

# HOUSING & RESIDENCE LIFE COMMUNITY POLICIES



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# **I. THE MISSION OF HOUSING & RESIDENCE LIFE**

Welcome to living on campus with Housing & Residence Life! We are excited to have you as a part of our vibrant community. We encourage you to make the most of this year by taking advantage of the many opportunities for engagement and connection that are part of life in housing and on campus.

The Housing & Residence Life staff is committed to doing all that we can to support your success as a student.

## **OUR MISSION**

Housing & Residence Life at the University of Nebraska Omaha creates a positive residential experience and supports the evolving needs of our students.

## **OUR VISION**

Provide a safe and inclusive community where students are able to achieve success in obtaining their educational goals (curricular and co-curricular).

## **HOW WE DO IT**

1. Assist students in forming supportive connections to other students, faculty, and staff.
2. Promote learning through our programs and services with an emphasis on academic support, inclusion, student involvement, wellness, and achievement.
3. Engage students in decision-making process regarding policies and procedures that impact their experience.
4. Celebrate the accomplishments of the housing community.
5. Assess our programs and services to ensure that we are responding appropriately to students' needs.
6. Ensure that our staff is professional, friendly, efficient, and student centered when responding to student needs and concerns.
7. Maintain our facilities in order to provide high quality, affordable amenities and accommodations to our students.

# II. THE HOUSING & RESIDENCE LIFE COMMUNITY

## LIVING IN COMMUNITY

### Defining Community

At its core, the foundation of any community is the fellowship, comradery, and the sense of belonging you feel by interacting with those around you. As a resident, you will form relationships and connections with those who live with or near you in the residence halls. We hope you feel at home in our on-campus community.

As with any community, there are expectations and policies that must be followed to maintain a positive living-learning environment and enable all residents to live together cooperatively. Housing & Residence Life allows residents a great deal of freedom and responsibility. This requires that residents possess the life skills needed to live in an independent setting. Residents are expected to exhibit mature and responsible behavior.

The University of Nebraska at Omaha and Housing & Residence Life fully support and value an inclusive community. We strive to maintain a climate of equity, inclusion, and respect, where we protect the rights of all in order to ensure that every member feels empowered, valued, and respected for their contributions to the [mission of the university](#) and our department. The University of Nebraska at Omaha is committed to providing all residents equitable access to services, benefits, and opportunities. Housing & Residence Life is committed to working to meet the housing needs of all residents by providing a nurturing community that values diversity and promotes the dignity of all community members.

### Responsibilities to Community Policies

Whether or not you read them completely, you are responsible for these policies and the consequences of any policy you may violate. When there are large groups of people living together, there is a need for community standards so everyone has the same opportunities and everyone is treated with respect. Housing & Residence Life reserves the right to alter your housing assignment or cancel your contract lease if you fail to comply with the established policies and procedures. You may also be held responsible for any failure to comply with the Student Code of Conduct while living in the residence halls. The UNO Student Code of Conduct can be found [online](#). If you have questions or need clarification on any policies or procedures, please contact [unoconduct@unomaha.edu](mailto:unoconduct@unomaha.edu) 402.554.6605.

### Communication

You are responsible for checking your UNO email and your assigned mailbox daily. Housing & Residence Life's first and official avenue of communication is through your UNO email. Any notices to residents shall be deemed received by the resident on the date delivered to the resident's inbox.

Housing & Residence Life may contact you via phone, campus mail, flyer, or your UNO e-mail account about a variety of issues, such as important announcements, maintenance requests, plans for holiday breaks, safety

issues, etc. Please help us provide you with quality service by responding in a timely manner.

## **Compliance**

Residents are expected to comply with all requests from Housing & Residence Life staff. This same expectation applies to Public Safety. Housing & Residence Life Staff and Public Safety have been hired to ensure a safe and inclusive environment for all residents.

## **Quiet Hours**

Quiet hours begin weeknights (Sunday through Thursday) at 10:00 P.M. and on weekends (Friday and Saturday) at 12:00 AM. Quiet hours end at 9:00 AM daily.

Residents are expected to use discretion with noise concerns, both in and around the suite; therefore, excessive noise is prohibited at all times. Please keep in mind that the residence halls are foremost an academic community; therefore, courtesy hours are always in effect, and residents are asked to be considerate of others' rights to study and sleep. You and your guests are responsible for respecting the rights of others at all times. Residents who violate quiet hours may be held responsible through the Office of Student Conduct and Community Standards.

High volume sounds from televisions, radios, sound systems, and electrical instruments are not permitted. If sound systems are played out of windows or off of balconies or patios and are a problem in any area around the building, residents risk removal of the equipment from the complex and may be held accountable for the expense of having it boxed and shipped off campus. Due to the nature of these musical instruments, drums and amplified guitars are not permitted to be played in on-campus housing.

If a resident has a problem with noise, the first step is to talk to the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, the RA on duty should be contacted:

- Maverick Village RA on Duty: (402) 203-6117
- University Village RA on Duty: (402) 305-3878
- Scott Campus 24-Hour Line: (402) 778-6211

During Prep Week and Finals Week each semester, 24/7 quiet hours will be enforced.

# III. YOUR ROOM & ROOMMATES

## THE PEOPLE IN YOUR SPACE

### **Roommate Agreement**

Housing & Residence Life residents enjoy a great deal of freedom, and residents are expected to exhibit mature and responsible behavior. One tool that we utilize to ensure a quality living environment is to have residents of each suite complete a mandatory roommate agreement with their Resident Assistant (RA). This document outlines agreed-upon expectations within the suite on lifestyle matters, such as guest visitation, quiet hours, and cleanliness. You will be provided a template of an agreement form to be used as a basis for discussion with your roommates and your RA present. All members of the suite must take part in this important discussion and sign off on the form, which will be held on file with Housing & Residence Life staff. The agreement can be renegotiated at any time with the assistance of the RA. If roommate conflicts arise, a resident should contact their RA to determine appropriate steps for conflict resolution. It is expected that roommates work together to positively mediate situations. Moving into a new bedroom or suite can be an option but is never guaranteed. Moving rooms/suites may also depend on whether a resident has taken positive, actionable steps to mediate the situation. Moving is also based on availability. Room transfer fees may apply in some circumstances. Speak with housing staff for more details and policies specific to your living space.

### **Room Assignments**

Residents are expected to reside in the room to which they were assigned. You may not "trade"/switch rooms with another resident or move into or store items in an empty space without the prior approval of housing staff.

### **General Assignment Policies**

Housing & Residence Life reserves the right to reassign residents to different suites when deemed appropriate and necessary. With the exception of Housing & Residence Life's Gender Inclusive Housing Communities, all residents of the suite must be of the same gender identity.

By Federal Law and university policy, suite assignments or changes cannot be made on the basis of race, color, religion, disability, national or ethnic origin, or sexual orientation.

### **Guests/Host Responsibility**

You are responsible for informing your guests of contract lease policies and for their behavior and actions,

including being charged for any damage they may cause to university or others' personal property. Guests are defined as family members, friends, or other persons affiliated with the resident in any way who does not live in the suite.

All guests should be escorted to and from the suite. Guests cannot be left unattended. Hosts are responsible for being present with the guest to and from the suite as well as any other areas in the building at all times. Guests may not be given a key to the apartment nor should apartment doors be left unlocked so guests can access the space without their host. Residents are not permitted to host guests who have active "Ban and Bar" orders or other trespass restrictions in effect. At no time will there be more than 10 individuals (including residents) permitted in any apartment.

Residents may have overnight guests in their room subject to the following limitations:

- Guests are only allowed with the consent of the other roommates if the roommates have agreed to this in the roommate agreement.
- Visitation/overnight guests of one resident may not infringe on the rights of other residents.
- You are permitted to host overnight guests three (Scott Campus) or four (Dodge Campus) nights in one month and may not disturb roommates or other residents. As your suite is a shared space, you should consult your roommates as you invite overnight guests.
- The privilege of having guests may be revoked or restricted if abused (i.e., any sort of disruption or policy violations that occurs and involves the guests).

The Housing & Residence Life staff reserves the right to restrict guest privileges in a suite pending investigation if university policies are violated or if complaints are received from the members of the suite, floor, or building.

Residents will be held responsible for their guests, including any policy violations. Guests who violate any Housing & Residence Life policies may be issued a trespass letter and/or banned from being on Housing & Residence Life property.

In the event of a serious or emergency situation on- or off-campus which the University judges to pose a serious threat to public health or safety on campus, Housing & Residence Life may restrict students from hosting guests in on-campus housing. This may include but is not limited to incidents such as meteorological events, acts of violence or terrorism, or health emergencies. Housing & Residence Life will communicate these restrictions to students in a timely manner once the decision to restrict guests has been made.

### **If Your Roommate Moves Out**

Housing & Residence Life will seek to fill the open vacancy in the suite should a roommate move-out. It is expected that the remaining roommates will make the new roommate feel welcome. This includes cleaning any



common areas and making room for the new resident to put their items in the common spaces, including cabinet and refrigerator spaces. Should the vacancy not be filled immediately, Housing & Residence Life reserves the right to move you into another suite for the purpose of consolidating occupied spaces if needed. It is our policy that no resident be in a suite by themselves. Housing and Residence Life tries to give at least a 24-hour notice when a new roommate will be moving into your suite; however, this is not always possible. All notifications will be sent to your UNO email address.

### **Moving Between Bedrooms or Suites**

Provided space is available, residents may switch bedrooms/suites with the permission of housing staff. Please note, there is a room freeze during a resident's first two weeks living on-campus. During this freeze, room changes outside of emergency purposes will not be permitted. This is done to confirm student occupancy, as well as provide an appropriate length of time for residents to settle into their space and get to know their roommates. If a move is approved after speaking with housing staff. Residents will be assessed the improper checkout fee for all unapproved moves.

## **THE ITEMS IN YOUR SPACE**

### **Resident Rooms**

The provided furnishings must remain in the suite. Beds must remain on their frames, and desks and other furniture must be left completely assembled. Waterbeds or self-assembled lofts are not permitted. No other beds or mattresses are allowed. Residents are not allowed to store or use housing furniture outside on their patio or balcony, including in outside storage closets.

You are not permitted to paint, wallpaper, use stickers or decals (including command strips/hooks), or otherwise modify finished surfaces in any permanent manner. In order to decorate your space, Housing & Residence Life does permit the use of push pins and small nails (10 gauge or higher). You should refrain from using larger nails and screws because those items cause permanent damage to painted or finished surfaces. Residents are not permitted to wall mount televisions or similar devices, as doing so may cause damages to the space. If you have questions about specific products that you may want to use within your suite, please check with the maintenance department before installation of such items.

### **Personal Furniture**

Each suite comes fully furnished (bedrooms and living area). Residents will not be permitted to remove any existing furniture from the suite. We do not provide storage for any items. Furniture should not be disassembled for any reason. This can result in damage to the furniture and charges to the resident. Residents are permitted to bring in personal furniture as they wish but should be mindful of the space limitations in the apartments. Waterbeds, self-assembled lofts, and other beds/mattresses are not allowed due to space constraints.



## Decorations

Cut greenery, trees, branches, or other such fire hazards are not permitted. Artificial trees are allowed. All items placed on doors must be above the doorknob to comply with Fire Code Standards. Nothing may be hung from the ceiling, sprinkler heads, or on the ceiling lights/fan. No banners or decorations can be hanging across hallways or entrances and exit points in the building. All decorations in the common area must be agreed upon by all roommates. Live decorations, such as pumpkins or plants, should be properly maintained and disposed of, or Housing & Residence Life staff may remove the item(s) at your expense.

## Bicycles

All bicycles should be registered. The registration policies for each campus are as follows:

- *Dodge Campus:* All bicycles should be registered with HRL and display a free bicycle permit provided by housing staff. Permits should be displayed above the rear wheel, underneath the seat. You may register your bicycle by [completing this online form](#). Please have the serial number of your bicycle. You will receive a permit in your campus mailbox within 48-72 hours of submitting the form.
- *Scott Campus:* Residents are encouraged to register their bicycle with Public Safety [online](#).

Bicycles are to be locked and stored on designated bicycle racks throughout the property. Housing & Residence Life is not responsible for any damage, loss, or theft of a bicycle. We recommend using a U-lock to prevent theft. If any bicycles are found in suites or on patios/balconies, the resident will be asked to move them. If the bicycle is not moved within requested timeframe, the bicycle may be removed by a staff member and the resident will be referred to the student conduct process. Upon check-out, please be sure to remove your bicycle. Unclaimed bicycles will be subject to the Personal Property Left Behind policy in the following section.

## Personal Property Left Behind

Any personal property remaining in the room/suite after the resident vacates the premises shall be considered abandoned. Housing & Residence Life staff will bill the resident an improper check out fee and any costs associated with removal and disposal of belongings left behind. HRL will remove items immediately and dispose of those items after 10 days.

# THE MAINTENANCE OF YOUR SPACE

## Suite Condition, Repairs, & Alterations

Residents are expected to maintain suites in a good, clean, safe, and sanitary condition, apart from reasonable wear and tear. Except in the event of an emergency, requests for repairs or services must be submitted online. In case of malfunction of utilities or damage by water, fire, or similar cause, notify Housing & Residence Life staff immediately. Notify Housing & Residence Life staff promptly of water leaks, electrical problems, broken glass, broken locks or latches, malfunctions in heating, air conditioning, or other equipment, and any condition which

poses a material hazard to health or safety. Once the notice is received, Housing & Residence Life staff will act with reasonable diligence in making repairs. Housing & Residence Life staff will provide normal maintenance and repairs within the suite without additional charge to residents. The cost of significant repairs made necessary by abuse or misuse of the suite and equipment by residents and/or their guest(s) will be borne by the resident(s). Residents are not permitted to make any alterations or improvements to the suite or environment.

### **Room Condition Upon Check-In**

Dodge Campus: Residents do not need to complete any sort of room inventory form upon arrival, as charges for damages only occurs if the damage is over-and-above normal wear-and-tear. However, when you move-in, you should check your room for damages, cleanliness concerns, or other issues. Report these concerns to our staff within 24 hours of your move-in. Dodge Campus residents can submit work orders online at <https://unohousing.freshdesk.com>. Any damages present in an apartment space at the time a resident moves out that were not reported and submitted as work order upon move in will be assumed to be the responsibility of that resident, and that resident will be charged accordingly. If the damage exceeds the \$200 deposit, the charges will be added to the resident's MavLINK account and the resident will be notified via email.

Scott Campus: All Scott Campus residents are required to fill out a room condition form (<http://scottcampus.com/move-in-condition-form/>) within 24 hours after they check into their suite/bedroom. Room condition forms are designed to help identify damage or issues in the room so they can be resolved and ensure the new resident not be found responsible for existing damages. Failure to turn in a room condition form means the resident will be liable for any damages found in the room following their check-out of the space. If damages are found in the room after checkout, the room inventory/room condition form will be used to assign damage charges. If the damage exceeds the \$200 deposit, an invoice will be sent to the resident and the charges will be added to the resident's MavLINK account.

### **Facility Misuse**

You and your roommates are responsible for your room/suite and its contents and will be charged for any damage beyond normal wear and tear. The condition of the common areas, hallways, and laundry rooms is also the responsibility of the residents. Residents who damage or misuse any hall facility/furniture/appliance will be held responsible for the cost of repairs and may be subject to disciplinary action. Residents do not select the vendor(s) to fix damage in their suite. Vendors are selected by Housing & Residence Life staff. We will work to obtain various quotes to secure the best price and quality of work. Vendors are selected based on the policies in place for the University of Nebraska at Omaha/Scott Residential Management.

### **Cleanliness**

You must maintain your room and suite in a clean, orderly, and sanitary condition at all times. Cleaning is one of the most common frustrations among roommates, so it is important to follow some standard cleaning procedures, including:

- Keep the floor tidy by utilizing a vacuum for carpeted areas, and a broom/Swiffer for tile and laminate flooring.
- Regularly clean dishes with dish soap and warm water or utilize the dishwasher (with specific dishwasher soap) to clean your dishes.
- Wipe down/dust and sanitize the surfaces in your suite and your bedroom, including the tabletops, counters, dressers, etc.
- Wipe down and sanitize the toilet, sink, and shower/tub in your shared bathroom. Utilize appropriate household cleaners to do so.
- Refrigerate perishable food as soon as possible.
- Dispose of all garbage by placing it in a trash bag and taking full bags to the appropriate dumpster within a day.

Unclean conditions may create an unhealthy and frustrating environment for your roommates and neighbors. In addition, lack of cleaning could cause permanent damage to appliances and fixtures. Residents will be billed for any actual costs incurred if it becomes necessary for staff to have the suite cleaned and restored to safe and sanitary conditions. Improper use of recycling bins may result in referral to the student conduct process.

### **Kitchen Appliances & Lavatories**

Kitchen areas are to be maintained in a safe and sanitary condition. If unsafe or unsanitary conditions are noted by Housing & Residence Life staff, residents will be asked to correct the situation. If it is necessary for Housing & Residence Life staff to clean the kitchen area to restore the suite to safe and sanitary conditions, the cost of such cleaning will be billed to the residents of that suite.

Bathrooms, sinks, toilets, bathtubs/showers, and all water and plumbing equipment shall be used only for the purpose for which they were constructed. Sweepings, kitchen grease, rags, ashes, or other foreign substances shall not be thrown into any plumbing apparatus. Any damage and the cost of repairing plumbing resulting from misuse shall be billed to the residents of that suite. Do not put menstruation products down the toilet.

Bathrooms are to be kept in a safe and sanitary condition. If unsanitary conditions are noted by Housing & Residence Life staff, residents will be asked to correct the situation. If it is necessary for Housing & Residence Life staff to clean the bathroom to restore it to sanitary condition, the cost of such cleaning will be billed to the residents of that suite. The level of cleanliness needs to be agreed upon by all residents of the suite.

### **Patios and Balconies**

For the safety of all, no sitting on, hanging from, or climbing on railings; no throwing items from or jumping off balconies. Residents or their guests found responsible for creating or participating in these types of unsafe behaviors may be referred to as the student conduct process. We ask for your assistance in maintaining a clean

and presentable appearance throughout Housing & Residence Life, including patios and balconies. Due to fire safety regulations, the policies for patios/balconies are different for each property. Here are the specific policies for use of balconies/patios for each property:

#### *Maverick Village & Scott Village*

Please keep patios and balconies uncluttered. On patio and balcony areas, you may use only outdoor patio furnishings. You may not store, dry, hang, or drape items (e.g., clothing, towels, linens, rugs, signs, flags, etc.) or have unsightly personal property on your patio or balcony. Hammocks are not permitted to be attached to the building or to the patio/balcony. Outdoor lights are permitted but must be plugged into an outside outlet. (Note: if any damage is done by hanging lights or other items, residents may be charged.)

#### *University Village*

Due to fire safety regulations, you are not permitted to store/display items on your patio. This includes, but is not limited to, indoor/outdoor furnishings, hammocks, indoor/outdoor lights, etc. You also may not store, dry, hang, or drape items (e.g., clothing, towels, linens, rugs, signs, flags, etc.) on your patio or balcony. Residents who do have items displayed/stored on their patio/balcony will be asked to remove those items.

#### *Scott Court, Scott Crossing, Scott Hall*

These properties do not have patios/balconies.

### **Trash and Recycling**

Residents are responsible for removal and proper disposal of trash from their suite. Please place all trash in tightly closed plastic bags and deposit them in an area dumpster located on property. Both trash and recycling dumpsters are available for your use; however, please do not mix trash and recycling. Trash may never be left in hallways or on a balcony/patio. Residents should never dispose of hazardous materials of any nature whatsoever in any trash receptacles, dumpsters, or similar containers.

### **Suite Lighting**

Contact maintenance to replace burned-out light fixtures. Use of colored light bulbs in any outside exterior fixture is prohibited. Interior outlets cannot be used to support this type of lighting since opening and closing of doors can cause cords to become frayed. Residents are not permitted to remove or take lightbulbs.

### **Room Temperature**

Residents can set the temperature of their apartment anywhere between our preset limit of 68-76 degrees. Tampering with thermostats to change these settings/enable or disable features is a violation of policy and will result in a referral to Conduct. Roommates should make an attempt to agree on the temperature of the suite. They should compromise to agree on a temperature that is reasonable and as comfortable as possible for most

of the residents of the suite. This can be discussed when completing the Roommate Agreement with the RA. If no compromise is made, Housing & Residence Life staff will intervene. Failure to abide by the Roommate Agreement may result in further mediations with housing staff.

### **Windows and Doors**

For safety reasons, windows and doorways may not be obstructed. Screens may not be removed by the residents. Window coverings are provided in each suite for shade and privacy and are not to be removed. No reflective film or other materials are to be applied to windows or patio doors. Please do not leave windows open during inclement weather. Residents will be held liable for damage to the unit, including paint, walls, cabinets, floors, furniture, and appliances resulting from failure to exercise reasonable care.

### **Non-Emergency Room Entry, Inspection, & Maintenance**

Housing & Residence Life maintenance staff will give a minimum of 24-hour notice before entering a suite to perform routine maintenance. However, maintenance staff will enter suites with less than 24-hour notice when a repair order has been filed or cleaning is necessary. We will not notify residents when we need to enter and clean suites during the transition times (May-July). This is a yearly occurrence for contract lease turnover and an extremely time sensitive process. We hire cleaning and painting companies who work in conjunction with Housing & Residence Life staff to clean and prepare suites.

Your right to privacy applies to your on-campus room. Entry to residents' rooms is limited to emergency, policy violations, cleaning, or repair circumstances as deemed necessary by Housing & Residence Life staff or as may be legally required. In order to maintain a safe environment for residents, Housing & Residence Life staff reserve the right to have authorized personnel with identification enter and inspect suites/rooms at reasonable times as deemed necessary. Housing & Residence Life staff may enter a suite/room after first knocking on the suite/room door and announcing a request to enter. Reasonable time will be given for occupants to respond before entry into the suite/room occurs. If residents are not in the suite/room and have not been given prior notice, a room entry report may be left to notify residents of such entrance. Staff may enter a suite/room for reasons including, but not limited to, the following:

- When there is a strong reason to believe that any term or condition of the contract lease is being violated.
- At invitation or agreement by the resident.
- To respond to a complaint of a disturbance, which includes hearing unreasonably loud or continuing sound from a suite/room with the occupants failing to respond.
- To complete repairs to previously reported damaged items.
- Whenever someone moves out of a suite/room for checkout purposes.
- To respond to health and safety issues and for any emergency reasons (e.g. spray for insects, fire,

broken pipes, etc.);

- Deliver correspondence to the resident.
- Health and Safety Checks/Quarterly Inspections.

#### **Health and Safety Checks/Quarterly Inspections**

All residents are expected to keep their living space conditions clean, orderly, and sanitary at all times. Housing & Residence Life staff will conduct periodic inspections with the purpose of taking preventive and corrective action for unsanitary living conditions and safety hazards in suites. Residents will be given a minimum of 24-hour notice in advance of inspections. If a room fails to meet cleanliness standards, the resident(s) will be given 24 hours to correct the issue. If the issue is not taken care of by the residents within 24 hours following the inspection, a custodian may be asked to clean the room, and the residents will be charged a cleaning fee. Likewise, if staff notice any safety hazards in the room, residents will be asked to remove items or correct the issue. Residents will have 24 hours to make the necessary changes, and if the issue is not corrected, Housing & Residence Life staff will take steps to correct the issue and the resident will be charged. These inspections will happen quarterly (about three to four times throughout the year). If, during these inspections, Housing & Residence Life Staff see any items in violation of the Housing & Residence Life Policies (such as alcohol, disconnected smoke alarms, etc.), the resident will be referred to the student conduct system action.

## IV. SAFETY & SECURITY

Group living can pose some threat to the security of possessions. Help protect yourself by making a list of proper serial numbers and by locking your door when you leave your room. You may wish to [register your property](#) with UNO Public Safety. Do not prop open doors which lead to the outside of the building. UNO does not provide personal property insurance. Your family's household insurance may cover your property while you live on campus. Discuss this with your family's insurance carrier or an independent insurance carrier. We recommend that you get some type of renter's insurance.

Your personal safety and the protection of your possessions require a joint effort between you and the university. Behavior that jeopardizes the safety of residents or staff is prohibited. In order to make living in the residence halls at UNO a safe and pleasant experience, here are some reminders:

- Residence halls are only as safe and secure as residents help keep them. To protect the safety of all residents, jeopardizing complex security (e.g., propping open outside doors) in any way is prohibited.
- Any unsafe situations you cannot correct, such as lights out in a stairwell, safety hazards, etc., should be reported to a Housing & Residence Life staff member as soon as possible.
- Familiarize yourself with the emergency procedures and follow posted procedures for evacuation during fire alarms or tornados.
- Contact your RA, front desk, or Public Safety if you need emergency assistance.

### SAFETY

#### Fire Safety Equipment/Evacuation

Housing & Residence Life buildings are equipped with safety equipment including smoke detectors and sprinklers in each room. Maverick Village, Scott Court, Scott Crossing, and Scott Village suites are equipped with carbon monoxide detectors. Because University Village and Scott Hall are heated differently, there is not a need for carbon monoxide detectors in those suites. As a member of the Housing & Residence Life community, you are held responsible for keeping the fire safety equipment in good working order. Therefore, you may not render any fire safety equipment in your room/suite (or anywhere on campus) inoperable, and you should report any malfunctions or inoperable smoke detectors or sprinklers to Housing & Residence Life as soon as possible. Any person who misuses fire safety equipment will be subject to severe disciplinary action, fines, and/or arrest.

Objects are not to be hung on or within six inches of the sprinkler heads or on the ceiling or ceiling light/fan. Any sprinkler head discharge will lead to immediate dispatch of the Omaha Fire Department, evacuation of the affected areas, and a prompt and thorough investigation. Residents who violate this policy are responsible for any damage done to Housing & Residence Life property and the personal property of any other



residents/guests.

Please notify the RA on duty if you set off a building fire alarm for any reason.

### **Fire Hazard Warning**

You may not store any items in the furnace closet area of your suite or block air intake vents outside the furnace closet area. Failure to comply can result in a fire that endangers not only your life but the lives of others in the building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages. No storage of flammable materials in the buildings is allowed. Fire regulations state that hallways may not be used for storage of any personal property at any time. Never prop open any door for any reason. Never block your utility door in the kitchen area. We do not allow any type of space heater in the bedrooms or suites.

### **Candles, Appliances & Extension Cords**

You may not light candles or burn/use incense anywhere in the suite. Candle warmers (with the wicks cut) and Scentsy-like products are permitted, so long as they are attended to by the resident. If the power goes out, use flashlights only. You can bring small electric grills (i.e., George Foreman), popcorn poppers, toasters, blenders, coffee pots, etc. for use in the kitchen. Kitchen appliances with an open flame will not be permitted. Housing & Residence Life staff will use their discretion if they see a kitchen appliance that might be considered a fire hazard. Grills designed for outdoor use, including gas and electricity, are not permitted within or outside of the suite. Grilling facilities are available in the courtyard area of some of the properties. Lighter fluid should not be stored in any suite. All extension cords must be U.L. approved. Multiple outlet "octopus" plugs are not allowed; however, surge protectors are allowed. Prohibited items may be removed by Housing & Residence Life Staff.

### **Firearms/Weapons**

Items such as, but not limited to, firearms, ammunition, martial arts weapons, knives (longer than 3"), explosives, paint ball guns, bows/arrows, Tasers, fireworks, slingshots, and other weapons are not allowed, regardless of permit status. This policy includes sporting equipment which could be used as a weapon or firearm.

### **Hall Sports**

Residents are not permitted to play sports (including, but not limited to, those which involve balls, rackets, bats, Frisbees, bicycles, skateboards, etc.) in the suite buildings. This policy exists to reduce the possibility of injuries to individuals and damage to the buildings. There are appropriate spaces outside for residents to engage in athletic activities. Violations may result in confiscation of equipment, as well as disciplinary sanctions and/or restitution for damages.

### **Tobacco/Smoking Policy**

The UNO Campus is a smoke and tobacco-free university. Therefore, all Housing and Residence Life buildings -

inside and outside, including patios and balconies - are smoke and tobacco-free. This includes the use of cigarettes, cigars, hookahs, chewing tobacco, e-cigs, pipes, nicotine liquid, and similar products or instruments. Additionally, Nebraska law prohibits the use of cigarettes or cigars, electronic nicotine delivery systems or alternative nicotine products, or tobacco in any form whatever by anyone under the age of 21 years. Those who are found in violation of this policy will be held responsible for any costs associated with damages, cleaning, and/or removing allergens from smoke; you will also go through the conduct process and may receive additional sanctions (i.e. fines, educational sanctions, university service, etc.). HRL staff will confiscate and dispose of any nicotine and/or tobacco products found in the possession of students under 21 years old within housing.

### **Medical Emergencies**

If a situation appears to demand medical attention, university personnel may summon emergency medical assistance for the health and safety of the resident. The cost of such assistance will be the responsibility of the resident/parent/guardian/guarantor. Additionally, if a resident becomes aware that another individual needs medical attention, they should contact the appropriate services and/or contact a staff member.

## **SECURITY**

### **Room/Suite Keys**

Each resident will be issued a key and keycard to their assigned room/suite. For security reasons, it is a violation of policy to duplicate this key/keycard or loan it to anyone else. If you lose your room key/keycard, you are required to report this loss immediately to the front desk or RA on Duty. If you lose your key/keycard, you will be expected to pay for the replacement of all locks affected. You will be billed for the cost of key/keycard replacements.

### **Locking Doors**

Residents are strongly encouraged to lock their suite door when they are not present in the suite. This is for the safety of not only the individual and their belongings, but for the safety of roommates and their property as well. It is encouraged that residents lock their bedroom door when they are not present as well.

### **Lockout Policy**

#### *Dodge Campus*

If you are locked out of your room, a temporary loaner key/keycard may be checked out from your village front desk. If the lockout occurs after hours, call the RA on Duty.

All loaner keys must be returned within 24 hours of check out. You will receive notice via email and phone if the key is not returned in that time. If you fail to return the key in a timely manner, your suite may be re-cored by Housing & Residence Life at a cost of \$250.00 to you. These re-cores are completed as a safety and security

measure to protect you and your roommates.

You cannot check out keys for friends or roommates, and they are not able to check yours out. You are responsible for any key replacement regardless of the circumstance, such as theft, lost key, dropped down a drain, etc.

### *Scott Campus*

If you are locked out of your room, call the RA on Duty who will come and unlock your door for you. Residents are allowed one lock-out free of charge per semester. There is a \$10.00 fee per lockout for all subsequent lockout calls.

### **MavCARD**

Residents will have their MavCARD (Campus ID Card) programmed during check-in for access rights to their property's proxy card readers. This will give you access to your assigned property. Doors with proxy card readers are locked at all times. Residents may not prop these doors open. You may not allow anyone else to use your MavCARD to access a building. Please carry your MavCARD at all times. Failure to show your MavCARD to a staff member upon request is a violation of university and housing policy. Attempting to give or giving false information to a staff member is a violation of the [\*UNO Student Code of Conduct\*](#). Loaning your MavCARD to another person for use is also a violation of university policy and doing so may result in disciplinary action. If you misplace your MavCARD, please notify HRL so that you can be issued a temporary card and HRL can turn off access to your missing card until it is found/replaced. In order to get a new MavCARD, you will need to go to the [\*MavCARD Services Office\*](#) in the Milo Bail Student Center.

### **Accidents/Theft/Property Loss**

Residents are required to immediately report any fires, accidents, injuries, and/or property damage occurring in the suite. This enables staff to promptly assist you, and in some cases, minimize the extent of the damages. Please contact Public Safety or your village front desk to make any reports. Please note, Housing & Residence Life is not responsible for any accidents or losses that occur within the residence halls. We encourage all residents to purchase renter's insurance. UNO assumes no responsibility for residents' personal belongings. Coverage through homeowner's insurance or from an independent insurance agent is strongly recommended. Keeping your bedroom and suite door closed and locked at all times is highly encouraged. If applicable, keep your balcony door locked at all times. All thefts should be reported to Public Safety.

### **Cameras**

Closed-circuit security cameras operate throughout Housing & Residence Life property covering common spaces

outside (e.g., walkways, entrances, etc.) and inside (e.g., hallways, laundry rooms, community spaces, etc.) each building. Residents are advised that the recording of other residents and/or guests in apartment spaces where individuals have a reasonable expectation of privacy may constitute a violation of the Student Code of Conduct.

# V. CONDUCT & POLICY VIOLATIONS

Housing & Residence Life is committed to fostering an educational, living-learning environment within on-campus residence halls. Even when residents deviate from these community policies, we believe those can be rich, teachable moments. Staff members will address inappropriate behavior when necessary. We view resident conduct as another part of the educational process. Residents who choose to violate the HRL Community Policies or UNO's *Student Code of Conduct* will be referred for disciplinary action. Residents will have the right to due process and have the opportunity to defend any accusations of behavior that violates the HRL Community Policies or the Student Code of Conduct. The conduct process is thoroughly explained [here](#). If found in violation, possible sanctions may include:

- Verbal warning.
- University probation or warning.
- Housing probation.
- Educational requirement.
- University service hours.
- Suite reassignment.
- Contract lease termination (full cancellation fees will apply).
- Suspension from the university.
- Expulsion from the university.
- Restitution for damage to university property or the personal property of residents/guests.

A resident can be removed from housing and/or have a conduct hold placed on their UNO account if they do not complete their sanctions in a timely manner. Documentation regarding all incidents will be kept in the student's file, maintained by the Office of Student Conduct and Community Standards. If you have questions concerning any of your rights or responsibilities as a residence hall student or the conduct of other residents, we strongly encourage you to contact your Resident Assistant or RLC.

## ALCOHOL POLICY

State law and university regulations state that the possession or consumption of alcohol in any Housing & Residence Life property/parking facility is prohibited, regardless of the resident's age. It is a violation of housing policy to be in a room where alcohol is present, whether you are drinking or not. Alcohol-related conduct (including intoxication) that infringes upon the rights of the others to a quiet, orderly living environment, or that poses danger to yourself, or others is not acceptable under any circumstance and constitutes a violation of housing policy. Possession or display of containers that held or were intended to hold alcoholic beverages is not permitted (empty alcohol containers are in violation of the alcohol policy). Public Safety officers and residence hall staff reserve the right to dispose of alcohol and/or drinking paraphernalia. For more specific information about the University's alcohol policies for students, as well as situations in which students may be held responsible for alcohol possession, consumption, or intoxication that occurs off-campus, you are encouraged to review the UNO Student Code of Conduct.

Possible responses/sanctions to a violation of the alcohol policy include:

- Conduct meeting with a member of the conduct team.
- Educational Requirement, typically participation in BASICS (\$100 fee - funds are used for wellness initiatives).
- University Disciplinary Probation.
- Behavioral Requirement, which could include items such as university service, bulletin boards; implementing an event/program related to violation, etc.
- Possible relocation or removal from housing. Residents will still be held liable for their contract lease even if they are removed for conduct reasons.
- Parental notification - Housing & Residence Life staff reserves the right to contact parents/guardians/guarantors about any resident who is in violation of this policy or is transported to detox or the hospital for alcohol use health concerns.
- Referral to the Office of Student Conduct and Community Standards to discuss your student status.
- UNO Public Safety (UNO DPS)/Omaha Police Department (OPD) may be notified, and appropriate legal charges may be filed by UNO DPS or OPD, (e.g., Minor in Possession (MIP), procuring for a minor, Minor in Consumption (MIC), etc.).

## DRUG POLICY

State law and university regulation prohibit possessing, using, and distributing illegal drugs, drug paraphernalia, and/or controlled substances (including, but not limited to, marijuana, narcotics, or prescription drugs intended for use by another individual) in any residential complex or anywhere on university property. In addition, it is a violation of housing policy to be in a room where illicit drugs are present. Your guests are likewise subject to this policy, and residents will be held accountable for the actions of their guest(s). For more specific information about the University's drug policies for students, as well as situations in which students may be held responsible for illegal drug possession, use, or distribution that occurs off-campus, you are encouraged to review the UNO Student Code of Conduct.

Possible responses/sanctions to a violation of the drug policy include:

- Conduct meeting with a member of the conduct team.
- Educational Requirement: Mandatory participation in BASICS (\$100 fee - funds are used for wellness initiatives).
- University Disciplinary Probation.
- Behavioral Requirement, which could include items such as university service, bulletin boards, implementing an event/program related to violation, etc.
- Possible relocation or removal from housing. Residents will still be held liable for their contract lease even if they are removed for conduct reasons.
- Parental notification. Housing & Residence Life staff reserves the right to contact parents/guardians/guarantors about any resident who is in violation of this policy or is transported to detox or the hospital for drug use health concerns.
- Referral to the Office of Student Conduct and Community Standards to discuss your student status.
- UNO Public Safety (UNO DPS)/Omaha Police Department (OPD) may be notified, and appropriate legal charges may be filed by UNO DPS or OPD (e.g., possession of a controlled substance, etc.).

Questions? If you have questions concerning any of your rights or responsibilities as a residence hall student or the conduct of other residents, we strongly encourage you to contact the Office of Conduct and Community Standards at [unoconduct@unomaha.edu](mailto:unoconduct@unomaha.edu).



## OTHER VIOLATIONS

As with any community, certain regulations have been developed to protect your rights and the rights of other community members. Many policies are a matter of courtesy. Some policies, however, are for the protection of the community members. Inappropriate behavior or unlawful activities may result in immediate termination of your housing contract lease (should such action occur, full cancellation penalties will apply), your relocation to another suite, and/or referral to the Office of Student Conduct and Community Standards or the appropriate law enforcement agency. Such policy violations include, but are not limited to, the following:

- Tampering with fire equipment (i.e., fire extinguishers, alarms, exit signs, smoke detectors, sprinkler system) or with Carbon Monoxide detectors, or arson.
- Causing physical harm to another individual.
- Threatening and/or intimidating behaviors that cause reasonable fear of injury to the health or safety of any other individual or property.
- Sexual misconduct.
- Harassment.
- Discriminatory behavior.
- Possession of explosives, firearms, fireworks, or other weapons.
- Jumping, throwing, or dropping objects out windows or off balconies.
- Trespassing in other residents' rooms.
- Possessing stolen property.
- Tampering with mail or mailboxes.
- Disrupting the suite, floor, or building community.

### Pets

The only pets permitted in Housing & Residence Life are non-dangerous fish which live completely underwater or assistance animals that have been approved by the [Accessibility Services Center](#). Aquariums must be 10 gallons or less. No other pets, including but not limited to cats, dogs, gerbils, snakes, birds, crabs, turtles, spiders, ferrets, etc., can live in or visit a resident suite. If a pet is found in your suite, you may be charged a cleaning fee, referred to the student conduct process, and asked to remove the pet in a timely manner. If you refuse to remove the pet in a timely manner, Housing & Residence Life will call a local agency to remove the animal and any charges associated will be your responsibility. Violations of the Assistance Animal policy prescribed by UNO's Accessibility Services Center may be referred to the student conduct process.

### Satellite Dishes

Satellite dishes are not permitted.

### **Self-Propelled Devices**

Due to fire concerns relating to batteries, the use and possession of hover boards, self-propelled or [electric](#) scooters, or similar devices are prohibited from all Housing & Residence Life buildings and property. Drones are not allowed to be flown inside of the buildings or on campus property, unless [approved by UNO](#).

### **Street/Traffic Signs, Lights, Cones, Etc.**

Any street and/or traffic signs, lights, cones, etc. are not permitted in Housing & Residence Life. If these items are found, Public Safety and/or the Omaha Police Department may be notified.

### **Musical Instruments**

Musical instruments, including but not limited to pianos, keyboards, drums, guitars, horns, stringed instruments, woodwind instruments, and reed instruments may not be played in the residence halls without approval from the Residence Life Coordinator/Resident Manager. Their sound often travels and may disturb other residents. Residents may also not use amplifiers or sub-woofers in the residence halls.

### **Gambling**

Gambling involving any exchange of money or anything of value is not permitted.

### **Unsafe Activities**

Any activity deemed by Housing & Residence Life staff to be a threat to the health and safety of tenants is strictly prohibited. Prohibited activities include but are not limited to: sitting on balcony railings, jumping or throwing anything off the balcony or into the suite, as well as practical jokes and pranks. Such activities may damage property, injure other residents, increase the noise level, and disturb non-involved residents. Residents who engage in such behavior will be held responsible for damages and clean-up, and disciplinary action will be taken.

### **Advertising**

Any advertising or flyers must be approved by Housing & Residence Life before being placed on any bulletin boards, suite doors, etc. Please contact [unohousing@unomaha.edu](mailto:unohousing@unomaha.edu).

### **Sales/Solicitation**

Canvassing or solicitation of funds, sales, votes, memberships, literature, signatures, or subscriptions is not permitted in Housing & Residence Life. All groups must seek permission from the director or their designee for approval of solicitations. Please report any solicitors to the front desk.

### **Computer/Computer Network**

All residents will be expected to sign, and abide by, the "Acceptable Use" policy of Housing & Residence Life's internet provider (Dodge Campus: Apogee/MyResNet; Scott Campus: Scott Campus Network). Failure to comply with these policies may result in losing internet privileges provided by Housing & Residence Life.

# VI. YOUR CONTRACT LEASE

## YOUR CONTRACT LEASE TERMS

### Contract Lease Specifics

Please refer to your contract lease for specific questions, including contract lease length, changes/corrections, cancellations, etc. You may also reach out to [unohousing@unomaha.edu](mailto:unohousing@unomaha.edu) with specific questions.

Only students admitted to UNO and enrolled full time in classes will be offered a housing contract lease to live in housing. Space is limited; therefore, spaces must be reserved for students who are enrolled full-time in classes. Full-time enrollment means 12 credit hours/semester for undergraduate student and 9 credit hours/semester for graduate students.

Students who fall below full-time status or do not enroll in classes during their contract lease term may be required to move out of housing and will be subject to the contract lease cancellation fees. Requests to continue living on campus while below full-time status can be made to the [Director of Housing & Residence Life](#).

### No Shows

Any resident not occupying their room by 5 P.M. on the first day of classes shall be considered a "no show" and will have their room cancelled unless they have filed an official notification of delay of arrival (written notice submitted via email and accepted by Housing & Residence Life) by 5 P.M. on the first day of classes. Residents who are identified as "no shows" will still be responsible for 50% of their remaining contract lease.

### Check-out Procedures

All residents must follow their village-specific checkout procedures to avoid incurring any additional charges. Please consult the housing website or email [unohousing@unomaha.edu](mailto:unohousing@unomaha.edu) with questions.

### Landlord Tenant Act

In accordance with Nebraska Revised Statute 76-1408 (1) Reissue 1996, 2002 Cum. Supp., as amended, the resident is entering into this contract for a residence at an institution, which is incidental to the provision of educational services, and therefore, this contract lease is not subject to the Nebraska Uniform Residential Landlord and Tenant Act.

### Policy Exemptions

If you'd like to request an exception to any of these Community Policies, please contact Housing & Residence Life at [unohousing@unomaha.edu](mailto:unohousing@unomaha.edu) to discuss your specific needs.



**HOUSING & RESIDENCE LIFE | 402.554.6605 | [housing.unomaha.edu](https://housing.unomaha.edu)**

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.