu/policyreg/administrative-policy-regarding-complaints-unlawful-gender-discrimination-gendersexual>).

1.7-1 GENDER/SEXUAL HARASSMENT:

Sexual harassment is a form of unlawful gender discrimination and is defined as unfavorable or unwelcome treatment, made without consent and based on a person's gender or sex, that is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile or offensive working, academic or university environment. Sexual harassment includes, but is not limited to:

a) Verbal and/or physical behavior including, but not limited to: sexually explicit jokes, insults, and taunts; obscene gestures; offensive pictorial, written, and electronic communications; and unwelcome touching.

b) Any of the conduct described in paragraphs (as above) of this rule used by an individual implicitly or explicitly as the basis for employment, administrative, or academic decisions (including submission to or rejection of any such conduct), is considered sexual harassment.

1.8 TELEPHONE HARASSMENT AND OTHER MEDIA HARASSMENT

Repeated and unwanted communications (i.e., telephone, email, letters, texting, internet postings, etc.) is prohibited.

A person receiving such communications should instruct the harasser to stop contacting them and keep a detailed record of the unwanted communications. Information collected should be given to University Police Services and a police report filed.

1.9 RECORDING PRIVACY

Using electronic or other means to make an audio, video or photographic record of any person in a location where there is a reasonable expectation of privacy, without the person's prior knowledge and written consent is strictly prohibited.

The storing, sharing, and/or distributing of such unauthorized records by any means are also prohibited.

1.10 HAZING

Students as individuals or members of registered student organizations are expressly prohibited from engaging in hazing.

Pursuant to Ohio law under Ohio Revised Code Section 2903.31, "hazing" is defined as committing any act or coercing another (including the victim), to commit any act of initiation individually or with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Section 3342-4-07 of the Kent State University Policy Register contains the full university policy regarding hazing.

1.11 SEXUAL MISCONDUCT

The university's administrative policy 5-16.2 states that gender/sexual misconduct is a form of sexual harassment and is defined as any intentional sexual touching, however slight, with any body part or object, as well as sexual exploitation such as knowingly transmitting STI's or STD's through sexual contact by a person upon a person that is without consent. A student accused of sexual misconduct faces possible criminal, civil and administrative action. A student convicted of sexual misconduct may also be dismissed from the university.

Intimate partner violence is behavior commonly associated with gender-based violence, and is therefore prohibited by the university gender discrimination policy. Intimate partner violence

a) Domestic Violence. Acts of violence or intimidation committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts by law.

b) Dating Violence. Violence or intimidation committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Students who experience a sexual assault are encouraged to contact the Kent State University Police Services (phone: 911) or a staff member as soon as possible. The Office of Sexual Relationship Violence Support Services, located in the Carriage House, is available to provide support and resources for any victim or friend as well as to assist with navigating medical, student conduct, academic and counseling resources. Staff members can be reached at 330-672-8016.

1.11-1 INTIMATE PARTNER VIOLENCE

Intimate partner violence is behavior commonly associated with gender-based violence, and is therefore prohibited by the university gender discrimination policy. Intimate partner violence as defined in the university's administrative policy 5-16.2 includes violence or intimidation committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Students who believe they are experiencing abuse within an intimate relationship are encouraged to contact the Office of Sexual and Relationship Violence Support Services for consultation around staying in or leaving a potentially abusive relationship and planning for one's safety when doing so.

1.11-2 STALKING

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety, fear for the safety of others, or suffer substantial emotional distress. According to university policy 5-16.2, course of conduct is defined as two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person's

Anyone who believes they are being stalked is encouraged to document details of the course of conduct, report incidents to the Kent State University Police and to contact the Office of Sexual and Relationship Violence Support Services for support and to discuss safety on campus.

The Office of Sexual and Relationship Violence Support Services (SRVSS) located in the Carriage House, provides support services and resources for any victim (or friend) of sexual assault, intimate partner violence or stalking. The SRVSS Office provides safety planning, (a personalized, practical plan to help a student avoid dangerous situations when dealing with IPV and stalking.) The SRVSS Office staff can be reached at 330-672-8016 for services or consultation. Additional information about can be found online at www.kent.edu/SRVSS (<https://www.kent.edu/srvss>)

1.12 WEAPONS

The possession of any weapon, explosive devices, fireworks or firearms is expressly prohibited in the residence halls.

The following items, because of their inherent risk to cause injury and/or undue alarm among students and staff, are not permitted in the residence halls: BB guns, paint pellet guns, laser lights, sling shots, martial arts weapons, stun guns, tasers, starting guns, airsoft guns, swords, metal-tipped darts, knives (i.e., hunting knives, butterfly knives, switch blades, etc.), and any other object that Residence Services personnel deem to be a weapon.

The use of toy guns in an inappropriate or alarming manner will be considered to be behavior deemed detrimental to the university community and may result in disciplinary action.

The Department of Residence Services reserves the right to remove from a person's room items that are illegal or create a substantial risk or harm to people and/or property.

1.13 PET POLICY

Pets, except fish (the fish tank capacity per room may not exceed 30 gallons), are not permitted in the residence halls, student rooms or public areas of the halls. This policy includes the pets of guests.

Students who are approved for an Assistant Animal must abide by the Policy on Reasonable Accommodations and Assistance Animals in University Housing.

1.14 GUEST AND ESCORT POLICY

Residents may bring guests into the residence halls. In doing so, the resident assumes responsibility for, and will be held accountable for the actions of their guests. All guests must be escorted by a host at all times.

A Guest is defined as any person who is not assigned to a space in that particular hall.

Areas including stairwells, bathrooms, lobbies, elevators and other common areas within the residence halls are subject to the guest and escort policy.

Residence Services staff reserve the right to require a guest to leave the floor/building/room when the guest(s) and/or host(s) is disruptive or in violation of this policy. The department may impose limited guest privileges to an individual, room, wing, floor or hall as a disciplinary action.

With the consent of all roommates, residents may permit a guest to stay overnight in their room for no more than three (3) days in a seven (7) day period.

1.15 ROOM OCCUPANCY

The maximum number of individuals permitted in specific room sizes is to ensure the safety of all individuals and to comply with fire codes.

The follow room-types permit the maximum number of people:

Single: 4 people

people

or Engleman 4-Person Suites: 15 people

Double/Triple: 8

Beall, McDowell or CCA Suites

1.16 COMPUTING ACCEPTABLE USE POLICY

Users of ResNet, the computer clusters, ResTel, and ResTV are subject to compliance with federal, state, and local laws as well as Kent State University and Department of Residence Services policies and regulations regarding their usage. These laws, policies and regulations cover items such as electronic solicitation, forms of harassment and damage, either physically altering information or denial of service, for example, occurring to university or non-university property.

It is the student's responsibility to become familiar with these rules and ensure that he or she is not in violation of any laws, policies or regulations. Violations will be referred to the Office of Student Conduct. Additional details are located in the policy information section on the department's website, www.kent.edu/housing (<https://www.kent.edu/housing>).

1.16-1 COPYRIGHT INFRINGEMENT AND THE DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA)

It is illegal to download or share copyrighted materials without the express permission of the copyright holder.

If you download and/or distribution of copyrighted material without the copyright holder's permission is a violation of both Federal law and university policy subject to severe penalties and sanctions ranging from losing network usage rights to dismissal from the university.

For more information refer to the DMCA site at www.security.kent.edu/dmca.
(<https://www.kent.edu/is/cyber-security>)

1.17 ROOFS

Only authorized university personnel may have access to or be on the roof of any residence hall building and adjoining facilities.

1.18 SALES AND SOLICITATION

Door-to-door sales and solicitation in residence halls and academic and administrative buildings are expressly prohibited. An individual or group may not operate a business enterprise of any sort in the residence halls without the prior written approval of the Director of Residence Services. Solicitation is defined as any effort to ask for donations or contributions of money, goods or services.

1.19 WINDOWS/REMOVAL OF SCREENS

The removal or tampering of a window or window screen is strictly prohibited.

The throwing, dropping, hanging, etc., of objects (baseballs, basketballs, Frisbees, water balloons, water containers, shaving cream, etc.) from or into a residence hall window is prohibited. Entering or exiting a residence hall by way of a window also is prohibited and will result in disciplinary action.

The removal of window screens is strictly prohibited.

1.20 GAMBLING

In accordance with the Ohio Revised Code, any form of gambling is prohibited in all Kent State University residence halls.

Destruction, tampering, theft, or the misuse of other's personal or university property will result in disciplinary action.

It is a violation of university and residence hall policy to remove furniture from lounges or public areas. Unauthorized removal of university property and supplies is considered to be in violation of university policy.

Activities that could cause damage to property or harm to an individual or group of individuals will not be tolerated. Examples may include, but not limited to pranks, general horseplay, playing sports, in-line skating, roller skating, skateboarding, cycling, shaving cream fights, water balloon fights, use of toy weapons, etc.

1.22 IMPROPER ROOM CHANGE

Only students officially assigned to a room/space by the Department of Residence Services shall occupy that space. Changing rooms without prior approval from Residence Services will result in disciplinary action as well as a \$25 improper checkout fee. Subleasing is not permitted.

2.0 Fire Safety Policies

2.1 DECORATIONS

The following are general guidelines for decorations within the Residence Halls. Violation of these guidelines will be considered a safety concerns and may be a violation of Housing policy.

- 1** All decorations must be noncombustible or fire resistant and bear the label of Underwriters Laboratories Inc. (UL).
- 2** No decorations shall interfere with safe passage or evacuation. No decorations may be placed or hung in any stairway or exit routes. Decorations may not obstruct a person's vision or walk path in any way. Nothing is to be hung from any ceiling or draped from one wall to another in any offices, rooms or lounges (decoration of any kind, flags, posters, wires, cables, etc.).
- 3** Exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, audible fire signals/strobe lights, exit doors, student doors, sprinkler heads/cover plates and/or any other life safety device cannot be decorated, covered or obstructed in any way. An 18-inch clearance around all safety devices must be maintained.
- 4** Hay, straw, leaves, corn shucks, or other dried vegetation, cut evergreen trees and branches are not permitted in any building.

- 5 Residence hall room doors, door frames and handles, both interior and exterior (student doors, exit doors, bathroom doors, lounge doors, kitchen doors, trash room doors) may not be covered with any decorations or any other combustibles.
- 6 No decorations or any other combustibles can occupy any portion of the door space (i.e., no decoration may be attached to the wall above the door and hang down in front of the door).
- 7 For safety reasons no electrical cords or lighting shall be hung around, attached or under any bed frame, door frame or placed underneath a carpet.

2.2 CANDLES AND INCENSE

The possession of or burning of candles, incense, lanterns or similar open flame devices is not permitted in the residence halls. Candle warmers are permitted, but only if the candle is just wax or its wick has been removed.

For religious or celebratory purposes, students should seek out their Resident Hall Director to obtain information regarding the use of Celebratory Candle within the hall.

2.3 LIGHTING/EXTENSION CORDS

- 1 Halogen light bulbs (used in desk lamps or free-standing lamps) are strictly prohibited due to the excessive heat they generate and the danger of combustion. Only desk lamps or free-standing lamps which use fluorescent or incandescent light bulbs are permitted. Torchiere-style lamps, including multi-armed or flexible floor lamps, are prohibited for safety reasons.
- 2 Crepe paper or other material may not be wrapped around any light fixture.
- 3 Building light bulbs may not be painted.
- 4 Only lighting sets with an Underwriters Laboratories Inc. (UL) label may be used.
- 5 Decorative lights used inside buildings must be the “miniature” type or rope lighting.
- 6 No more than two 12-foot lengths of rope lighting or one set of 50 miniature lights, are permitted in a student room or living area. Lighted decorations or rope lighting may not be left unattended.
- 7 Extension cords are to be used sparingly and must be equipped with a ground (three prong plug) and equipped with an inline surge protector. Use of the proper length of surge protectors instead of extension cords is strongly recommended.
- 8 Power strips with safety overload circuit breaker shall be the only multi-plug adapter to be used in student rooms and/or living area. Only one power strip is to be plugged into any one outlet at one time. No other multi-plug adapters are permitted. Be careful not to over load any power strip or

- 9** Power strips, extension cords, rope lighting and decorative light sets shall not have a pinch point, shall not run through any door openings or be covered by rugs or clothing. They shall not be wrapped around or attached to any bed, furniture or ceiling. All electrical cords, lights and power strips must have at least 18-inch clearance from all combustible and flammable materials and shall not become a trip hazard.
- 10** Removal of university-installed light bulbs, fluorescent tubes, etc., is not permitted. Residents may not install fluorescent black lights or remove light fixtures due to the fact that they do not allow an unobstructed view into the room.
- 11** In the event that a university-provided light does not work, residents should place a FlashTrack at **flashtrack.kent.edu** (**<https://flashtrack.kent.edu>**) (see page 13).

2.4 HOLIDAY TREES

Live or cut trees are not permitted in any university-owned building.

Artificial trees 24 inches or less are permitted and must be certified as being a fire-resistant material.. No metallic trees are permitted.

2.5 COMBUSTIBLE MATERIALS

Because of the combustible nature of the following materials, they may not be stored or possessed within in the residence halls: oxygen tanks (except when permission is granted for medical reasons) or flammable liquids (gasoline, lighter fluid, charcoal, etc.). The storage of gasoline-powered mopeds, motorized scooters, etc. in the residence halls is prohibited.

2.6 FIREWORKS

The possession and/or use of fireworks (including sparklers and caps) is expressly prohibited in the residence halls.

2.7 MICROFRIDGES, REFRIGERATORS/FREEZERS, AND MICROWAVES

A personal or rented microwave (not to exceed 700 watts), microfridge, or compact refrigerator (not to exceed five cubic feet) is permitted only in Leebrick Hall.

All other residence hall rooms currently contain one Kent State microfridge or full size refrigerator. Therefore, students in these rooms may not bring additional microfridges, microwaves or compact refrigerators.

Microfridges must not be located under lofted beds or behind a room door for the same reason. Additionally, microfridges, microwaves and refrigerators must be plugged directly into a wall outlet; they are not permitted to be plugged into a surge protector or extension cord.

2.8 CEILINGS/WALLS/FALSE BARRIERS

Nails, adhesive tape, glue, screws and tacks should not be used in order to keep walls and ceiling in good condition. Painting of walls is not permitted. Sheets, tapestries, furniture or any other objects that create a barrier or a false wall that obstructs a clear view of the room including all four corners are not permitted. In an emergency, such barriers could hamper entry by university personnel and prove to be a life safety hazard to the residents and guests of the room.

No items may be attached to the ceiling at any time. When arranging the furniture in your room, no large items may block the main window in the room. If beds are bunked and arranged so that they are parallel to the window there must be at least two feet of space between the bunked beds and the window.

2.9 ELECTRICAL APPLIANCES

Misuse or possession of prohibited appliances is a violation of Residence Services policy.

Appliances are defined as any electrical device with the primary purpose of cooking, preparing or preserving food or generating heat.

Appliances NOT Permitted in the Residence Halls:

- Devices with un-enclosed heating elements

- Toaster ovens

- Freezers

- Lava Lamps

- Window/portable air conditioners or space heaters

- Indoor grills are not permitted in the Residence Halls.

Food Preparation and Preservation Appliances Permitted:

- Automatic, pop-up toaster

- Crock pot or slow food cooker

Waffle iron

Blender

Food processor

Portable or stand mixer

Automatic coffee maker (with fully enclosed heating element)

Hot pot (with fully enclosed heating element and automatic shut-off)

Corn popper (with fully enclosed heating element and automatic shut-off)

Heat Generating Appliances Permitted:

Clothes iron (with temperature settings)

Curling iron

Hair straightener/flat iron

Fish aquarium heater

Hair dryer

Hair rollers

Heating pad (with temperature settings)

Electric blanket (with temperature settings)

Food preparation/preservation or heat-generating appliance not listed above must be approved by the residence hall director.

Electrical appliances and devices (including but not limited to refrigerators, microfridges, microwaves, etc.) MUST NOT be placed in a closet due to poor ventilation and combustibility.

Revised August, 2018

**CURRENT RESIDENTS
(/HOUSING/CURRENT-RESIDENTS)**

AREA DESKS (/HOUSING/AREA-

**CONTRACT RENEWAL GUIDE
(/HOUSING/CONTRACT-RENEWAL-
GUIDE)**

**ETHICAL DECISION MAKING
(/HOUSING/ETHICAL-DECISION-
MAKING)**

**HALLWAYS HANDBOOK
(/HOUSING/HALLWAYS-HANDBOOK)**

**LAUNDRY SERVICE
(/HOUSING/LAUNDRY-SERVICE)**

**MAIL AND PACKAGE DELIVERY
(/HOUSING/MAIL-AND-PACKAGE-
DELIVERY)**

**PREFERRED VENDORS
(/HOUSING/PREFERRED-VENDORS)**

**ROOMMATE AGREEMENTS
(/HOUSING/ROOMMATE-
AGREEMENTS)**

**SEASONAL BREAK HOUSING
(/HOUSING/SEASONAL-BREAK-
HOUSING)**

**STUDENT LEADERSHIP
(/HOUSING/STUDENT-LEADERSHIP)**

**STUDENT SUCCESS
(HTTPS://WWW.KENT.EDU/HOUSING/AC/
RESOURCE-GUIDE-SUCCESS-CLASS)**