

Hawks Plaza Housing Policy

Living on campus is an excellent way to get connected with new friends and classmates. Listed below are the policies and procedures that all contracted residents and their guests are expected to uphold when they choose to live at Hawks Plaza. These standards are designed to create and maintain an environment of academic achievement, comfort, safety, and respect for all who live in and visit Hawks Plaza.

As part of the University of Maryland Eastern Shore system, we are obligated to abide by and enforce the University's *Code of Conduct, Responsibilities, and* hereafter referred to as the *Code*. However, because we want to ensure that every student's rights to academic achievement, comfort and safety are paramount while living in Hawks Plaza, we have other policies that are Hawks Plaza specific.

It is a student's right to anything included in the Code and in our Residence Handbook. However, it is a student's responsibility to read and know all of the Code and policies in the Handbook. The goal is not to overwhelm students or over complicate issues, so if you have any questions about anything in these documents, please see your RA or Area Director. We'll be happy to answer any questions.

Air & Environmental Quality

The Office of Residence Life strives to provide a clean and healthy living environment for all residents. If a concern about air or environmental quality arises, residents may submit a work order via Student Director or Area Director.

Alcohol

Alcohol use often precipitates disruptive behavior that is counter-productive to the mission of the University and the Office of Residence Life. Therefore, the use or possession of alcohol by residents and/or their guests is not permitted on University Maryland Eastern Shore campus at any time, regardless of the age or legal status of the student or guest(s).

Empty containers are highly indicative of use and can often create hygiene and cleanliness issues, therefore, alcohol containers of any kind: closed, open, or empty are prohibited in Hawks Plaza Student Housing.

Automobile Repairs

Hawks Plaza is the home of our residents and as such, needs to serve as a location for occasional minor automobile repairs. Residents are permitted to conduct minor preventative maintenance and automobile repairs such as simple part exchanges in campus housing parking lots as long as it does not interfere with normal use of or obstruct the parking lot.

Fluid transfers or any other work that contains adding, removing, or changing fluids presents long-term maintenance issues and a potential safety hazards including but not limited to: spills which make the parking lots slippery, harming the property, and environmental concerns. Therefore these actions are prohibited.

Balconies, Patios, & Windows

Windows and balconies are not through passages and are not intended for freedom of travel. The only exceptions are emergency evacuation from the building or prior approval from the Office of Residence Life. Therefore, throwing, dropping, or allowing any object or person(s) to pass through a window or over a balcony is prohibited.

Exterior spaces such as patios and balconies cannot be used. These doors are intentionally locked and are not to be tampered with. It has been determined by campus safety these balconies present a safety hazard. There has been many incidents of students falling over the rails of balconies causing serious injury or death, for these reasons all balconies and patio doors have been permanently locked. The locking device on these balcony and patio doors are not to be tampered with. Tampering with these locks is a direct violation of Hawk Plaza housing policy.

The underside of the balcony is not to be decorated or to have items hung from the rafters, beams, or floorboards.

Window screens are provided for health and safety and should not be removed. Residents shall be subjected to fines for removed or missing screens or windows. Damaged or missing screens or windows will be repaired or replaced at the resident's expense.

The display or storage of items in or outside a window is prohibited.

Barbecue Grills

Charcoal and lighter fluid present in an apartment may cause a fire to be more dangerous or cause more significant and widespread damage to the housing unit. Hawks Plaza has three park grills placed around the houses for resident use.

Charcoal and lighter fluid may not be stored in resident bedroom or apartment common areas. Residents are encouraged to purchase charcoal and lighter fluid intended for one-time use or store said items in the trunk of their car. Residents may not keep grills within the apartment or on patios or balconies.

Bicycles, Mopeds, & Motorcycles

The security of property, safety of throughways and exit routes, and the aesthetic concerns of grounds and building maintenance are all affected by improperly stored bicycles. The interiors were not designed for regular storage and removal of bicycles. Egress paths from the buildings must be unobstructed in case of fires.

In order for university approved maintenance vehicles (lawnmowers, snow removal equipment, etc.) to do their jobs, bicycles, mopeds and motorcycles must be parked in their appropriate locations located throughout campus. Under no circumstances are residents permitted to park or store bicycles, mopeds and/or motorcycles in residential facilities or on patios/balconies. Bicycles not parked in racks are subject to removal and disposal. Bicycles determined to be

abandoned will be removed. Mopeds may be parked or chained near bicycle racks. Motorcycles must be parked in a parking space.

Business Establishment

The services and facilities provided are public property and are not subject to taxes. Businesses using university housing equipment, facilities, and services are inherently engaging in unfair business practices. Further, the purpose of university housing is to facilitate student graduation from the university. Business that does not aid in that goal is counterproductive.

Therefore, no individual or group may act as a vendor, sales agent, or in any manner establish a business enterprise in a campus housing facility. Use of any part of residential facilities, utilities, or grounds for commercial or nonresidential purposes is prohibited.

Cohabitation (Please see Guest policy for more information)

Campus housing is for contracted residents. It is unfair for persons not contracted and not paying for housing to receive benefits from the facilities and services. The apartments were designed for regular occupancy of one person to one bedroom. Extended use by additional persons will strain resources. Further, unregistered and/or non-contracted persons using keys or key cards not assigned to him or her puts others at significant security risk.

Individuals with valid contracts and housing assignments are the only people permitted to reside and keep belongings in campus housing. Cohabitation is defined as providing housing or storage for persons who do not have a legal contract with the Office of Residence Life. Cohabitation is strictly prohibited.

Common Area Damages (Please see Damages and Billing for more information)

Damages must be repaired at a cost to the department. These costs impact the operating budget which must be covered by housing charges (rent) that residents pay. If damages are not billed to specific communities, these costs will be passed along to all residents in the form of increased room charge rates. An investigation of the damages will be held to ascertain the most likely community members to hold responsible for the charges.

If common areas are damaged or require additional cleaning, residents may be assessed charges.

Confidentiality

Several federal and state statutes require certain types of criminal or health and safety information to be shared immediately with a supervisor. This is meant to protect residents and preserve the well-being of the community itself. Non-life threatening or legally implicated information is to be handled respectfully.

Residence Life staff members will respect private information that residents may share. However, staff members will not and cannot promise absolute confidentiality. Staff members are required to report information concerning the safety, security, and well-being of residents to their supervisors.

Courtesy & Quiet Hours

Residents have the right to sleep and study in their rooms at any time without the interference from those around them. During quiet hours, sounds must not be audible beyond the limits of any individual room, hallway or common living area. Courtesy hours are maintained to provide an atmosphere conducive to study. Residents are expected to demonstrate courtesy and consideration towards others at all times and, if asked to respect their right, are expected to comply immediately.

- **Courtesy hours are in effect 24 hours a day, 7 days a week.**
- **Quiet hours are in effect from midnight to 7:00am Sunday through Thursday.**
- **Weekend (Friday and Saturday) quiet hours are from 1:00am to 10:00am.**

24 hour quiet hours are in effect during final examinations, or at other times deemed appropriate by the Office of Housing and Residence Life. Residents will receive information regarding quiet hours expectations prior to and during finals. Courtesy hours are implemented to create a community in which a student who is impacted by noise of another has the right to approach another community member requesting a lower volume, lower voice, etc. If asked by another community member to respect courtesy hours, the resident(s) is expected to comply.

Damages & Billing

Damages must be repaired at a cost to the department. These costs impact the operating budget which must be covered by housing charges that residents pay.

Damages to Residence Life property will be billed to the student assigned to the damaged room or furnishings. In the case of common apartment spaces such as, kitchens, living rooms, and hallways, the bill will be split evenly between the assigned occupants of the apartment unless an individual takes direct responsibility for the damages.

Damages may be assessed at any time during a resident's contracted occupancy. Damages are often discovered during, but not limited to, room inspections, check out procedures, and summer cleaning inspections. Residents will be held responsible for damages discovered until final inspections, which occur each summer, or until a new resident is assigned to the space, whichever comes first.

Residents have 24 hours to contest any bill charged to their account. All residents have the right to discuss any bill with the Area Director of Hawk Plaza.

Decorations

Fire safety concerns not only individual apartments, but the safety and well-being of all within the residence halls. Ceiling decorations and overhead doorframe decorations pose a major fire hazard not only in spreading flames but also of dropping on persons attempting to exit a fire emergency or to emergency responders in the apartment. Further, windows need to remain unobstructed for safety in exiting or for emergency responders to enter during emergencies.

Therefore, the following decoration styles or methods are prohibited:

- Decorations hung or suspended from the ceiling or sprinkler/fire strobes systems
- Decorations strung overhead on doorframes or windows, including sliding glass doors
- Decorations strung overhead on patios and balconies
- Banners, posters, or any object that blocks visibility in windows

Although decorating and rearranging is encouraged, care should be taken to make sure that clear paths are maintained to all egresses, including windows. Decorations also should not mar or damage the apartment or any other part of the facilities.

Drills & Alarms

NOTE: TREAT ALL FIRE ALARMS AS REAL!

For the safety of individuals and others in the community, it is important for persons to exit in a calm and orderly manner to prevent accidents. Further, leaving the building allows fire personnel in actual emergencies to concentrate on those unable to leave and saving the structure and possessions within the building. Drills are an important exercise in ensuring safe behavior should an actual emergency occur.

All persons within a building during a weather related drill or emergency are expected to follow the safety and security guidelines provided in this manual and by housing staff. Please familiarize yourself with posted emergency procedures.

If you hear a fire alarm:

- Exit the building immediately and in a calm and orderly manner.
- Directions for the best exit route are posted within each apartment near the circuit breaker box.
- Each building has a designated gathering spot over 50 feet from the structure.
- Directions to this gathering spot are posted near the telephone in the first floor hallway of each buildings two sides..

If you spot a fire:

- Pull the nearest fire alarm
- Exit the building immediately
- Inform a Housing and Residence Life staff member.

To keep safe in a fire:

- If your door is hot, do not open it. Turn your lights on so you can be seen, and open a window or sliding door to signal for help and get fresh air. Do not jump out of your window.
- If you are able to leave your room safely, wrap a wet towel around your head, shut the window, leave a light on and close and lock the door behind you.
- If you are not in your room, do not try and go back to your room.
- If the hallway is full of smoke, crawl along the floor to the nearest exit.

- Go to the designated gathering spot. Stay there until you receive further instructions from Residence Life staff or University Police.

Drug Policy

Illegal substances not only put the user at risk, but the illegal activity can often introduce persons into the community who have no legitimate business in Hawks Plaza. The risk of harm to self and others is great enough that the University of Maryland Eastern Shore has a zero-tolerance on possession and/or use of illegal substances on campus.

Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia or being under the influence of illegal drugs or unauthorized controlled substances is a violation of the University *Code of Student Conduct*.

Candles and Open Flames

The leading cause of residence hall fires is candles. Stored compressed gas, inflammable (easily set on fire) items, and accelerants (usually fluids or gasses that cause objects to burn faster) create a significant health and safety risk for not only apartment residents but the remainder of the community.

Candles (lit or unlit) or any other appliances, devices, fluids, or objects that make an open flame or have exposed heating elements are prohibited. Exceptions include toasters, indoor electric grills, griddles and other cooking devices. However, these appliances are required to be stored in the kitchen and are not permitted in bedroom spaces. Coffee makers should have a two-hour shut off function. Specifically prohibited are candles, incense (intended for burning), lighter fluid, charcoal, propane tanks, compressed gas tanks, space heaters, and any appliance that produces an open flame.

Furnishings

The common spaces are not intended to be used as bedrooms. The living room and kitchen areas are to be used by the entire apartment community and therefore it is inappropriate to have someone sleeping in it. Further, as the living rooms have sliding glass doors, they need to have clear access for egress.

All resident apartment common areas are furnished. Assigned residents are responsible for the care and condition of all University furnishings. University-provided beds must remain fully assembled and in assigned bedroom spaces and may not be transferred or exchanged between rooms. Desks and other furnishings may be moved within the apartment, but must remain in their assigned apartment. The living room furnishings must remain fully assembled and may not be transferred or exchanged between rooms. For inventory and quality control measures, it is important that all room furnishings be kept or returned to their original placements when the apartment is vacated at the end of the academic year.

Guest Policy (Please see Cohabitation Policy for more information)

Purpose of Guest Policy:

Visitation is a privilege, not a right, and must be respected to maintain residential communities that are conducive to learning and growth. For the safety and security of the residents and property, it is important for staff to be aware of who is present in housing as access to one apartment may engender access to the other apartments. Further, in cases of emergency, the Office of Residence Life staff will have an accurate report of who is in the building. Residents may host guest(s) overnight in their apartments except during the break periods (Thanksgiving, winter and spring) or at the discretion of the Director of Residence life or designee.

- Any non-resident(s) who plan on staying in Hawks Plaza student housing past 12 midnight is considered a guest and must be registered.
- Residents may entertain guest(s) in their apartment with prior approval of their apartment-mate(s). Overnight guests are allowed with mutual consent of all students living in the apartment.
- An apartment-mate(s) may declare his/her bedroom off-limits to any guest(s) at any time.
- Hawks Plaza residents are responsible for the behavior of their guest(s) while guest(s) are on housing property and can be held accountable through the student conduct system for actions of their guest(s). The Office of Residence Life reserves the right to ban guest's presence in Hawks Plaza student housing if his or her behavior creates a disturbance to other residents or the housing staff.
- Guest(s) are to be accompanied by host/hostess at all times.
- Guest(s) are not permitted in the building, apartment, or common spaces when a host/hostess is not present.
- Unescorted guest(s) will be required to leave the premises of Hawks Plaza student housing immediately.
- If at any time, a guest(s) is found to be in violation of UMES or Residence Life policies and procedures, that guest(s) will be required to leave immediately.

Registering your guest(s):

Any non-resident who plan on staying in housing past 12 midnight must comply with the following requests:

1. Host/Hostess and overnight guest(s) must check in at Hawks Plaza front desk no later than 12 midnight.
2. To register a guest(s), BOTH resident and guest(s) must present a valid photo identification (license, state/government ID, or school ID). Paper or temporary non-picture ID are not valid forms of identification.
3. A staff member (Desk Clerk or Resident Assistant on Duty) will register the guest(s) via a guest registration form.

Guest Parking Information:

Overnight guest(s) must register their vehicles with the Hawks Plaza office, prior to 12 midnight. Guest must park their vehicle in the spaces identified for visitors. Please ensure that your parking pass is clearly displayed on your rearview mirror.

NOTE: The Office of Residence Life will not be held responsible for vehicles parked on university property without proper parking pass displayed. If a guest is staying multiple days, the guest must get a new parking pass for each night. Overnight guest pass are good for a 24 hour period.

Guest under the age of 18:

Guest(s) under the age of 18 is permitted **ONLY** when accompanied by parent or legal guardian. Guest(s) under the age of 18 are not allowed to stay overnight except during specific programs organized by the university to promote recruitment of students and athletes or other social programs.

Please note that babysitting in **NOT** allowed in Hawks Plaza student housing.

In all residential areas, overnight guests may:

- Visit for a period not to exceed three (3) nights in any month.
- Three nights may be used separately or consecutively.
- Residents of Hawks Plaza are limited to two (2) overnight guests at a time.

The Office of Residence Life reserves the right to alter the guest policy and privileges.

Health & Hygiene Standards

Health and hygiene standards affect everyone within the apartment, but also can create adverse living standards for neighbors within the unit, including attracting pests and vermin. Unsanitary conditions left unchecked throughout the academic year can cause long term damages to the apartment. The impact of unreasonable amounts of trash, food waste, and bathroom waste on apartment-mate relationships is also of concern.

Therefore, our residence halls must be maintained to a minimum healthy standard, not only for the maintenance of the spaces and the health of the individuals residing within the apartment, but for well-being of all occupants. Residents must keep kitchens and bathrooms reasonably clean and hygienic. Trash should be removed weekly and is not permitted to overflow onto floor spaces. Appliances should be regularly cleaned. Spills should be cleaned. Stove range drip pans should be regularly cleaned. The Office of Residence Life will replace damaged drip pans, but an effort to clean the pans should be made.

Residents whose apartments are not completely occupied are expected to maintain a reasonable level of tidiness in common areas. A reasonable level of tidiness would include, but is not limited to, keeping the floors clear of personal belongings, the counter spaces clear of

excessive food and used kitchenware, and enough bathroom space clean and ready to use for the number of open spaces within the apartment. The Office of Residence Life reserve the right to determine reasonableness in cleanliness and tidiness and also what constitutes excessive food or trash in common spaces.

Failure to correct health and hygiene standard issues as determined by the Office of Residence Life within 3 days of written notification may result in cleaning fees being assessed to responsible individuals or to the total occupants of the apartment. Mediation will be offered and hygiene standards enforced if unreasonable cleaning habits are causing concerns between the residents of the apartment. Repeated violations of the policy may result in disciplinary action up to and including removal from housing.

Identification Cards

Every student must carry their University of Maryland Eastern Shore identification card at all times on campus and surrender it when requested by any official of the University. Officials of the University include, but are not limited to, members of the faculty, Housing and Residence Life staff (to include resident assistants), Facilities Management staff, and University Police. Every student must identify himself or herself properly when requested to do so by any representative of the University.

Inspections (please see the Health and Hygiene Standards policy for more information)

Damages, health and hygiene issues have an adverse effect on apartment-mates relations, may impact the sanitation of other units, and may begin to create long-term, unseen damages to the units. Therefore, the Office of Residence Life staff shall conduct two inspections per month to insure the overall health and safety of the apartment and houses.

These inspections address facilities issues, including but not limited to, the functionality and upkeep of smoke detectors, fire extinguishers, window screens and provided furnishings and appliances. Sanitation, cleanliness issues and policy violations will also be addressed. Residents will be required to make necessary corrections within 72 hours. Health and hygiene issues not corrected after a follow-up inspection may result in fees assessed for remediation (see Health and Hygiene Policy). Inspections shall occur twice a month. Residents will be given at least 72 hours' notice prior to inspections. Inspections may take place in the absence of the residents. All room doors will be locked after inspections, regardless of how the door was found by the staff member(s). Written notices will be left indicating any health and hygiene or safety and security issues that were discovered by staff, including a timeframe for correcting the issues.

Keys & Card Access

The loss of a key or fob puts others in Hawks Plaza at risk as a found key or fob would allow a non-resident access to the buildings. Lost keys must be replaced and the core itself replaced to insure long time security of each apartment and bedroom door.

Apartment and bedroom room keys will be issued when a resident checks into Hawks Plaza. Residential students are responsible for the care and safekeeping of keys and fobs.

- Lost or stolen apartment key will result in a \$100 lock replacement fee.

- Lost or stolen bedroom key will result in a \$100 lock replacement fee.
- Lost or stolen fob will result in a \$50 replacement charge.

Lost keys or fobs should be reported Hawks Plaza office immediately. Found keys can be turned into Residence Life, University Police, or the Hawks Plaza Office.

The unauthorized possession, use, loan, or duplication of University-issued keys or fobs is prohibited. Propping of doors is prohibited.

Lockouts/Key-In

Residents are expected to be accountable for the security of their keys as poor key management can put themselves or the community in general at risk. Further, the task of keying residents into their apartments repeatedly pulls staff members away from other work and becomes a cost to the department that should be recouped.

Residents locked out of an apartment or bedroom may request assistance from staff at the front desk of the Hawk Plaza Office. Residents receive one free key-in per semester. Subsequent daytime key-ins will result in a fine as determined by the Office of Residence Life.

Residents must show their ID card when requesting lockout assistance to verify identification. Housing and Residence Life will initiate a lock change as necessary.

For lockouts/key-ins after 5:00 p.m. or on weekends, residents should contact the Resident Assistant (RA) on duty. All after-hours and weekend lockouts/key-ins will be charged a fee assessed by the Office of Residence Life.

Lost & Found

It is most efficient to have one central lost and found area for Hawks Plaza. Therefore, residents are encouraged to turn found items over to Hawks Plaza office so that a proper and accurate inventory of items can be maintained.

However, University-issued keys and identification cards should be turned into the Residence Life Office in the. Residents will receive notification to pick up lost items. Unclaimed student identification cards will be destroyed after 30 days.

Lounges, Meeting Rooms & Common Areas

Completion of inventory-taking, maintenance and routine housekeeping all are more efficient when the common spaces are kept clean. Common areas should be kept in a clean and orderly fashion. Furnishings in lounges, study rooms and public areas are for the collective use of all residents. Furnishings should not be removed from their assigned areas. Possession of public-area furniture in individual apartments is prohibited.

Common areas, such as the study lounges (and to a lesser extent, the Great Room) may be reserved for private meetings. Private reservations are limited to Hawks Plaza related business,

academic purposes, and registered student clubs/organizations. To reserve a space, please send a reservation request to the Area Director of Hawks Plaza

Maintenance

Residents are not authorized to conduct repairs at University of Maryland Eastern Shore. This is due to a variety of reasons that include, but are not limited to, potential lack of license contractors, obtaining appropriate building permits, union work agreements, and personal and public safety issues.

Only University of Maryland Eastern Shore staff members or University-authorized contractors are allowed to conduct maintenance on/in campus housing facilities. Residents are not permitted to make temporary or permanent changes including, but not limited to, painting, lofting of beds, and removal of screens, construction of partitions, disassembly of furniture, or the installation of air conditioning units. Residents are not permitted to access their utility closets.

Residents should report maintenance needs in a timely manner, including pest control requests and the replacement of light bulbs in university-issued light fixtures and smoke detector batteries. Residents will be responsible for costs associated with pest control if no infestation is found by the contractor at the time of requested service. Maintenance and custodial staff members will lock apartment and bedroom doors and windows after service even if the bedroom or apartment was open or unlocked upon entry.

In the event of a maintenance emergency during normal business hours, contact the Hawks Plaza Office. After hours, contact the Resident Assistant on duty.

Emergency maintenance issues include, but are not limited to:

- No heat
- Power outages in an entire apartment, floor, or building
- Flooding
- Structural damage that requires securing of an area
- Broken windows
- Apartment/Bedroom doors that does not lock
- Alarms associated with fires or other disasters

Occupancy

Hawks Plaza is a residence life program that encourages students to learn to live and learn together. Our housing program is based upon placing student residents together for the benefit that comes from learning in a shared living space.

The contract provides for the occupancy of a bedroom space with shared use of a kitchen and living room, and, in two bedroom units. Residents are not permitted to enter or use unoccupied bedroom spaces. Unoccupied bedroom spaces may be assigned at any time by the Office of Residence Life. Residents in an apartment with an unoccupied apartment are expected to keep the shared spaces at a reasonable level of cleanliness in preparation for a new resident arriving. Storage spaces and sink spaces should be vacant and clean for a new resident to use. Current residents may be fined or referred for judicial processes for failure to maintain a welcoming environment for potential new apartment-mates.

The Office of Residence Life reserves the right to consolidate residents together into apartments if the contracted apartment types are the same. Two bedroom units with one residents will be consolidated with other units to create one fully occupied apartment, provided the sex of the residents is the same

Room changes may be made at the request of the resident. The Office Residence Life freezes room changes the first two weeks and the last two weeks of each semester. This is to make sure that the office can confirm open spaces, clean bedrooms and shared spaces adequately, and perform routine inspections of spaces. Room changes requested during freezes may be appealed to the Housing Coordinator and the Office of Residence Life by email. These will be considered on an individual basis by the Housing Coordinator.

Passive Participation

Many policies are in place to preserve the educational and safe climate of the residences. Being present while a policy is being violated often is just as damaging to the climate of the residences as the actual violation.

Therefore, residents or guests who are present in an apartment/bedroom and know that a violation(s) is/are occurring will be deemed complicit in the activity unless the person has immediately reported the situation to a University official and/or has left the room upon discovering the violation.

Pets & Animals

For health, safety and insurance reasons, the Office of Residence Life prohibits the following items in our residence halls.

- Animals, including but not limited to dogs, cats, hamsters, reptiles, and birds, are not permitted in the residences.
- Fish, in a well-maintained 15-gallon or less aquarium are permitted. Fish tanks must be regularly cleaned and may be removed at the discretion of the Office of Housing and Residence Life.
- Service animals are permitted with proper documentation. Please contact the Office of Disability Support Services for more information.

Residence Life staff reserves the right to request that the unauthorized animal is removed immediately. Residents still housing unauthorized animals after the initial confrontation may face fines or other disciplinary action.

Housing and Residence Life is not required to prove the unauthorized animal constantly resided in the residences at any time between staff sightings of the animal. Therefore, if an unauthorized animal is found and the resident receives a warning, at any time after the warning the same animal is found in the residence, the charges will be assessed as if the animal were continually present from the time of the warning.

Residents are prohibited from feeding the wildlife in the area, particularly geese.

Posting Policy

In keeping with the philosophy that the students who choose to live on campus are choosing their accommodations based on affiliation with the university, the institution may post campus-related information for residents' benefit and information. Other publicity, marketing, or postings would violate the privacy of our residents' homes.

Therefore the Community Building bulletin board space is available for authorized student groups and official University agencies with prior approval by the Office of Residence Life.

Postings in residences are limited to campus or student organization announcements, residence life programming and housing information. Postings must be approved by the Office of Residence Life. Outdated, unapproved or improperly placed postings will be removed.

The University of Maryland Eastern Shore facilities cannot be used to promote political parties or candidates.

The Office of Residence Life may post residence life related items in locations other than those specified above.

Prohibited Items

For health, safety, and insurance liability reasons, residents are prohibited from having certain items in their apartments. A more comprehensive list of prohibited items may be found on the Residence Life website. If prohibited items are discovered in apartments, these items will be removed by the official who found said items and may result in disciplinary action. Prohibited items include, but are not limited to, the following:

- Candles, incense and anything with an open flame (See Candles and Open Flame Policy)
- Flammable liquids
- Halogen floor and desk lamps
- Waterbeds and water-filled furniture
- Pets and live animals, other than assistance animals (supporting documentation needs to be on file at the Office of Disability Support Services)
- Weapons including paintball guns, air soft guns, martial arts weapons and knives
- Fireworks and other explosive materials

Protecting Your Property

The University is not responsible for damage to or theft of your personal belongings, so you may wish to protect your valuables through your family's homeowner's insurance policy or by purchasing renter's insurance.

Recycling & Trash Removal

Hawks Plaza is a sustainability-oriented residence life program. Residents are encouraged to recycle properly into the single-stream recycling centers to reduce the overall ecological footprint of Hawks Plaza.

It is a resident responsibility to empty their provided bins into the single-stream recycling bins near dumpsters. All items must be clean and dried before being placed in recycling bins. Residents must dispose of trash in designated dumpsters and receptacles. Disposal of trash elsewhere on campus housing property is not permitted and may result in fines or other disciplinary action. Trash cans on walkways near residences on housing property are intended for incidental trash. Excessive resident apartment trash found in these cans may result in fines or other disciplinary action for resident(s), if the identity of the policy violating resident(s) can be established.

Refrigerators & Electrical Appliances

The apartments are already furnished with major appliances (stove, microwave, refrigerator, and dishwasher). The University discourages the use of electrical appliances in student bedrooms. Appliances with an exposed heating element (such as toasters and hot plates) are restricted to the kitchen as they represent a fire safety risk. Their use is prohibited in student bedrooms.

Refrigerators in student bedrooms must not exceed 5.0 cubic feet in size and must be in good operating condition.

Residential Parking

Residents with vehicles must obtain a parking permit from Hawks Plaza Office.

For information about guest parking, contact Hawks Plaza Office.

Guest parking permits are available after 5pm. They are good for a 24 hour period.

Roofs, Ledges, & Walls

For the safety and security of all residents, as well as the structural integrity of the building, the unauthorized use of ledges, roofs, or the scaling of exterior walls or patios/balcony for any purpose is strictly prohibited.

Room Entry

The university respects residents' privacy. It is also responsible for providing safe and secure facilities at a reasonable cost. Therefore, Residence Life staff members reserves the right to enter an apartment and bedrooms in the performance of duties, including, but not limited to, law enforcement purposes, custodial services, health and safety inspections, repair and maintenance, pest control, probable cause and emergency situations. Health and safety

inspections are done throughout a semester. Notices will be posted at least 24 hours prior to the inspection.

Solicitation & Selling

Solicitors who have no legitimate University business present a security risk. Further, the purpose of Residence Life is to provide an academically and community focused environment. Solicitors performing door-to-door marketing or selling disrupts the community.

Door-to-door selling or solicitation is prohibited in all campus housing facilities. Notify a Residence Life staff member or University Police of the presence of salespersons or solicitors in or around campus housing.

Residents of campus housing and student organizations who wish to participate in door to door notification or sales must obtain permission from the Director of Residence Life in writing and in addition, conform to campus policies, and not be in conflict with State Board of Health regulations, University contract agreements, or suppliers.

Sound Equipment

The atmosphere of academic success and respect for others is paramount to the mission of The Office of Residence Life. Music, television, games and other potentially loud activities can be very disruptive to the community.

Sound and audio equipment volumes should be at a level that is not disruptive to the community. Speakers are not allowed in the windows. Standard-size pianos, organs, and guitar amplifiers are prohibited in apartments. The use of electronic audio equipment is a privilege that may be revoked if used in a way that interferes with maintaining an atmosphere conducive to study.

Sports & Recreational Use of Facilities

This policy is designed to prevent damage and injury to residents and property.

Corridors, lounges, public areas, and parking lots are not to be used for sporting events or horseplay. The use of skateboards is prohibited on University property.

Residents wishing to engage in sporting or physical activity are encouraged to visit the ORL game room, SSC or the Gym.

Storage

Storing in public areas may result in health and hygiene and safety issues for all residents.

There are no on-campus storage facilities available for campus residents. Possessions must be stored in assigned bedrooms and apartments. Storage is not permitted in corridors, stairwells, public areas, balconies, patios, or utility closets.

Temporary Policies

It may be necessary to enact a policy due to unforeseen circumstances, such as damages to the building, states of emergency or weather/environmental conditions. Therefore, local and/or temporary policies and procedures may be necessary in order to ensure appropriate community living. All temporary policies will be announced via email, social media outlets, signs, and meetings held by staff members. The terms of the policy, such as duration of the temporary policy, will also be provided.

Tobacco-Free Policy

The University of Maryland Eastern Shore has determined that all campuses will be smoke-free in order to promote the health and well-being of employees, students, and other constituents.

The Tobacco-Free Campus Policy became effective January 1, 2008. The use or sale of tobacco or tobacco products is prohibited on university owned, operated, or leased property.

The parking lot and garage owned by the University are included in the ban. However, the use of tobacco products in personal vehicles is allowed, provided users make a reasonable effort to contain smoke and smoking materials inside the vehicle.

Weapons

Students may not possess weapons in their rooms and/or apartments, and are prohibited from using toy guns or weapons.

I have read and agree to the terms and conditions set forth in the Hawks Plaza Housing Policies

Nam: _____ date _____