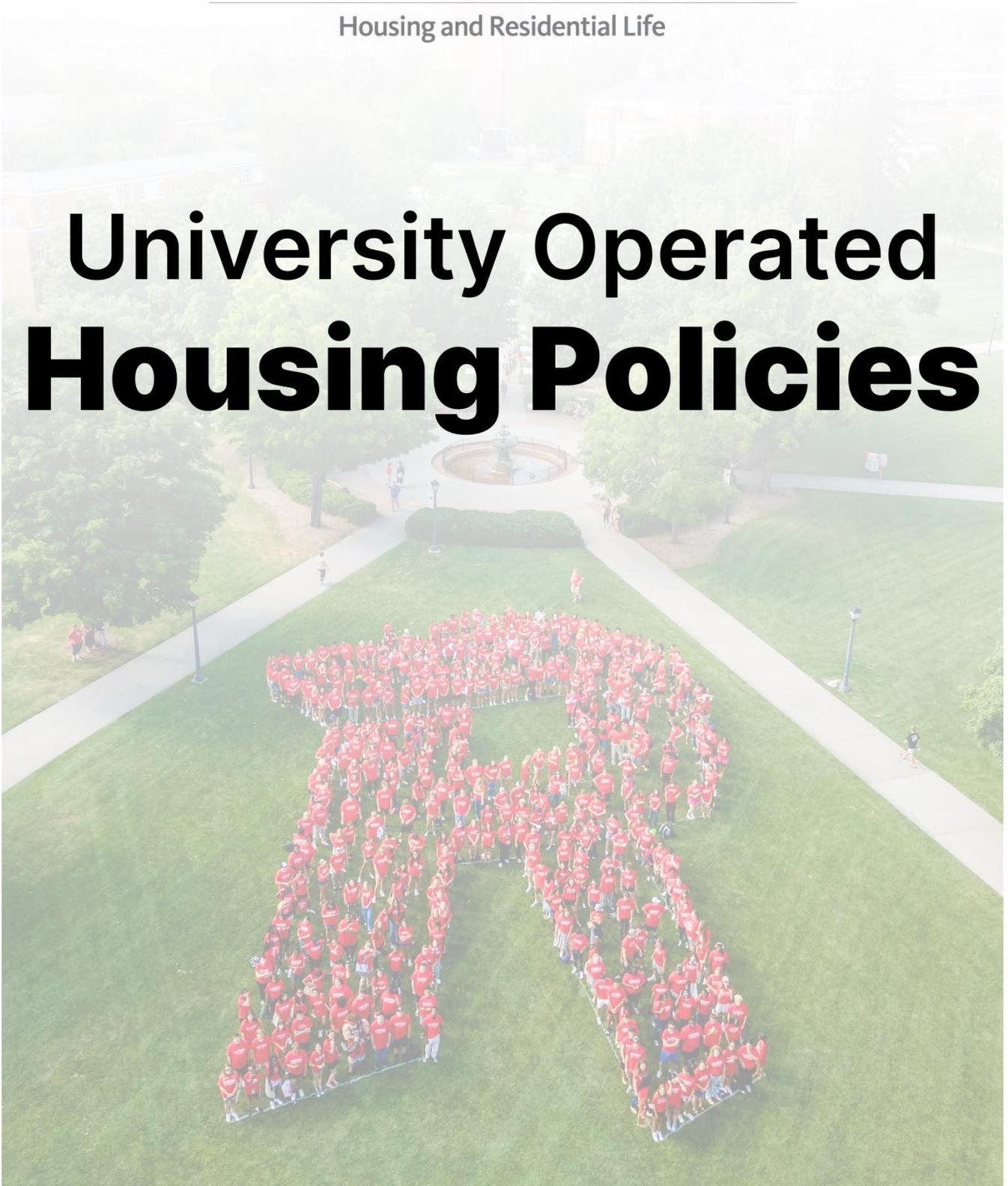


**RADFORD** UNIVERSITY

Housing and Residential Life

# University Operated Housing Policies



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## Vision

We envision a residential community of leaders and citizens engaged in transformative learning experiences.

## Mission

Through a curricular approach, our mission is to support students by cultivating dynamic communities that facilitate their personal growth and academic success.

## Educational Priority

Our priority is to ensure a residential experience where reflection leads to personal development; where students are empowered to lead as they develop a strong sense of community responsibility; where community engagement results in a network of meaningful relationships; a place where students and their achievements are celebrated.

## Values

- Student Learning – The heart of our work is providing experiences that promote student learning.
- Inclusion – We work to ensure that all residents are heard and have a place in our communities.
- Exceptional Service – In all aspects, we strive to provide excellent service to students, parents, and university partners.
- Responsible Stewardship – We appropriately manage our resources in a way that reflects responsibility.

## Housing and Residential Life Staff

Housing and Residential Life is an important resource for students and has multiple layers of staff who focus on supporting students' connection to Radford University's residential communities. Staff are responsible for the management of university owned and operated housing. Among the [full department staff](#), residents most often interact with the student and professional staff who live in their building.

### RESIDENT ASSISTANT (RA) – STUDENT STAFF

- RAs are students who live in the residential community and receive extensive training to be a reliable point of contact for support, information, or referral. Throughout the school year, RAs will engage residents one-on-one, plan events and programs, and serve on-call for after-hours assistance. RAs are selected based on their leadership skills, concern for the well-being of others, and knowledge of university resources.

### RESIDENT DIRECTOR (RD) – PROFESSIONAL STAFF

- RDs lead the day-to-day operations within a residential community and supervises a staff of RAs. RDs serve as an active, visible staff member responsible for developing an atmosphere that promotes academic achievement, inclusiveness, personal development, and a sense of community.

## Radford University Operated Housing Policies

In *addition* to Radford University's [Standards of Student Conduct](#), students and student organizations who live on-campus or use Radford University residential facilities are required to know and comply with the Housing and Residential Life policies detailed in this document.

Depending on the nature of the violation, failure to adhere to housing policies may result in referral to Student Standards and Conduct, billing, housing reassignment, and/or removal from housing.

Each student living on-campus also signs a [Residential Student Agreement](#) prior to occupancy. The terms of the signed agreement are legally binding between the student and the University for the period indicated in the agreement. Residents are responsible for familiarizing themselves with the terms and conditions of the agreement.

## **Abandoned or Unclaimed Property**

- Abandoned property includes all property where the owner voluntarily relinquishes possession, in addition to all property left by a student in a University facility after separation from the University.
- Abandoned or unclaimed property left in the room, apartment, storage room, or on the premises will be disposed of in accordance with University policy. Items remaining in a space that has been officially vacated, will be treated as abandoned property. Such items are discarded after 120 days.

## **Active Sports**

- Participating in active sports in areas not designated for that purpose is prohibited. This includes, but is not limited to, playing with sports balls, Frisbees, nerf guns, and other thrown or projected objects indoors.

## **Alcohol**

- Students and guests under the age of 21 may not possess or consume alcohol in any university operated housing.
- Possession, consumption, and presence of alcohol is prohibited in rooms/units where all assigned residents are under the age of 21.
- Legal possession, consumption, and presence of alcohol is allowed in rooms/units where one or more assigned residents are 21 years of age or older. However, students and guests under the age of 21 still may not consume or possess alcohol.
- Bulk quantities of alcohol (i.e., quantities that cannot reasonably be consumed by one individual) is prohibited.
- Involvement in activities or possession of items, games, or devices predominantly used for rapid consumption of alcohol (e.g., funnels, pong tables) is prohibited.
- Common source containers (e.g., kegs, punch bowls) are prohibited.

### **DISPLAY OF ALCOHOL MEMORABILIA & PARAPHERNALIA**

- Plastic, glass, metal, or other container which held alcohol at time of purchase that are decorated or on display in a student residence are not permitted.
- Students may not display alcohol signs or other related alcohol memorabilia so that they are visible from outside university operated housing.

## **Animals**

- For both resident students and guests, animals are not permitted in university operated housing unless the animal is designated as a service animal as defined in the Americans with Disabilities Act (ADA).
- Exceptions may be made for students who receive approval for a service animal or assistance/support animal as an accommodation. Students who receive such an

accommodation are required to adhere to the policies outlined and must have approval before the animal is brought into the building.

- For additional information, refer to the [Radford University Animals on University Property Policy](#).

## Appliances

- No major appliances such as a refrigerator, range, washing machine, clothes dryer, dishwasher, air conditioning equipment, microwave, deep freeze units or other appliances, regardless of size, may be installed or brought into any university operated housing.
- Portable heaters and portable air conditioners are prohibited in all university operated housing.

### RESIDENCE HALLS

- Any device with exposed coils and/or heating elements are prohibited.
- Prohibited appliances include:
  - Toasters, toaster ovens, slow cookers, hot air popcorn poppers, hot plates, waffle irons, rice cookers, Foreman grills, air fryers, broilers.

### UNIVERSITY HOUSING WITH KITCHENS

- Appliances, water heater/plumbing, range, air vents, or any other existing fixtures furnished by the university must be utilized only for their intended purpose and must not be removed or modified in any way.
- Small kitchen appliances (such as toasters, slow cookers, and rice cookers) are permitted in the kitchen if used following manufacturer's directions and attended while in use.
- No major appliances such as a refrigerator, range, washing machine, clothes dryer, dishwasher, air conditioning equipment, microwave, deep freeze units or other appliances, regardless of size, may be installed or brought into any university operated housing. Small kitchen appliances (such as toasters, slow cookers, air fryers, and rice cookers) are permitted in the kitchen if used following manufacturer's directions and attended while in use.
- Appliances, water heater/plumbing, range, air vents, or any other existing fixtures must be utilized only for their intended purpose and must not be removed or modified in any way.

## Bicycles and Skates

- Bicycles may only be parked in designated bicycle parking areas or stored in designated bicycle storage rooms.
- Skateboards, inline skates, roller skates, scooters, and other items with wheels are prohibited to be used inside all university operated housing. Hoverboards are prohibited from the grounds and facilities of Radford University.

## Break Housing

### THANKSGIVING BREAK, WINTER BREAK, & SPRING BREAK

- All residents in residence halls are expected to vacate the residence hall during breaks. Exceptions can be made and residents would need to fill out the break stay request form to stay in the residence hall over a break.
- All residents in university apartments are allowed to stay in their apartment during these breaks but must fill out the break stay request form.
- RAs will enter each room during each break for health and safety inspections.

## FEES

- There will be a per night fee charged to a student's account for residents arriving prior to move-in, staying longer than move-out, or over breaks.
- All residents in university housing must vacate their room by Friday at 5 p.m. following the last day of finals. Extended stay information and requests should be submitted through the housing portal on OneCampus.
- Residents must review the closing checklist and ensure items on the checklist are completed. Residents must check out with an RA per guidelines provided.
- Campus housing is limited when the university is closed for Thanksgiving Break, Winter Break, and Spring Break.
- Specific dates for the current term can be found on our [Important Dates](#) page.
- Break housing is limited to Madison Hall, Jefferson Hall, New River Bridge students living in Ingles Hall, university operated apartments, and The Patrick Henry.
  - Residents assigned to break housing must submit a break stay request on the [Housing Portal](#) to remain on campus during the break closure.
  - For residents in Madison Hall and Jefferson Hall, a nightly fee will be charged to the student's account.
- All residents in non-break Residence Halls are expected to vacate during breaks. Residents do not need to remove personal belongings and should keep room keys.
- Residents will be notified of break closure information before the closure.
- At the time of hall closings, RAs will enter each room and apartment during break closing for health and safety inspections.

## Boarding Policy

- The Radford University Radford Campus requires students to live in university operated housing for at least four consecutive semesters. Review the [Resident Boarding Policy](#) for more information about obligation and exemption. For those who qualify for an exception, requests can be submitted via the [Housing Portal](#).
  - The Radford University Roanoke Campus does not have a requirement for living in university operated housing. Additionally, they do not guarantee placement in university operated housing and do not have fully accessible rooms.

## Building Access & Keys

- Building access is limited to building residents and their escorted guests.
- Entering or exiting buildings in any way other than through an authorized doorway is prohibited.
  - Propping or attempting to force open an exterior building door or tampering with door locking mechanisms so as to allow access to a building is prohibited.
  - Loaning or giving a key, student ID card, or prox card to another person or using a key, student ID, or prox card to admit an unescorted or unregistered non-resident is prohibited. Keys are tracked and lock changes can only be completed by the University with a charge; duplicating keys is prohibited.
  - Entering another student's room without the invitation of the room resident at the time of entry is prohibited.

## Disability Accommodations

- Every effort will be made so students with disabilities receive equal access to education and opportunities within the academic community. Student Affairs has the primary

responsibility in reviewing accommodation requests and determining reasonable and appropriate accommodations.

- Students with a documented disability desiring assistance or accommodations should apply for accommodations via the following website, [Apply for CAS Services](#).

## Drugs

- Students may not possess, use, or distribute any illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. Such possession, use or distribution is prohibited in any building or on any property owned or leased by the university.
- The federal Drug-Free Schools and Communities Act prohibits the use or possession of cannabis on college campuses that receive federal funding, which would include Radford University. Federal law prohibits the distribution and possession of cannabis on university property or university leased property.
- Pertaining to cannabis (i.e., marijuana): the unlawful manufacture, distribution, dispensing, possession, or use of marijuana is prohibited in any property owned or leased by the university.
- Possession applies to any area or property for which the student is responsible. University policy conforms to state law with regard to drug paraphernalia.
- For additional information and full university policy, refer to the Radford University [Standards of Student Conduct](#).

### DISPLAY OF DRUG MEMORABILIA & PARAPHERNALIA

- Students may not display drug signs or other related drug memorabilia in any university operated housing.

## Facilities & Maintenance

- Residential students have a responsibility to report maintenance concerns in a timely manner through the maintenance request form. Residential students may be required to pay for repairs needed due to a student's improper use of university operated property or failure to report maintenance concerns.
- For maintenance services within university operated housing, residents can submit a request through the proper fix-it form for their location.
- Flushable wipes, paper towels, menstrual hygiene products, makeup wipes, and other items damage the plumbing system and are not to be flushed. Nothing besides human waste and toilet paper should be flushed down the toilet.
- Students cannot make alterations to the existing plumbing of a room or apartment.
- All plumbing concerns, including clogs and floods, must be reported to immediately. For the Radford campus contact Housing and Residence Life at 540-831-5375 or the RA on Duty after hours. For the Roanoke campus, call RUC Student Affairs at 540-831-1691 during office hours or after hours calling the RA Duty phone. Chemical drain cleaners, such as Drano, can damage university plumbing. Do not use chemical drain cleaners or knowingly dispose of hazardous chemicals in housing toilets, bathtubs, shower stalls, or sinks.
- No alterations or modifications are to be made to any university operated housing.

## Fire Safety

### ELECTRICAL SAFETY

- Students may not possess multiple-outlet connections unless they are a "temporary" power strip with a built-in circuit breaker that is clearly marked, carry an Underwriter's Laboratory (U.L.) approval, have a maximum load of 15 amps, and are plugged directly into

a wall electrical outlet. Possessing an extension cord or configuring cords to function as extension cords is prohibited. Electrical cords cannot be placed under items other than a rubberized cord protector. All electrical items must be directly plugged into a wall outlet or “temporary” power strip (with built-in circuit breaker) marked with UL approval and carry no more than 15 amps. Power strips cannot be plugged into each other. Multi-plug adapters are not permitted.

- Lightbulbs for any lamps should not exceed the recommended wattage printed on the lamp.
- Students may not tamper with breaker boxes, electrical outlets, wireless access points, or network ports.

#### SAFETY EQUIPMENT

- Where required, all residents must check and/or verify that smoke detectors are fully functioning and record the checks, in accordance with state regulations and university policies.

## Guests/Host Responsibilities

- A guest is any person who visits a room, suite, apartment, or any residence hall/university operated apartment facility where they do not live or have an assigned space. A host is a resident of a room, suite, apartment, or building who has invited guests. Hosts are responsible for the actions of their guests and are expected to always remain with their guests. Guests may not be in a building or room unaccompanied. Hosts must have permission of all room occupants to have a guest over. If a guest is asked to leave by an occupant who is not the host, the guest must comply and leave the building.
- Pets cannot be registered as guests.

#### ROOM/SUITE/APARTMENT CAPACITIES

- The maximum capacity for university operated housing is eight individuals including the residents.

#### OVERNIGHT GUEST

- Hosts may not have overnight guests for more than two consecutive nights within a seven-day period and visits should be sporadic in nature (three or less visits per month) and may not have more than two overnight guests at once.
- Residents may not host guests who have been restricted from any residence hall/university operated apartment. Registered guests who violate university policy or state/federal/local laws may be removed from university property.
- Minors under the age of 18 years of age are not allowed as overnight guest(s); Visitation hours are observed as the same as Quiet Hours.
- Under no circumstance will guests be issued keys, access cards, or mattresses.
- All guests who will be in university operated housing outside of Quiet Hours must be registered as an overnight guest through RU Involved at least 48 hours in advance. All registered guests must show proof of approval if requested by any University staff member or RA. Guests must always keep this registration confirmation with them.

#### EMERGENCY OVERNIGHT GUEST

- In case of an emergency, exceptions can be made to the overnight guest timeline. Residents should talk with their RD or RA for guidance in this situation.

## Health and Safety Inspections

- Housing and Residential Life staff will complete Health and Safety inspections of university operated housing regularly. Health and Safety inspections are visual inspections of each

living space, including students' rooms for safety and sanitary conditions, as well as adherence to code violations of university policies. Inspections help provide and maintain a safe and comfortable living environment for all residents.

- It is not university policy to open drawers unless there is sufficient evidence to warrant a concern that there is a violation. These inspections will be announced in advance.
- Residents are encouraged but not required to be present at the time of inspection. Failure upon initial inspection will result in a re-inspection scheduled with Housing and Residential Life professional staff. Residents are expected to attend re-inspection.
- Health and Safety inspections take place each month and during low-occupancy periods, such as academic breaks.

#### PLAIN VIEW

- The Division of Student Affairs is guided by the "Plain View Doctrine", which means that all staff are legally obligated to report unlawful acts in "plain view." If an illegal item (e.g., weapons, drugs) is found in plain view by staff, that item will be confiscated and an incident report will be filed, using the item as evidence. Items will be reported to Radford University Police.

## Lofts and Bunk Beds

- In Residence Halls, two university bed frames can be stacked to create bunks.
- In Residence Halls, bed lofting must be done using a lofting kit provided by university staff. Residents may not loft their bed using non-university (third-party) lofting hardware.
- In university operated apartments, lofting or bunking beds is not allowed.

## Mail

- Resident mail is delivered directly to assigned mailboxes. Residents' mail should be addressed as follows:

Radford Campus  
Name of Resident  
P.O. Box {box number}  
Radford, VA 24142-{box number}

Roanoke Campus  
Name of Resident  
611 S Jefferson St  
Student Apt #  
Roanoke, VA 24011

- Students who leave university operated housing due to withdrawal or graduation from the university will need to complete a change of address form through the USPS in order to have mail forwarded. Residence Life Live-In staff are not responsible for mail delivered after a resident departs.

## Move In and Move Out

#### MOVING IN

- When moving into university operated housing, students must check in with designated Housing/Student Affairs staff. A student will be considered to have taken possession of and responsibility for a campus room when they receive a room key, reside in the room, or place belongings in the assigned room.
- Early Arrival may be requested on the [Housing Portal](#) before the Fall and Spring semesters. A nightly fee will be charged to the student's account for early arrivals.

- A room change can be considered in cases of roommate conflicts after those wishing to make a change have made a sincere effort to resolve their differences and have participated in the mediation process. Residents may not attempt to force a roommate to move out of the room or prevent a new roommate from moving in. Students may not intimidate other students or prevent reasonable use of facilities.

#### MOVING OUT

- Residents must review and adhere to university signage, email communications, in-person meetings, and closing checklists and ensure checkout steps are completed. Unless otherwise directed, residents must check out of their room with an RA.
- End of Academic Year
  - All residents must vacate their university operated housing within 24 hours after their last final exam or by Friday at 5p.m. following the last day of finals, whichever comes first.
  - Extended stay information and requests can be found on the [Housing Portal](#) when available.
  - Graduating students must leave within 24 hours after commencement activities or receive special approval.
- Withdrawal from the University
  - All residents who withdraw from the university during the semester must vacate their room/apartment within 48 hours after withdrawal.
- Extended Stay for the end of the Academic Year may be requested on the [Housing Portal](#). A nightly fee will be charged to the student's account for extended stay.

### Noise & Quiet Hours

- As university operated housing is part of an academic environment, residents and guests must be considerate of noise 24 hours a day and seven days a week.
- Noise, including but not limited to, voices, amplified music, televisions, musical instruments, computers, alarm clocks, and radios, must be maintained at a level that does not disturb other residents.
- Residents may not amplify sound from windows to the outside.
- Residents are expected to comply with staff requests to lower noise levels.
- During Quiet Hours, noise that can be heard outside of a room or building is prohibited.
- Normal designated Quiet Hours are as follows:
  - Sunday-Thursday: 10:00pm – 8:00am
  - Friday – Saturday: 12:00am - 9:00am
- All other times are considered Courtesy Hours, meaning that residents and guests must be considerate of noise levels and mindful of the community.
- Quiet Hours at other times, such as finals week, may be designated and posted.

### Posting

- Any advertisements or posters hung in university operated housing areas must first be approved by Residence Life Live-In staff.
- For a flyer to be approved for distribution, it must include the following information: name of event, date/time/location of event, contact name with Radford University email address and phone number, name of sponsoring Radford University club/organization/department, and the name of the charitable organization funds raised from the events will benefit, if applicable.

- Posters and advertisements must be hung by Residence Life Live-In staff only in approved locations. No advertisements or posters may be hung on stairwell doors or within stairwells.
- Flyers advertising the following are not permitted:
  - Gambling, raffles, lotteries, tipping, for-profit sales, alcohol/drugs, or events where alcohol/drugs are sold/consumed.
  - Any other non-approved flyers.
- For additional information, refer to the [Radford University Posting, Chalking, and Distribution of Informational Materials Policy](#).

## Room Decorations, Renovations, and Alterations

### DECORATIONS

- Wall coverings, such as, but not limited to, paper, posters, pictures, tapestries, wreaths, etc., cannot cover more than 50% of walls within student rooms. All wall decorations must be hung at least 12" lower than the ceiling. Items that are flammable may not be placed on student room doors or other areas restricted by state fire code. No more than 50% of the door leading to main hallway can be covered.
- Any curtains, drapes, or wall/window coverings in rooms must be fire treated or made from fabric that is fire retardant. If coverings are already fire treated, students must have proof of treatment. This proof can be an attached manufacturers tag, a receipt for professional treatment or the can of spray treatment used. No curtains or draperies should be hung at or near doorways.

### CEILING CLEARANCE

- Attaching items to the ceiling of the room or from sprinkler head(s) or hanging items in such a way as to cover the ceiling is prohibited.

### CANDLES AND INCENSE

- Possession and/or use of candles, incense, oil lamps, or any items that produce an open flame are prohibited in all university housing.

### PATHS OF EGRESS/ENTRANCE

- Access to windows, doors, and corridors must be kept clear for emergency egress. No items are permitted outside of room doors in hallways.

### FURNITURE

- Students may not remove university property from its designated location. This includes furniture provided in student rooms, as well as common area furniture, apartment furniture, and furniture in lounges and study spaces. Residents may have non-University issued furniture in their rooms provided it does not create a fire hazard, safety hazard, or obstruct paths of egress. Residents may not make repairs, modifications, or alterations to any University property or furniture.

### SCREENS AND WINDOWS

- Window stoppers may not be removed from windows in apartment space.
- Students may not enter or exit rooms, suites, or apartments through windows. Students may not hang items out windows.
- Students may not throw, drop, or otherwise dispose of anything out a window. Posters, artwork, or other materials facing out the window, so they are visible from outside the building are prohibited.

## Roofs, Balconies, Ledges and Restricted Areas

- Students are not permitted on any roof, balcony, ledge, or other restricted area. Students may not climb on, or over balconies, to enter or exit a room, apartment, or building. Students may not throw, drop, or otherwise dispose of or hang items from elevated locations.

## Room Assignment

- Residents may only occupy their assigned bed/bedroom and may not live in or occupy any other bed/bedroom than the one to which they are assigned.
- A student may not transfer, sublet, loan, or assign the room to another person under any circumstances. A student not assigned to a room may not take up residence within it.
- All room assignment changes are processed by the Student Affairs/Housing and Residence Life Professional staff.
- Exchanging or transferring apartment or room assignments without prior approval is prohibited.
- Residents must sign the residential contract before occupancy.

### ROOMMATE CONFLICT AND AGREEMENTS

- A roommate agreement is a process that empowers residents to outline how they will share living space with their roommate(s). This agreement is a living document and may be revised and updated throughout the year.
- Roommate Agreements must be signed and completed during the first week of classes. Each resident from the assigned apartment must meet all together with their RA to complete this form.
- During the first four weeks of classes in both fall and spring semesters, unless the situation involves a health or safety issue, a change of room will not be considered.
- If the first attempt at resolving the conflict among roommates is unsuccessful, it is important to engage the RA in the process to serve as a facilitator in a scheduled discussion to assist roommates to come to a mutually agreeable solution. Students are encouraged to resolve issues on their own in a direct, respectful, and courteous manner and to come to a mutually agreeable solution.

## Room Condition

- All residents will complete a room inspection when moving into a room, which contains an initial inspection report of the room's condition and furnishings. It is the responsibility of the student to review the room inspection for accuracy, completeness, and condition. When a resident moves out of a room, university staff will use the initial room inspection document to assess the room condition and mark any changes from the initial condition. This assessment may result in charges for damages or cleaning.
- Residents must keep rooms, bathrooms, and other common areas in clean and in acceptable condition, including when preparing for university breaks. Residents must regularly dispose of trash and recyclables into designated locations.
- Residents must keep their room/apartment in a condition that is ready to accept a roommate when a vacancy exists within that room/apartment. This includes keeping a bed, closet, drawer space, and desk clear from belongings.
- Odors originating from inside a student room must not be detectable outside the room.

## Room Responsibility

- Students are responsible for behaviors which are in violation of the Standards of Student Conduct that occur within university operated housing.

## Sexual Misconduct

- All complaints of alleged discrimination, sexual harassment, harassment based on protected characteristics or statuses, and sexual misconduct (to include sexual assault or sexual violence, dating violence, domestic violence, sexual exploitation, and stalking) are governed exclusively by the University's Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy and Discrimination Grievance Procedures.
- For additional information, refer to the (University's [Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy](#)).

## Sexual Offender Restrictions

- Any individual who must register as a sex offender is prohibited from living in university operated housing.

## Smoking & Vaping

- Radford University adheres to all rules, regulations, and laws of the Commonwealth of Virginia regarding tobacco use. Purchase or possession of any tobacco product, nicotine vapor product, or alternative nicotine product is prohibited for people under the age of 21.
- Smoking is prohibited in all areas of university operated buildings and designated non-smoking areas on campus and at building entrances.
- Smoking includes any type of lighted or heated tobacco, including burning of any pipe, cigar, or cigarette product, as well as smoking substances that are not tobacco. This includes hookahs, vaporizers, and electronic smoking devices or instruments.
- For additional information, refer to the university [Smoking Policy](#)

## Weapons

- The following prohibited behaviors are considered violations of the Standards of Student Conduct:
  - Possessing, carrying, maintaining, or storing of any firearm or weapon by any person, except a police officer, are in violation of the University's [Weapons Regulation](#) on any University property or university-leased property.
  - Weapons include any instrument carried or used for the purpose of inflicting or threatening bodily injury (e.g. firearms, airsoft/pellet guns, knives, and stun guns/tasers).