

University Housing Policies

Alcohol. Alcoholic beverages are prohibited in residence halls. This regulation pertains to any person, regardless of age, student status, or position within or outside of the university setting. To avoid any possible misunderstanding, alcoholic beverage containers or other alcohol paraphernalia (such as beer bong) are not allowed in residence halls. Discovery of an alcoholic beverage container or other alcohol paraphernalia will require immediate discarding of the container and contents, if any, in the presence of a staff member. All who are present in the room when the alcohol policy is violated will be subject to disciplinary action regardless of participation level.

Alterations to Rooms. Residents shall not install or attach any of the following in their rooms: a) air-conditioning or heating units, b) locks, c) decals or transfer pictures, d) outside antenna, e) additional electrical wiring, f) shades, blinds, awnings, or window guards, g) flat screen TVs to walls.

Animals. For health reasons, animals are not permitted in the halls or on the premises. The only exceptions to this policy are: (1) fish in aquariums of 10 gallons or less; (2) service animals; and (3) emotional support animals that have been approved by the Office of Student Disability Services as a reasonable accommodation for a student's disability.

Bicycles. Racks are provided for non-motorized bikes in front of each hall. Off-street parking is provided for motorized bikes in designated areas. Motorized bikes are not allowed inside residence halls. Although non-motorized bikes may be kept in residents' rooms, they are not to be left unattended, ridden, or chained in common areas of the hall including, but not limited to, hallways, stairwells, lobbies, and study rooms. Bikes found in such areas will be confiscated by University Police.

Bunk Beds and Lofts. Unapproved bunk beds and lofts are prohibited. The construction of bunk beds and lofts must be authorized in advance by the Hall Director who will inspect and approve or reject the completed units.

Commercial Activity. A resident shall not use any facility or areas of the residence halls, including the room, suite, or apartment assigned to the resident for any commercial purpose or activity without permission from the Associate Director of University Housing for Residence Life. No one is permitted to place materials on, at,

or under resident room, suite, or apartment doors unless for official University/University Housing business or communication between known acquaintances. At no time and under no circumstances will door to door solicitation be permitted within University of Tennessee residence halls.

Cooking and Appliances. UL-approved appliances with fully enclosed heating elements and/or electrical wiring are permitted. Residents are expected to keep all provided appliances clean and in good condition and report any problems immediately. Residence Halls: Prohibited appliances include, but are not limited to, toasters, toaster ovens, electric fryers/griddles, propane fryers, coffee makers with glass craft pot, hot plates, induction cooktops and all similar appliances with exposed heating elements and appliances that could cause a fire if left unattended (including George Foreman-type grills and space heaters.) Washers, dryers, and dishwashers are not permitted. Microfridges are provided, and no additional refrigerating or microwave units are permitted. Apartment Halls: One microwave unit and toaster are permitted per kitchen. Ironing is permitted in all student rooms on campus. Irons must always be used with ironing boards that have a fire-resistant cover. Irons with automatic cutoff mechanisms are required. Irons are not permitted to be left plugged into a socket when not in use.

Decorations and Displays. Holes shall not be made in the walls. To hang posters, calendars, and other lightweight items on walls, use self-sticking, removable poster mounts. Do not place any stickers or contact paper on room doors, furnishings, or glass surfaces. Electrical accessories must be UT-approved. Electrical devices shall not be spliced into existing wires. All carpets must be rated fire-retardant Class A or B. All drapes must be made of fire-retardant fabric. Painting any surface of any room or any other University property is prohibited. Holiday decorative greenery and live trees are not permitted in University Housing facilities. Artificial trees and other decorative items must be flameproof. Caution should be exercised when using decorative lights. Residents must remove and store all holiday decorations prior to leaving for winter break. Combustible decorations must not be put on the ceiling, in the entryway, on the door, or near heat sources such as light bulbs. Signs, flags, banners, stickers, pictures, posters, advertising, letters, window paint and other displays shall not be displayed in or on windows. Any personal decorations on hallway-facing doors is prohibited.

Drugs and Drug Paraphernalia. Using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs, if prohibited by federal, state, or local law; using, manufacturing, possessing, distributing or selling drug paraphernalia, if prohibited by federal, state or local law; using or possessing a prescription drug if the prescription was not issued to the student, or distributing or selling a prescription drug to a person to whom the prescription was not originally issued; is prohibited in University Housing facilities. All who are present in the room when the drug policy is violated will be subject to disciplinary action regardless of participation level.

Elevators. Tampering with, vandalism to, or other misuse of elevator equipment in the university residence halls is prohibited.

Fire Safety. Fire evacuation plans are posted in each residence hall room/apartment. Tampering with, vandalizing, or misuse of fire safety equipment is prohibited and constitutes reason for eviction from the residence hall and possible suspension or expulsion from the University. Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. A safety exit drill is conducted regularly in each residence hall in accordance with state law. Failure to evacuate a building during a safety exit drill is grounds for disciplinary action.

Flammable Items. Items which require an open flame to operate or which produce heat are not allowed in residents' rooms. No materials, liquid or otherwise, of an explosive or combustible nature shall be kept on the premises. Examples of prohibited items include, but are not limited to, candles, propane, butane, kerosene, lighter fluid, fire works/explosive devices, plug in type air fresheners, incense, lit cigarettes, open heating coils, halogen lamps, gasoline, and gasoline powered engines.

Furniture and Fixtures. No furniture is permitted to be removed from the rooms, with the exception of bed frames. Bed frames may be removed only with the written permission of the Hall Director. Removal of furniture or fixtures from assigned locations, except with permission, is grounds for disciplinary action. Residents will also be charged for any furniture or fixtures assigned to their rooms and found missing at the time of check out. Water beds are not permitted in residents' rooms. Lobby furniture is not to be taken to student rooms, suites, or apartments.

Keys and ID Cards. Possessing, using, or duplicating University keys, University access cards or University identification cards without authorization from the University or unauthorized entry into or use of University facilities is prohibited. Keys are to remain in the possession of the person to whom they are issued. If you lose your key, you must immediately inform a staff member so that the security of your room can be established as quickly as possible. Lost keys will result in a lock change and associated costs. If a student mistakenly locks himself out of his room, a lockout key may be obtained at the residence hall front desk. For safety and security reasons, students are required to show a photo ID to receive a lockout key. The lockout key must be returned within 24 hours. If the key is not returned in the 24 hour period, the lock will be changed and the associated charges will be assessed to the student's account. Students are allowed to check out a lockout key four times per academic year without penalty. Miniterm and summer sessions function as a combined separate time period. On the fifth and successive times thereafter, a service charge of \$25 per lockout will be assessed to the student's account.

Motorized Vehicles. Motorized vehicles (including but not limited to motorcycles, mopeds, Hoverboards, etc.) shall not be used, possessed, stored or charged inside any residence hall.

Moving. Unauthorized room and hall changes are prohibited. All room and hall changes must be authorized by University Housing staff.

Multiple Plugs and Extension Cords. An extension cord must be UL-approved, 16 gauge, and not exceed a length of six feet with a polarized plug and a single outlet; it shall not be placed under floor coverings or furnishings and shall not be secured by penetrating the insulation of the cord. Multiple outlets are prohibited; however, one UL-approved 15-amp multiple outlet strip with a circuit breaker may be used in each room. Extension cords cannot be used with microfridges. Total electrical usage cannot exceed that which can be provided by one surge protector strip per outlet and cannot overload, short, or create line disturbances.

Musical Instruments. May not be played in an individual's room, apartment or residence hall common area.

Overnight Guests. Residents may have overnight guests, of the same sex only, if the resident has received the prior expressed consent of the roommates(s). The maximum length of any visit is three consecutive nights. All guests are governed by university and residence hall regulations, and it is the host's responsibility to make guests aware of these policies. In cases where the guest is in violation of university regulations, disciplinary action may be brought against the host. (See also Visitation policy.)

Quiet Hours and Courtesy Hours. Quiet hours must be observed from 9 p.m. to 9 a.m. seven days a week except during final examination periods. During each final examination period a 24-hour "quiet hours" policy is in effect. Any excessive noise may be addressed by the hall staff at any time. Courtesy hours are in effect 24 hours per day. During Courtesy Hours, students are expected to refrain from noise which is a disturbance to another member of the community. A general guideline to follow: if noise can be heard outside your room/suite/apartment, it is probably too loud. Residents who are disturbing others by violating this policy will be subject to disciplinary action.

Smoking Policy. The University of Tennessee is designated as a smoke-free campus. Smoking devices, including, but not limited to, pipes, bong, electronic cigarettes, vapor devices, and hookahs, are not permitted in residence hall buildings.

Soliciting. Commercial and non-commercial solicitation are prohibited in University Housing facilities. This includes, but is not limited to, distribution of fliers and door-to-door canvassing without permission from University Housing. Building staff should be notified if a solicitor is in the building.

Sports Activities. Athletic events are prohibited in the residence halls, including courtyard areas, unless there is a court specified for such play, such as a designated basketball or volleyball court. Propelling objects including, but not limited to, footballs, softballs, baseballs, and snowballs in or around residence halls, including courtyard areas, is prohibited.

Standards of Conduct. All students are responsible for complying with the University's Standards of Conduct, a copy of which can be found in the student handbook, *Hilltopics*.

Stairwells. Dropping objects down stairwells is not permitted. Persons involved in such actions are subject to eviction from university residence halls in accordance with the terms and conditions of the housing contract.

Unauthorized Entry or Use of University Facilities. Students are not permitted to enter rooms to which they are neither assigned, escorted, nor invited. Students shall not assist other students in entering areas off limits to students. In community-style residence halls (Hess Hall and Massey Hall), all students and guests must adhere to the specified gender assignments of community bathrooms on residential floors. Any student or guest found in a community bathroom of the opposite gender may be subject to disciplinary action by the Hall Director.

Visitation and Escort Policy. Specific visitation plans outline the maximum hours during which guests may visit. No guest of a resident is allowed in a room if the resident's roommate objects to their presence. Residents are held responsible for the behavior of their guests and any activity which originates within or from their rooms. Guests must be escorted by the hosting resident at all times. Residents are responsible for ensuring that guests comply with all residence hall policies, rules, and regulations and are held accountable for the behavior of their guests. In situations where the guest is in violation of University regulations, disciplinary action may be brought against the host. A student may permit a guest of the same sex to remain in the hall beyond the hours of visitation as an overnight guest if that student's roommate has no objection. (See Overnight Guest policy.) The roommate's right to privacy, sleep, and study take precedence over the rights of a host to have a visitor or guest. The host must have approval from the roommate to have guests.

Windows and Screens. Unfastening or removing a window or screen is prohibited. Windows are not to be opened when A/C is operating. Students shall not verbally communicate from their windows. Under no circumstances will the throwing of objects from any windows in the residence halls be permitted. Residents assigned to a room from which an object is thrown or dropped will be subject to administrative eviction from the University residence halls in accordance with the terms and conditions of the housing contract. Nothing may be placed between windows and screens or outside of windows at any time.

The University of Tennessee reserves the right to implement other policies from time to time as deemed necessary and appropriate for the safety, security and cleanliness of the premises, and for securing the comfort and convenience of all residents.

University Housing Procedures

Abandoned Items. Residents are responsible for their own personal property at all times. When residents have not vacated assigned space as scheduled (internal transfers as well as at the end of the contract period) and have not removed personal property, housing staff will make a reasonable attempt to contact the residents. Forty-eight (48) hours after this attempt to contact, the personal property will be removed and stored at the resident's expense. Residents will be billed a minimum labor charge of \$50 plus \$20/hour per employee involved in the removal and/or storage of abandoned personal property. Personal property removed by housing staff will be stored for 30 days. After 30 days, the items will be turned over to the Surplus Property office on campus. The Department of University Housing is not liable for damage to or loss of property that might occur during the course of removal or disposal. Residents will be billed for all costs incurred in removing personal property and restoration of the unit to usable space.

Computer Use. Students are expected to adhere to all University technology guidelines. Please refer to the OIT home page concerning technology use at the University

Inspection and Search Policy. (1) Entry by University authorities into occupied rooms in residence halls on University-controlled property will be divided into three (3) categories: inspection, search, and emergency. Inspection is defined as the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations. An emergency situation exists when the delay necessary to obtain a search authorization constitutes an apparent danger to person, property, or the building itself.

(a) Inspection: Scheduled inspections by on-campus authorities with the exception of daily janitorial operations shall be preceded, if possible, by twenty-four (24) hours' notice to the residents. University Housing conducts two fire drills each semester. An unannounced fire drill and an announced key in fire drill in accordance with state recommendations. During the inspection there will be no search of drawers, closets, or personal belongings.

(b) Search: On-campus authorities will not enter a room for purposes of search without permission from the resident(s) or prior permission from the Dean of Students, the Vice Chancellor for Student Life, or a designee of Dean of Students or Vice Chancellor for Student Life, unless in compliance with federal or state law.

(c) Procedure for Search in Residence Hall Rooms: A request for permission to search may be made by the Hall Director, Assistant Hall Director, or their superiors when reasonable cause exists to suspect that a violation is occurring or has occurred. If permission to search is verbally authorized, it must be verified in writing to the occupant(s) of the facility searched by the hall staff members requesting the search. A copy of the authorization form is presented to the occupant(s) or left in the room if the occupant(s) is absent. The authorization form shall contain the following: 1. Description of the place to be searched; 2. Name of the person authorizing the search; 3. Description of the item(s) sought; and 4. Name of the person requesting the search authorization.

(d) Resident Complaint: Should a resident believe that a University staff member has misused or abused his/her authority to inspect his/her room, the resident should file a complaint. He/she may prepare a written statement for review by the Office of Student Conduct and Community Standards. Or, if he/she prefers, the resident may state his/her complaint to an Assistant Director in University Housing or to a staff member of the Office of Student Conduct and Community Standards. The complaint will then be investigated, appropriate action will be taken, and the student will be informed in writing of the results of the investigation.