

WSU Pullman Housing and Dining Policies

2017-2018

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IMPORTANT - STATEMENT OF UNDERSTANDING

By electronically signing and submitting the Housing and Dining Application, I confirm that I have read, understand and agree to the terms of the housing and dining contract - which includes the [Housing and Dining Financial Contract](#), the [Housing and Dining Payment Schedule](#), and the [Housing and Dining Policies](#), as now stated or as may be amended throughout the term of this contract.

The parties intend for this agreement to constitute a license for the use of a residence hall space yet to be assigned by the University and further intend that this agreement will not constitute a lease and will not create or transfer an interest in or a lien upon real estate.

Review the Housing and Dining Policies for your information and guidance during the year.

Housing Services
Washington State University
PO Box 641726
Pullman, WA 99164-1726

Phone: 509-335-4577
E-mail: housing@wsu.edu

Dining Services Policies

I understand that the WSU CougarCard accesses the Residence Dining Account (RDA). The RDA is a required part of the Housing and Dining Financial Contract, except for students not subject to the Freshman Live In Requirement (FLIR), described at WAC 504-24-030, and living in McEachern or Orton Halls, or unless the student has sophomore standing or above (Running Start credits are not counted), and has attended WSU in Pullman for at least 1 year. The RDA is used to purchase food and non-food items in residence dining facilities, Markets and Espresso Bars. I understand that more information about the RDA is available online at <http://dining.wsu.edu/>, which details accounts for students, faculty and staff.

Residence Dining Account

I understand that the RDA can be used at the residence dining facilities (Hillside Café, Northside Café, and Southside Café), Markets, Espresso Bars located around campus, Freshens, and Carlita's Mexican Grille and Espresso located in the Compton Union Building. Dining hours and locations are subject to change. Service is limited during non-instructional periods.

All residents receive a 40% discount when they use their RDA in the residence dining facilities (Hillside Café, Northside Café, and Southside Café). Residents will receive a 10% discount at Towers Market, Northside Market, Hillside Market, Flix, Northside Café Late Night, Freshens,

Carlita's Mexican Grille and Espresso located in the Compton Union Building and at the Espresso Bars located at Bustad, Carpenter, Cleveland, Cyber Café, and Lighty.

I understand that the RDA has two basic components: the Base Cost and RDA Dollars.

The Base Cost. I understand that students living in the University residence hall system pay a base cost of \$944 (next year's rates to be finalized in early December) per semester. The base cost pays for residence dining facility expenses such as bond payments, utilities, administration and maintenance.

RDA Dollars. I understand that in addition to the base cost of \$944 each semester (17 weeks), I must select an entry RDA Dollars level for my Residence Dining Account. When I purchase items in the residence dining facilities, Markets, and Espresso Bars with my RDA Dollars, the amount will be electronically deducted from my RDA balance using my CougarCard.

I understand that I will make my selection on the Housing and Dining Application and that this is my selection for each semester. I understand that if I run out of RDA Dollars, I may purchase additional RDA Dollars at Housing and Dining Financial Services in Streit-Perham, at the CougarCard Center in the Compton Union Building, or online at dining.wsu.edu/addrda. I understand that I may change my account level during the semester, but must do so by the end of the eighth week of classes. I understand that if I have RDA Dollars left over at the end of fall semester the amount will remain in my account for spring semester only if I remain in the residence hall system and purchase an RDA. I will have to pay the Base Cost and choose at least the minimum RDA Dollar level for spring semester. I understand that RDA Dollars will not transfer from spring to fall semester unless I remain in the residence hall system and purchase an RDA. **There is no refund of unused RDA Dollars.**

I understand that the terms of this contract allows special diets to be considered by working with the Dining Services Registered Dietitian to be provided in conjunction with the regularly served menus. Please contact the Dining Services Administration Suite at 335-4785 to set up your appointment. I also understand that no cooking or meal preparation is permitted in any student room except as noted in the "Residence Hall Policies" section of the Housing and Dining Policies.

Period of Operation

I understand that the residence dining facilities are not open between semesters, or during Thanksgiving Break or Spring Break. Specific schedules will be posted during each semester. Except for these vacations, dining service provided under this contract covers the following periods:

Fall Semester: Brunch on Saturday, August 12, to breakfast on Saturday, December 16.

Spring Semester: Lunch on Wednesday, January 3, to brunch on Saturday, May 5. Limited service and/or locations may be available during these dates.

Residence Hall Policies

I understand that in order to be eligible to sign a Housing and Dining Financial Contract with WSU Housing Services, I must be an admitted WSU student who is taking courses at WSU for credit, and have a high school diploma or equivalent. I agree to abide by all WSU policies and regulations, including the policies outlined at <http://housing.wsu.edu>, and the WSU [Safety Policies and Procedures Manual](#), which address in greater detail policies related to Residence Life, Housing Services, and Dining Services. I further agree and understand that the Director of Residence Life and/or the Director of Housing and Conference Services may terminate my residence and dining service privileges if I violate WSU policy and regulations, fail to pay my room and board charges, fail to remain as an enrolled WSU student who is taking courses at WSU for credit, or if I refuse to obey a valid health or safety-related directive of a Residence Life, Housing Services, or Dining Services staff member. The failure to comply with lawful directions of university officials acting in performance of their duties and/or the resident's failure to identify himself/herself to these persons when requested to do so is a violation of the WSU Standards of Conduct for Students at WAC 504-26-207. All violations of the WSU Standards of Conduct for Students will be reported to the Office of Student Standards and Accountability.

I understand that my failure to comply with the policies outlined in the [Housing and Dining Policies](#), and/or failure to complete imposed conduct sanctions may result in my being moved from one residence hall to another or removal from the residence hall system with all applicable fees as stated in the [Housing and Dining Financial Contract](#), and/or loss of dining privileges.

I understand that WSU Housing and Dining Financial Services reserves the right to deny future housing assignments if I have a history of more than one delinquency letter, or more than one notice to vacate, or cleaning or damage charges. I understand that Residence Life and Housing Services reserve the right to deny future housing assignments if I have a history of violating the policies within this contract and/or violating applicable Washington Administrative Code provisions, and the WSU [Safety Policies and Procedures Manual](#) (SPPM) to include SPPM Chapter S60.00, Fire Safety.

I understand that my electronic signature on the Housing and Dining Application constitutes my agreement to abide by the following policies:

Alcohol

Alcoholic beverages may not be possessed and/or consumed in alcohol-free communities and/or by minors. Consumption of alcoholic beverages may only occur in other communities by those aged 21 or over in the privacy of their own room or in the room of another legally aged resident, behind closed doors. Residents who drink illegally and behave irresponsibly may face disciplinary action. Individual residents are held accountable for the actions of all their guests. Open containers of alcoholic beverages are not allowed in any public areas including lobbies, lounges, hallways, stairways, elevators, laundry rooms, study rooms, and restrooms. Bulk alcohol, including "spodies," "party balls," and/or "kegs" in any form or container, is not allowed.

Alcohol Containers

Only individuals over the age of 21 may possess alcohol containers. If you are under of the age 21, you cannot have empty alcohol bottles/cans including those used for decorations, display, or have been repurposed in other ways [e.g. used as a vase for flowers, painted as decoration]. Violation of this policy may result in disciplinary action.

Checking Out of a Residence Hall

Checkouts at the end of fall semester must be completed before the departure of the resident from campus at semester's end. For all contract terminations please refer to your Housing and Dining Financial Contract to obtain our policy on charges and refunds. All residents must verify their intention to terminate their contract by going online to <http://housing.wsu.edu> and clicking on the Apply for Housing link prior to terminating their contract. A checkout is not valid unless the online termination process is completed correctly (more information is available at <http://housing.wsu.edu/housing-essentials/contracts-and-policies>), and the requested termination is approved by Housing Services; approval to terminate is automatically given to residents not subject to the Freshmen Live-in Rule. Failure to receive approval from Housing Services to terminate the contract will result in additional charges, as set forth in the Housing and Dining Financial Contract.

Termination of the residence hall contract at any time requires complete adherence to posted checkout procedures and those listed online in the Room Inventory Agreement, which is provided to and completed by the resident at check-in. Failure to turn in keys will result in a fee of \$60 for a room lock change and a \$20 fee for the replacement of the outside door key (\$10 in halls with CougarCard outside door access). Residents must turn keys in to the front desk of their hall during desk hours, and complete and sign the checkout portion of the Room Inventory Agreement.

Failure to comply with the checkout procedures will result in an administrative service charge of \$25, in addition to all other applicable fees and charges.

Common Area Furniture

Furniture from common areas may only be removed from the designated common area with the permission of the Residential Education Director.

Computer or Network Use

A high-speed Internet connection is available in all residence hall rooms. Residents making use of this service must comply with the terms of the Network Service Agreement, as it now exists or as it may be amended from time to time. The Network Service Agreement can be found at <http://housing.wsu.edu/network/>. Inappropriate use of computers on the WSU network can result in the loss of network privileges.

Contractual Non-Compliance

Violations of these policies may result in contract termination and financial liability for the remainder of the semester's housing and dining fees.

Cooking

Cooking in residence halls is restricted to approved cooking equipment listed in under Electrical Appliances in [Housing and Dining Policies](#). Personal microwave ovens are not allowed, except in Community/Duncan Dunn, Global Scholars, Northside, and Olympia Avenue and in which one microwave per room is allowed. All authorized items must be used on a noncombustible surface.

Distribution of Information

Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may be placed in University buildings only as permitted by WAC 504-34-140.

Electrical Appliances

The following UL-approved electrical appliances are authorized for use in residence hall rooms: blenders; clocks; coffee and espresso machines; personal computers, printers, scanners, and related equipment for personal use; DVDs and blu-ray players; electric blankets or pads; electric toothbrushes; fans; hair dryers, straighteners, and curlers; hot air popcorn poppers; slow cookers; humidifiers; irons; radios; rice cookers; sewing machines; shavers; stereos, iPods, MP3s and video game systems; study lamps; small refrigerators and TV sets. If you have a specific question regarding approved appliances, email housing@wsu.edu for more information.

Extension cords must have three wires, three prongs and at least 16 gauge wire. A multiple outlet strip can be safely used if it meets following specifications: minimum of 16 gauge wire, groundwire with an extra prong on the plug (3 wires, 3 prongs), and contains a built-in circuit breaker. Persons bringing electrically operated equipment also have the responsibility of protecting such equipment from damage as a result of possible power surges or variations.

Elevators

The following conduct is prohibited and may result in disciplinary action:

1. Smoking and/or use of alcoholic beverages within an elevator.
2. Tampering with, intentional damage, or vandalism to the elevators (prying doors open, etc.).
3. Use of elevator emergency alarms and emergency stops in other than emergency situations.

Explosives

Any explosives, including but not limited to, primers, powder, dynamite caps, firecrackers, and pyrotechnics, as well as ammunition and dangerous chemicals, are prohibited in the residence halls.

Fire and Safety

Compliance with residence hall fire and safety standards is required. All residence hall rooms are subject to national, state, and Washington State University fire codes and standards.

Failure to comply with safety standards may result in student conduct sanctions, early contract termination, and/or legal action. Property damage and personal injury resulting from a resident's

noncompliance with fire and safety standards may result in personal liability for damages and injuries. Residents are responsible for properly maintaining the smoke detectors in their room. Removal of batteries from smoke detectors is prohibited.

Guests

Except for Washington State University staff, who have access to residence halls at all times while in the performance of their assigned duties, guests are defined as any individuals who are not contracted residents of the specific room or hall in question. Each guest must have a host and be escorted within the building. Guests are permitted in the halls according to each hall's visitation policy. Guests must abide by all policies of the University and residence halls. Hosts are responsible and will be held accountable for the conduct of their guests.

Due to fire codes, no more than 10 persons are allowed in a student room at any time.

Overnight guests may stay in the room of the host for a maximum of three consecutive nights, with the approval of the roommate(s) if applicable.

Note: Washington State University reserves the right to withdraw the privilege of any resident to grant permission to anyone to enter the premises of any residence hall.

Health and Safety

Any activity deemed to be a threat to the health and safety of students is strictly prohibited. Prohibited activities include, but are not limited to, hanging or sitting outside of residence hall windows, climbing the exterior of University buildings, throwing items out of a window, etc.

Hypodermic Syringe and Needle Disposal

According to Washington State Health Regulations, all Washington State University students using hypodermic syringes and needles living in the residence halls will be responsible for proper disposal of these objects in "Sharps Containers," which may be obtained from Residential Education Directors.

Keys

All room and outside door keys are the property of WSU Housing Services. Room, outside door, and mailbox keys must be returned upon checkout of the room. Use of keys by any person other than the student to whom the key is checked out is prohibited. Unauthorized keys obtained from a source other than Residence Life and Housing Services are not acceptable. Information regarding persons believed to be or have been in possession of, or to have engaged in the unauthorized use of, keys for any University building will be forwarded to the WSU Police Department and Office of Student Standards and Accountability. At checkout, residents who do not turn in keys will be subject to a \$60 fee for a room lock change, a \$20 fee for the replacement of the outside door key (\$10 in halls with CougarCard outside door access) and \$20 for loss of the mailbox key, where applicable. Students who return keys made by sources other than WSU will be referred to the Office of Student Standards and Accountability.

Length and Terms

I agree that the term of the contract is for the **entire academic year** and may only be canceled or terminated as set forth herein and as stated in the [Housing and Dining Financial Contract](#). Spring semester contract charges begin January 3rd. I understand that I am required to vacate my residence hall within 24 hours of my last final exam each semester. I further understand that if I withdraw from Washington State University or if either I or Washington State University terminates this contract per the conditions stated in the [Housing and Dining Financial Contract](#), that I am required to vacate my residence hall within 24 hours of such withdrawal or termination. The Directors of Residence Life and/or Housing Services reserve the right to request any resident or nonresident to leave the building at any time.

Living Group Damages and Cleaning Charges

General damage to or cleaning of WSU property located in living group areas will be charged to the individual or individuals responsible for the damage or required cleaning. If no individual(s) can be identified, then the entire living group will be charged for the cost of damage and/or cleaning.

Microfridges (first-come, first served for new residents after check-in)

Microfridges that do not exceed maximum refrigerator/freezer capacity of 2.9 cu. ft., microwave capacity of .7 cu. ft., and power consumption of 900 watts are allowed in student rooms. Only one Microfridge per room is allowed. Residents may not move university-owned Microfridges to their new assigned hall if their assigned hall changes. Maintenance or custodial staff should be contacted to accomplish this task. The annual rental price is \$100.

Miscellaneous

I understand that if the University's performance of obligations under this Agreement is materially hampered, interrupted, or interfered with by reason of any fire, casualty, lockout, strike, labor conditions, unavoidable accident, riot, war, imminent risk of serious harm to community health and welfare or other acts of God, or by the enactment, issuance, or operation of any municipal, county, State, or federal law, ordinance or executive, administrative, or judicial regulation, order or decree, or by any local or national emergency, the University shall be excused from performance of this Agreement.

I understand that the services including RDA Dollars provided by this contract are not transferable to any other person. I understand that if I transfer the services in any way or collude to provide such services to an unauthorized person, I may be summarily suspended from further use of the services of the unused portion of the contract without refund.

WSU Housing Services provides reasonable accommodation to individuals with disabilities. WSU advises that students provide 2-week advance notification for accommodation requests. Immediate requests will be evaluated in accordance with WSU policies, the student's needs, and available facilities. Requests should be directed to Housing Services. TDD users: WA Relay Service 1-800-833-6388.

Washington State University adheres to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity and affirmative action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability marital status, sexual orientation (to include gender identity), and status as a Vietnam-era or disabled veteran, military status or status as an honorably discharged veteran in the recruitment and admission of students, the recruitment, employment, and retention of faculty and staff, and the operation of all university programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Office of Equal Opportunity, 225 French Administration Building (1022), phone 509-555-8288.

If you have questions about your Housing and Dining Policies, send us e-mail at housing@wsu.edu.

Motorcycles, Mopeds, Hover Boards, and Bicycles

Motorcycles, mopeds, and other gasoline-powered machines, including gas, may not be taken into the residence hall at any time. Any gas-powered vehicle or fuel found in a residence hall will be removed. The owner (resident) will be assessed a removal charge. WSU Housing Services accepts no responsibility or liability for damage done during removal or storage. Bicycles may be parked either in bicycle racks or in student rooms with the consent of the roommate. Bicycles parked in or near any other part of the residence hall may be removed without notice. Hover boards are not allowed on the WSU campus.

Noise

Residents and guests must abide by all courtesy hours and quiet hours. All halls have quiet hours Sunday through Thursday, 9:00 p.m. to 9:00 a.m., and Friday and Saturday, midnight to 10:00 a.m. Residents have the option of holding an all-hall vote to expand the times for quiet hours. Residents must comply with requests to be quiet when asked by other residents, university staff, or law enforcement.

At the end of each semester, all residence halls revert to increased quiet hours as follows: Closed Week-20 hours of quiet each day as determined by each residence hall; and Finals Week-24 hours of quiet each day.

Pets

Due to Washington Administrative Codes, as well as health and sanitation issues and the possibility of other residents' allergic reaction, pets are not permitted to be kept, fed, or harbored in the residence halls. Water-filled aquariums of no more than 30-gallon capacity may be maintained for fish only. Snakes, turtles, and lizards are not allowed, even if housed in aquariums. Individuals housing pets will be subject to conduct action. Trained service animals or animals approved as an emotional support animal are the only exception to this policy. Requests for emotional support animals in university housing are reviewed and approved by the

Access Center (<http://www.accesscenter.wsu.edu/>). Trained service animals must be registered with Housing.

Refrigerators (first-come, first served for new residents after check-in)

Small refrigerators, which do not exceed maximum capacity 4.5 cu. ft., 120 volts, 60 cycle AC, 230 watts, two amps when running, and are UL-approved, may be used in student rooms. Only one refrigerator per student is allowed. The annual rental price is \$50.

Roof Access

Residents and guests are not permitted on hall roofs or ledges at any time.

Room Assignment and Changes

Special room assignments within a living group follow priority systems that are developed by the individual residence hall. General room assignments are made on the basis of contractual deadlines and in the order applications and deposits to Washington State University are received. Not meeting such deadlines decreases the likelihood of receiving the room of choice.

Housing Services reserves the right to reassign individuals to different areas, rooms, residences, and dining centers, at any time (and the right to use unassigned space in the residence halls). If a vacancy occurs in any room, the remaining resident(s) will be required to choose from one of the following options:

- (1) If another roommate is available, the remaining resident(s) can accept a roommate assigned by Housing Services. The remaining resident(s) must keep the room ready for additional occupancy at any time. If the remaining resident(s) refuse to accept a roommate assigned by Housing Services, the remaining resident(s) will pay prorated charges at an increased rate established by Housing Services from the date the vacancy occurred until the date any new roommate moves into the room.
- (2) transfer to another room assigned by Housing Services; or, subject to availability,
- (3) remain in the room and pay an increased rate established by Housing Services.

Changing rooms is prohibited until the Residential Education Director has granted permission. Room change requests will not normally be accepted during the last fifteen (15) calendar days of each semester.

Spring semester transfers must be completed before departing campus at the end of Fall semester. Storage of belongings during semester break may be required.

Room Entry

Washington State University reserves the right to make periodic room inspections. Authorized staff may exercise the contractual right to enter a resident's room. Rooms may be entered under the following conditions, including, but not limited to:

1. To provide room maintenance inspection, repair service, or fire/life/health safety inspection and protection.
2. For emergency situations that require entering the student room.
3. To maintain an environment that facilitates the scholarship of other residents (e.g., unattended stereo, alarm clock, telephone, etc.).
4. To ensure that room-closing procedures have been followed for a break period.
5. To provide for sanitation as needed.

When conditions permit, student residents will be given advanced notice of planned staff entry dates and times.

A student's failure to follow applicable fire/ life/health safety directives may result in conduct action, termination of his or her housing and dining contract, and imposition of all applicable fees as stated in the [Housing and Dining Financial Contract](#).

Other residents will not be permitted entry to a resident's room unless the resident is present and gives his or her consent.

The authorized Washington State University staff members who may enter a student's room are administrative staff members, Residential Education Director, Residence Life paraprofessionals, and maintenance, custodial, and inspection personnel.

A university official may not consent to a search of a student's room by the police or other government officials. However, WSU may permit a search pursuant to a warrant or where warrantless entry is lawful.

Room Modifications

Students may not modify existing structures in the residence hall room without approval of residence hall and fire safety officials. Beds may not be bunked or lofted without prior approval and use of approved WSU equipment. Tape, nails, screws, or tacks on or in the walls, furniture, or fixtures are prohibited. Additional room modification and fire safety information may be found in the WSU [Safety Policies and Procedures Manual](#) (SPPM) to include SPPM Chapter 60.00, Fire Safety.

Security

The maintenance of a safe and secure residence hall environment is everyone's responsibility. To this end, the admittance of unauthorized persons to residence halls is prohibited. Residents should always lock their room doors to ensure personal safety and security of their property. For emergency situations requiring police, medical or fire response, call 9-1-1. For non-emergency assistance, call the WSU Police Department at 335-8548.

Living areas of all residence halls are locked 24 hours per day, with the exception of McEachern.

Selling and Solicitations

Door to door selling and soliciting is not permitted in the residence halls. This includes students involved in a WSU registered student organization who can only distribute information, with appropriate permission and a signed release form, in the common area lobby of each hall.

Signs, Pictures, Posters

Students are reminded that they are required to comply with WSU Executive Policy (EP) 15 http://www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm, Policy Prohibiting Discrimination and Sexual Harassment, and the Student Conduct Code, which includes provisions regarding discrimination and harassment. Students are also reminded that some materials when posted on doors or displayed in windows could result in violations of EP 15 and the Student Conduct Code.

Smoking

Smoking is prohibited on campus. Smokers must comply with SPPM 6.10 and WAC 504-38 and any WSU regulations regarding tobacco and nicotine use.

Sports in Hallway

Playing any type of sports in residence hall hallways or other common areas is prohibited.

Summer Storage

Residents who have signed housing and dining contracts for the following year may, with approval, store limited amounts of permissible personal belongings during the summer in designated hall storage areas if space is available. WSU assumes no responsibility for these stored belongings. Stored items must comply with WSU fire regulations. Items left in storage for more than 60 days after a student terminates his or her housing and dining contact will be disposed of in accordance with law.

Trash

Residents are responsible for taking out their own personal trash. Personal trash must not be placed in the trashcans or recycling bins in common areas (lounges, bathrooms, etc.); personal trash must be taken to the dumpster outside the hall. Personal trash must never be placed in the hallway outside a resident's room, nor may trash be swept into the hallway.

Waterbeds

Residents wishing to install waterbeds must present evidence prior to installation that they have waterbed liability protection in an amount of at least \$50,000. Bunk waterbeds are not permitted.

Water fights, Snowball fights, and Raids

Water fights, snowball fights, and similar activities are prohibited in, and in the areas adjacent to, residence hall buildings. All types of raids on rooms, halls, or hall members are prohibited.

Weapons, Ammunition, and Pyrotechnics

Weapons, ammunition, or pyrotechnics of any kind including air guns, knives (having a blade longer than 4 inches that are not for culinary purposes or having a “swing” or “switch” blade), lasers, Tasers, fireworks, shotguns, rifles, pistols, pellet guns, stun guns, paintball guns, slingshots, crossbows, bows and arrows, or martial arts tools may not be stored or used in the residence halls. Any weapons or ammunition must be stored with the WSU Police. Toy guns and "assassin" games, the purpose of which is to simulate killing others, are prohibited.

Web Cameras, Camera Phones and Video Recording Devices

Any unauthorized use of technology and/or electronic devices to make a video, audio, or photographic recording of any student in the residence halls without his/her prior knowledge and without his/her effective consent is prohibited. Violations of this provision will be reported to the WSU Police Department and the Office of Student Conduct.

Window Violations

For reasons of health and safety, nothing is to be thrown or hung out of any residence hall window. Outside wires for Internet connections, radios and television sets are not allowed. Individuals are not allowed to lean out of windows or sit on windowsills or remove screens. Yelling out of windows for non-emergency communication to others is prohibited. Such behavior may result in conduct action against those involved and those responsible for the room in question.