

# Residence Life and Housing Handbook and Policies

Updated May 2025

The Willamette University Residence Life and Housing Handbook serves as an extension of the [Housing Contract and Community Expectations](#), the set of terms and conditions that each resident signs before moving into on-campus housing, and the [Student Code of Conduct](#). On-campus residents agree to follow all of the policies and procedures outlined in this Policy Handbook. Please note that this guide may be updated at any time and for any reason by Willamette University staff.

The following items are covered in this document:

<b>Housing Processes</b> .....	<b>3</b>
Access, Keys, and Entry.....	3
Unauthorized Entry or Access.....	3
Room Keys.....	3
Lockouts.....	3
Staff Entry into Resident’s Rooms.....	4
Health and Safety Inspections.....	4
Proxy Representative.....	4
Accessibility and Religious Accommodations.....	5
Religious Accommodations.....	5
Accessibility Accommodations.....	5
Checking In and Out of Housing.....	6
Checking Out.....	6
Contract Cancellation.....	7
Interim Housing Periods.....	7
Pests and Bed Bugs.....	7
Room Changes.....	8
Room Change Request Period.....	8
Submission of the Room Change Application is Binding.....	8
Storage.....	8
<b>Fire Safety</b> .....	<b>9</b>
<b>Housing Policies</b> .....	<b>10</b>
Alcohol.....	10
Common Spaces.....	11
Kitchen Policies.....	11
Laundry Room Policies.....	11
Restroom Policies.....	12
Bike Rooms.....	12
Physical Activities, Sporting Equipment, and Sports.....	12

Guest and Escort Policy.....	13
Noise.....	14
Quiet Hours.....	14
Amplified Sound Instruments.....	14
Pets.....	15
Room Decoration and Modifications.....	16
Air Conditioners.....	16
Beds, Bunking and Lofts.....	16
Candles, Candle Warmers, Incense, and Fog/Smoke Machines.....	16
Decorations and Wall Hangings.....	16
Power Sources and Decorative Lighting.....	16
Fireworks, Flammable Liquids, and Open Flame Devices.....	17
Furniture.....	17
Paint and Chalk.....	18
Small Appliances and Mini Refrigerators.....	18
Space Heaters.....	18
Weapons and Flying Objects.....	18
Windows, Doors, Roofs and Ledges.....	18
Room Condition.....	19
Room Condition at Check In.....	19
Cleaning and Maintenance.....	19
Room Condition at Check Out.....	19
Trash Disposal and Recycling.....	20
Fats, Oil, and Grease.....	20
Lithium Batteries.....	20
Mixed Recycling.....	20

# Housing Processes

## Access, Keys, and Entry

Residence halls are access-controlled buildings. Access is granted based on a resident's room assignment status within the residential community. Current residents have access to their assigned residence halls. Access is programmed onto residents' Compass ID Card at the beginning of each academic year and is updated as needed.

## Unauthorized Entry or Access

Unauthorized entry or assisting an unauthorized individual's entry into a residence hall is prohibited. This includes misrepresentation, using false identification, and other fraudulent behaviors.

Unauthorized access to the roof, fire escapes, ledges, and/or window of any building is prohibited. The following actions are in violation of University regulations and may result in termination of a University housing contract:

- gaining access to the roof of any building;
- gaining access to a fire escape unless for the purpose of emergency evacuation;
- throwing or dropping objects from roofs, windows, balconies, fire escapes, and/or ledges, whether accidental or deliberate;
- sitting or standing on a window, balcony, or building ledge, or allowing any body part to dangle over a window, balcony, or ledge;
- jumping from or climbing onto buildings including the inside or outside balconies of any residence hall.
- placing items, including banners and flags, on balconies, fire escapes or ledges or allowing them to hang outside windows.
- throwing, dropping, spilling, or causing to fall any item or substance from the roofs, ledges, doorways, porches, balconies, or windows of any building.

## Room Keys

Rooms can be accessed using hard lock keys. Keys are picked up at the Residence Life and Housing office during check in and returned to Residence Life and Housing via key drop boxes at check-out.

- A key is issued to each student at check in and residents are responsible for their key until checkout. Lost keys should be reported to Residence Life and Housing immediately. Lost or unreturned keys will initiate a lock change. Students will be assessed a fee for replacements.
- It is every resident's responsibility to ensure that housing assignments are accessed only by the assigned occupant(s). Rooms should remain locked to ensure safety. Furthermore, residents are prohibited from lending their keys to other students or borrowing other's keys.
- Removing, altering, or tampering with a lock mechanism is prohibited.

## Lockouts

It is important for residents to keep their doors locked. Residents should carry their keys and ID with them at all times.

- Students who find themselves locked out of their assigned space should try to find their roommate before calling for assistance; this is the quickest, least expensive option.

- If students are locked out during university business hours, they are able to temporarily sign out a spare key to let themselves into their room. This can be done at the Residence Life and Housing office in Matthews.
- At any time of day, students are able to contact their Resident Advisor on call or call Campus Safety for lock out assistance.
- Students living on campus will be assisted without a charge a reasonable amount of times as determined by university staff. For further lockouts, students may be referred to the student conduct process and eventually charged for excessive lockouts.

### **Staff Entry into Resident's Rooms**

It is the university's policy to respect a resident's right to privacy in their living space.

- When possible, notice is given prior to entering a student's living space for routine maintenance, health and safety inspections (conducted at least twice a year), as well as fire drills.
- Submission of a work order authorizes university personnel and their authorized designee(s) to enter a student's living space to complete any work required.
- University personnel and their authorized designee(s) may enter residences without notice for an emergency, maintenance work, or if there is reasonable cause to believe there have been violations of university policy, state or federal law.

### **Health and Safety Inspections**

Residence Life conducts Health and Safety Inspections twice a year. During inspections, University staff enter student spaces to ensure that all fire safety equipment is in place, students are maintaining an appropriate level of self-care, and that there are no prohibited items. If violations or prohibited items are present, residents will be given 24 hours to rectify the situation. Certain items may be disposed of immediately. Violations may be referred to the Student Conduct process.

Residents will receive at least 48 hours notice of these inspections.

### **Proxy Representative**

In instances where a resident is off-campus and needs to retrieve an item in their room or suite, they can give permission for a proxy representative to enter their assigned space. Proxy representatives will only be provided access during periods of time that the resident themselves would have been able to access the room. Proxy representatives do not have to be affiliated with the University.

Residence Life will only recognize permission granted through the resident's Willamette University email address. If Residence Life approves the proxy representative, a staff member will escort the non-resident and provide entry to a room or suite. Residence Life reserves the right to deny a proxy representative for any reason including excessive requests.

## Accessibility and Religious Accommodations

In accordance with applicable federal, state, and city laws as well as university policies, Residence Life and Housing makes reasonable accommodations for residents for reasons related to religious observance and disability related access concerns.

Types of accommodations available include, but are not limited to:

- Wheelchair-modified spaces with ADA grab bars
- Suites and bedrooms of varying capacity such as single occupancy suites or bedrooms, as well as private bathrooms
- Rooms with devices for residents who are deaf or hard of hearing (flashing alarms)
- Rooms with devices for residents who are blind or visually impaired (auditory alarms)
- Advance notice of planned fire drills and evacuations
- Locations that are near an individual's classes or other academically related work
- Air-conditioning
- Elevator access
- Exemptions to meal plans
- Access to a kitchen
- Allowances for bringing personal furniture or equipment (chairs, mattresses, fridges) or adjusting furniture provided by the university
- Placement on a ground level or specific floor
- Suites without carpet

### Religious Accommodations

Housing requests that meet an individual's sincerely held religious beliefs are determined on a case-by-case basis. This is done through an iterative process to identify accommodations that meet an individual's observance of their religious faith which does not impose an undue hardship on the University. Requests for accommodations for religious purposes are reviewed by Residence Life and Housing. Current or prospective residents may request accommodations by emailing [housing-info@willamette.edu](mailto:housing-info@willamette.edu). A meeting with a Residence Life and Housing staff member may be required depending on the nature of the request.

### Accessibility Accommodations

Accessible housing requests for students that experience disability or identify as disabled are determined on a case-by-case basis, as part of an iterative process according to an individual's documented need. Requests for accessible housing for students that experience disability or identify as disabled are reviewed by Accessible Education Services. Current or prospective residents may request accessible accommodations by applying through the AES website.

Please note that submitting a request for accessible housing to AES does not constitute applying for housing; it is necessary to complete both steps by applicable deadlines to be offered housing that meets verified disability-related needs. Approval of a request for accessible housing by AES does not guarantee a housing assignment, as all students are subject to the same generally applicable housing priority groups.

## Checking In and Out of Housing

Each resident must formally check into the residence halls at the time(s) and location(s) designated by Residence Life and Housing. Check-In procedure varies depending on your status as a new or returning student. Information about the Check-In process is shared over the summer prior to arrival.

Students will not have access to their residential space without completing the communicated Check-In process.

At check-in during fall semester, residents will have the opportunity to agree or contest a Room Condition Report (RCR). This is the student's opportunity to document any damages that occurred prior to moving in. Residents will review the RCR and add any comments, or items needing attention and sign it. This is typically done within the first week of moving in.

### Checking Out

Students who are checking out of their space before the end of the academic year must follow the communicated directions of Residence Life and Housing staff. Students will be given at least 24 hours notice to complete a check out.

At the end of the academic year, students are asked to vacate their living space 24 hours after the last final exam or by 12pm on the day the residential facilities close, whichever comes first. Students participating in commencement need to vacate their space by 12:00 pm on the day following commencement.

Residents are not considered to have vacated their space unless they complete the communicated check out procedures and return their key.

- Residents are responsible for returning their living space to its original state.
- Residents are responsible for returning the key to the Residence Life and Housing office or via the key drop box (only during end of year move out) located in their community.
- Students are asked to review their space and submit the information in a RCR similar to the check in process.
- Students are responsible for all damages beyond normal wear and tear, not previously noted on the RCR.
- Professional staff will inspect all living spaces after closing for cleanliness, damages beyond normal wear and tear, and missing furnishings.
- Residents will be assessed for any damages, missing furnishings, extra cleaning charges (including common areas of suites or apartments), and the removal/disposal of abandoned property.

## Contract Cancellation

A resident's Housing Contract is effective upon signature. Residents may cancel their housing at any point, but may be subject to cancellation fees or forfeit of the total housing cost in line with the terms of the Housing Contract and Community Expectations. Cancelling your housing via the steps listed terminates your Housing Contract with Willamette University.

- Returning students may cancel contract for the fall term up until Room Selection with no fee.
- Cancellations can be requested via emailing Residence Life and Housing with an anticipated move out date.

Students completing a cancellation must complete the requirements for Checking Out. The resident will continue to be charged for occupying the room until the date on which check out is complete and Residence Life has received the cancellation notice. Please note that notice of withdrawal, or cancellation of admission or registration to other University offices does not constitute notice of cancellation to Housing. In addition to the pro-rated room charge, cancellation fees may apply.

Cancellation fees will be waived for required military service, medical leave of absence, or graduation from the University. Residence Life and Housing may waive fees at its discretion.

## Interim Housing Periods

Interim housing periods cover the length of time between housing contract dates. These typically include the period between the Spring and Summer housing periods as well as the time between Summer and Fall housing periods. Interim Housing is only available to students who have sponsorship by a Willamette University department or students with on campus housing assignment for both terms.

There is no charge to stay in university housing during the interim housing period if a student is registered for the Summer housing period.

If students are moving rooms between terms, they are required to remain on campus during the transition period and complete their move to transition room assignments within 72 hours notice from Residence Life and Housing.

All university and housing policies remain in effect for the interim housing periods.

## Pests and Bed Bugs

Residence Life and Willamette Facilities are committed to an effective and efficient response to residents who suspect they may have bed bugs or other pests. Students are expected to regularly take out their trash and other waste in order to discourage pests.

Students who suspect the presence of pests in any part of the residence halls should make a report to Willamette University Facilities by filing a maintenance report via [online form](#) or contacting a Residence Life staff member. Depending on the nature of the pest, students may be required to remain in their assigned space during treatment in order to reduce the spread of contamination.

Residents must comply with all instructions provided by Residence Life, Facilities, or designated staff requests to control pests, and are expected to respond to communication and directives within 24 hours of notification.

## Room Changes

Room changes are completed at the discretion of Residential Life and based on availability of rooms. For immediate support and resources navigating a difficult living arrangement, students should contact their RA or Residence Life Coordinator. Residential Life staff can assist in providing strategies for various challenges and can offer support services, including facilitating conversations between roommates.

Room changes are frozen during the first two weeks of each semester in order to conduct occupancy counts of the buildings and to determine available rooms and room types.

Due to limited availability, room changes are not guaranteed to be available or approved.

### Room Change Request Period

Room Change requests must be submitted through the Willamette Housing Portal during the request period, which is open for two weeks during the third and fourth week of classes each semester. Please see the Housing Calendar for specific dates.

### Submission of the Room Change Application is Binding

Once a room change is authorized, the student agrees to abide by the following:

- If Residence Life and Housing can accommodate one of the student's choices, the student will be required to move on the next approved move day (typically Thursdays or Fridays). Failure to check in to the new room during the move day forfeits the room change.
- If students begin moving and do not complete the move within the assigned moving timeframe, the university reserves the right to dispose of any remaining items in the old room.
- Pay the charges for the space into which the student moves, from the day the change becomes effective until the last day of the occupancy period.
- Pay the charges for the space from which the student transfers, from the first day of the contract period until the day the transfer becomes effective, until all personal property is removed and the keys are returned, whichever is later.
- Students must remove all belongings, complete a Check-Out at Residence Life and Housing, return all room keys, and notify Residence Life when the move is completed.

Once the change has been approved, the following information will appear on the student account:

- A prorated daily charge for the room the student is leaving, up to the date of transfer or until all personal property is removed and the keys are returned or access deactivated, whichever is later.
- A prorated daily charge for the new room, effective the date of transfer.

## Storage

There is no additional storage outside of the students assigned residence hall space available for personal items or extraneous furniture.

## Fire Safety

Fire poses a serious risk to life and property. In addition to disciplinary action, residents and guests can be held responsible for criminal and financial liability for creating fire hazards. Any fire equipment that requires maintenance should be reported immediately to Campus Safety or Residence Life and Housing staff members.

A fire door is a door with a fire-resistance rating and is used as part of a passive fire protection system to reduce the spread of fire and smoke between separate areas of a structure. They enable safe egress from a building or structure. Fire doors are placed throughout the residence halls for the safety of our community. These doors must be free from obstruction and able to close should the fire alarm sound.

- Residents shall not tamper with, cover or decrease the effectiveness of any of the provided fire safety equipment. Do not remove batteries or wiring from an alarm.
- Residents and guests are prohibited from burning anything or using an open flame in campus housing, for any purpose, including ceremonial, decorative, or burning purposes.
- Hall fire doors must be closed at all times unless they are held open by magnets that are connected to the fire alarm system.
  - Do not hang anything from sprinklers or disable alarms in any way. Nothing may cover, attach to, or hang from smoke detectors, fire alarms and sprinkler heads.
  - Students are expected to exit the building and report to the designated safe zone when a fire alarm sounds.
- Fog, smoke, and haze machines are prohibited, as their use will trigger the fire suppression/sprinkler systems.
- Storage of flammable liquids or explosives is prohibited.
- Any tapestries or fabric on display in a resident's room may not cover more than 30% of the available wall surface.

Religious and/or spiritual accommodations to these fire safety policies can be requested through the Residence Life and Housing office at [housing-info@willamette.edu](mailto:housing-info@willamette.edu).

# Housing Policies

## Alcohol

Alcohol guidelines in residential spaces are listed below (to view the full policy, refer to the [University Alcohol Policy](#)):

Persons under 21 years of age are prohibited from:

- Possessing or consuming alcohol on campus,
- Being in a university residential space where alcohol is being consumed,
- Possessing empty alcoholic beverage containers.

Persons 21 years of age or older may only consume alcohol in a university residential space when the following conditions are satisfied:

- An appropriate host is present: A resident of the room or apartment is present and is 21 years of age or older.
- No minors are present: Persons who are 21 years of age or older may be implicated when they are in a residential space where persons under 21 years of age are consuming alcohol.
- Alcohol is consumed in a private area: The unit's entry door must be closed during alcohol consumption.
- Appropriate alcohol storage is maintained: Alcohol can only be stored in residential spaces, if the alcohol is stored and closed in the original container.
- Alcohol is transported in closed containers: Alcohol must be transported in the original unopened or screw-on top container (i.e., no open containers in hallways or in transport).
- No common source containers are used: Possession or use of kegs, mini kegs, or other common source containers of alcoholic beverages, such as trash cans, tubs, or similar containers when used to contain alcohol on university premises, in residential space, or in offices, or in connection with a university activity is prohibited.
- No drinking games played: Facilitating, arranging, or participating in any extreme alcohol consumption game or activity that constitutes, facilitates, or encourages competitive, rapid, or excessive consumption of alcohol when such activity occurs on university premises, in the designated housing of any Willamette University organization or group, or in connection with any university event is not allowed, regardless of age. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited (i.e., hazing activities are prohibited.)

In addition, decorating rooms with empty alcohol containers is prohibited.

## Common Spaces

Common spaces and lounge areas serve as locations for programs and activities as well as places to relax. Common areas include building and floor lounges, kitchens, hallways, stairwells, restrooms, study rooms, and laundry rooms. Lounge furniture is intended for the use and enjoyment of all residents. Proper care and use of this furniture is everyone's responsibility. The University assumes no responsibility for lost or discarded items.

- Hallways must remain clear of all items that pose a tripping hazard; this includes, but is not limited to doormats, shoes, bikes, bed parts, and trash.
- Residents and their guests are not allowed to sleep in public or common areas.
- Furniture from foyers or lounges cannot be moved into or used in a student room, suite or apartment.
- Students who move furniture into their assigned space will be responsible for the cost of relocating the furniture back to its designated place and may be referred through the conduct process.
- Furniture removed without authorization, damaged, or stolen shall be the financial responsibility of the individuals involved (if known), or the community (if unknown).
- Students may not store room furniture in common areas.

## Kitchen Policies

All halls have access to an area with a common refrigerator and stove/small appliances for residents of the community to use. Cooking is permitted only in designated kitchen spaces as they are equipped for that purpose. These areas may not be reserved or otherwise held off-line by any one group without the express approval of Residence Life and Housing. Residents are expected to share university provided appliances and equipment; such items should not be removed from the common area and kept in a single student's possession. Students are welcome to store food in the community refrigerators but do so at their own risk. Items placed in refrigerators must be labeled with the student's name and removal date.

- Dishes, equipment and surfaces should be cleaned after each use by the resident using them.
- Personal items should not be left out unattended in the common space. Residents must not leave cooking items in common spaces if they are not present; this includes soaking of equipment or any process that leaves food unattended or the area untidy. Residents may store items in empty cabinets, but items should be labeled with their name. The University assumes no responsibility for lost or discarded items.
- Items left out unattended in the kitchen are considered abandoned and will be discarded.
- Excessive mess or damage may be billed to the entirety of the living group.
- Unlabeled and expired items will be removed and discarded.
- Residents and their guests may not leave food unattended while cooking in common area kitchens.
- Residents may only put food and items that are microwave safe into a microwave.
- Common refrigerators will be cleared of all food items at the end of each semester, unless the food is clearly labelled.

## Laundry Room Policies

Each community has laundry facilities. The laundry machines are leased from an outside vendor, and are maintained by that same vendor. It is each student's responsibility as a member of the community to

report any issues with laundry machines to Coin Meter, the company which provides repairs and maintenance for the machines. Reports can be made by submitting a [Service Request](#) on their website.

- Willamette facilities staff are not authorized to service the machines. Residents should contact the laundry services provider to report broken or damaged machines. Contact information for the laundry machine provider is located on each machine and in the laundry rooms.
- Do not leave items in the laundry machines unattended.
- Residents are responsible for removing dryer lint before use.
- Unclaimed or unattended items may be considered abandoned and will be discarded. The University assumes no responsibility for lost or discarded items.

### **Restroom Policies**

Each community has gendered and gender neutral restrooms. The restroom facilities are cleaned and maintained by the university and regularly cleaned by staff. Restrooms are checked every evening for safety and cleanliness.

- Personal items should not be left unattended in the common space. Residents may store items in installed cubbies. The University assumes no responsibility for lost or discarded items.
- Items left out unattended in the bathrooms are considered abandoned and will be discarded.
- Do not flush paper towels, “flushable” wipes, menstrual products, or trash in the toilets.
- Excessive mess or damage may be billed to the entirety of the living group.
- Residents should turn off water sources when not in use.
- The University assumes no responsibility for lost or discarded items.

### **Bike Rooms**

- Residents are able to store one bike in the common bike rooms in the residence halls. If a residence hall does not have a designated bike room, the student must store their bike inside their room or other publicly accessible bike storage location on campus.
- It is recommended that students lock their bikes at all times when not in their possession in order to prevent theft. The University assumes no responsibility for lost or discarded items in the bike rooms.
- The bike rooms are cleaned out at the end of each academic year. Abandoned bikes may be disposed or donated at the discretion of Residence Life and Housing or Campus Safety.

### **Physical Activities, Sporting Equipment, and Sports**

- Residents and their guests are free to use courtyard areas for sports and physical games if done so responsibly and in observance of noise and other university policies.
- University personnel reserve the right to restrict or redirect such activities when safety to persons or property may be compromised.
- All persons are prohibited from using sporting equipment, throwing objects, or engaging in physical games within campus housing.
- Roller blades, skateboards, scooters, bikes, must be carried or walked through hallways and corridors inside any building.
- If damage occurs to windows or other property as a result of such activities, responsible parties are expected to report the damage and pay for repairs or replacement.

## Guest and Escort Policy

The guest policy supports the desire for residential students to host guests in their residence hall and provides for student privacy and the appropriate and proportionate use of personal and community space. Residential community guests include both non-Willamette community members and Willamette students who do not reside in on-campus housing. Non-Willamette community guests must be at least the age of 18.

Any concerns regarding guests should be brought to the attention of the floor RA or Residence Life Coordinator.

- Residents must discuss their desire to host a guest and gain permission from their roommate or apartment-mate for a guest to visit in advance of the guest's arrival. Up to three (3) guests are permitted in the host's room or suite with prior approval of their room- or suitemates.
- Residents may host guests only in the room or suite to which they are assigned. Guests are not allowed to sleep in floor lounges or other communal residence hall spaces.
- All Willamette University policies apply to guests. Residents are responsible for familiarizing guests with the community standards and for the conduct of their guests while on Willamette University property. Residents may be referred to the Student Conduct process for their guest's violation of university policy.
- Residents must escort their guests at all times while in the residence hall. This requirement does not apply to residential students visiting others within their assigned building.
- Guests must carry a valid form of identification and provide it upon request of a university official.
- Hosts may not give their ID cards or keys to guests for any reason.
- Residents may not accept any payment, service, barter or other remuneration from a guest in exchange for the guest's ability to stay in a room or suite. The University considers any such payment to be a violation of the Housing Contract and Community Expectations.
- Residents may have up to two guests stay overnight at a time. Overnight guests are limited to two nights/three days at one time and are further limited to five (5) days in any consecutive 30-day period. An overnight stay is defined as any stay within the hours of 12 a.m. and 8 a.m.
  - The same individual may not be an overnight guest in Willamette University's residence halls for more than five (5) nights per calendar month, whether with the same or different resident hosts.
- Residential Life, Campus Safety, and other University staff reserve the right to limit the number of guests that a resident may bring into the residence halls.
- The university, or its designee, reserves the right to ask a guest to leave at any point.

## Noise

A 24-hour courtesy policy is in effect at all times. Under this policy, residents and guests agree to the following:

- All residents have a right to study or sleep in their own room without unreasonable interference from noise.
- Residents and guests are responsible for anticipating when noise from their space may be disturbing others and adjusting noise levels accordingly.
- Residents who are affected by noise are responsible for contacting the source and requesting the source to reduce the noise.
- Residents and guests are required to reduce any noise when requested.

While residents are encouraged to use these principles to resolve noise concerns informally, there may be times when staff assistance is required. Residents are encouraged to contact their RA or Residence Life Coordinator whenever the issue cannot be otherwise resolved.

## Quiet Hours

Quiet hours denote the time when noises, such as music and voices, must be kept to a low level and contained within each residential space. In general, noises should not be detectable two doors down or twenty feet, whichever is closest.

- Sunday through Thursday, Quiet Hours are from 10 p.m. to 8 a.m.
- Friday and Saturday, Quiet Hours are from midnight to 8 a.m.
- Quiet Hours may be more or less restrictive depending on the needs of the community, especially during final exam periods, holidays, and breaks; adjustments will be advertised.

## Amplified Sound Instruments

Amplified sound instruments can only be used in a residence hall if the user wears noise canceling headphones connected to the instrument while in use.

## Pets

Most pets are prohibited from being kept in the residence halls. With the exception of fish, pets are not allowed inside the residence halls.

- Fish tanks smaller than 15 gallons are permitted on campus in a student's assigned space.
- Fish tanks larger than 15 gallons are prohibited on campus.

Students who have a need for an emotional support animal may apply for an endorsement through [Accessible Education Services](#). Once the student has received the endorsement, Residence Life and Housing will send them an application and forms to complete. Once the student receives approval from Residence Life and Housing, they may bring their emotional support animal onto campus.

ESAs and their handlers must follow the guidelines in the application. Students may be required to remove an ESA if they are found to be a danger to others on campus.

For more information, please review the [Animals on Campus Policy](#).

## Room Decoration and Modifications

Residence Life encourages residents to personalize their assigned room. However, residents must not damage the space and must uphold satisfactory sanitation and safety standards as they will be held responsible for any damage or health and safety violations. Decorations and furniture may be added to a living space if it does not create a health or fire hazard. The following policies are intended to create a safe space and still allow personal use of the space. All university furnishings provided in a student's living space at check in must remain in the living space.

### Air Conditioners

- Air conditioners are not permitted on campus due to the energy pull that they place on infrastructure.
- Portable fans are encouraged during warmer times of the year.

### Beds, Bunking and Lofts

- Raising or bunking beds can increase storage space in the room.
- Residents can use bed risers and are responsible for their installation.
- To request an adjustment to bed height within the headboard and foot of the bed, or to bunk beds, please [complete a maintenance request](#).
- Beds are to remain intact and not taken apart. If a student disassembles their bed, they are financially responsible for all bed parts, and for the cost of reassembling the bed by Willamette Facilities staff.
- Lofts are not permitted in student rooms or apartments.
- Waterbeds are not permitted on campus.

### Candles, Candle Warmers, Incense, and Fog/Smoke Machines

- The use of candles, candle warmers, and incense is not permitted on campus.
- Candles, candle warmers, and incense may not be stored in a student's room.
- Fog, smoke, and haze machines are prohibited from being stored in student rooms.

### Decorations and Wall Hangings

- Students must decorate without damaging walls and other surfaces in their assigned space. With the exception of Plasti-Tak, blue painter's tape, or Command hooks; the use of adhesives and other hanging hardware is not permitted. No holes may be placed into the walls.
- Painting any portion of the room is prohibited.
- Any tapestries or fabric on display in a resident's room may not cover more than 30% of the available wall surface.
- Items may not be hung from or placed on ceilings, fire safety equipment, or overhead lighting. Items must be hung a minimum of 18 inches away from sprinklers and any other fire suppression or alarm devices. Students who violate this contract/lease term are responsible for any cost resulting from activation of the sprinkler system.
- Tape may not be applied to furniture or carpet due to the sticky residue that is left behind.
- Using empty alcohol containers as decoration is prohibited.

### Power Sources and Decorative Lighting

- Students are encouraged to use heavy gauge surge protected power strips (12 or 14 AWG).

- Do not place items, such as books, clothing, furniture, etc., on top of surge protector cords as this can cause the surge protector to overheat and catch fire.
- Household extension cords (16 or 18 AWG), multi-plug adapters or splitters, are not permitted as they may cause a fire.
  - Matthews and Belknap residents are permitted to use 3-to-2 prong adaptors.
- Students may not plug power strips or extension cords into other power strips or extension cords.
- Lava lamps and multi-bulb floor lamps are prohibited due to the amount of heat they give off and a probability of melting and fire.
- Halogen lights are not permitted on campus, and have been banned federally since August 1, 2023.
- LED, battery-operated lighting is strongly recommended. If using electrical strand lighting, residents may have no more than three (3) strands plugged into one another.
- Decorative lights should be kept away from combustible materials (i.e., curtains, paper, etc.)
- Decorative lights should be turned off when the area is unattended and should not be strung from the ceiling.
- Decorative lights should not prevent the egress of individuals in an emergency.
- Metal staples or nails should not be used as fasteners for lights as they can damage the protective insulation covering the wires.
- The installation and removal of decorative lights must not cause damage to the building.
- Interior lights should not be strung between rooms or around fire safety equipment.

#### **Fireworks, Flammable Liquids, and Open Flame Devices**

- Fireworks and flammable liquids are prohibited on campus. This includes fuel for gas powered scooters and lighter fluid for barbecues and fire pits.
- Open flame devices such as torches, butane burners, or lanterns are prohibited on campus. The use of barbecues or open flame cooking devices is prohibited within campus housing, including their use on balconies and porches.
- When available, residents are permitted to use community barbecues outside on grounds away from buildings.
- Propane, barbecues, or charcoal must be stored with Campus Safety.

#### **Furniture**

Residence Life prohibits most personal/non-Willamette owned furniture. Additional furniture can cause egress and fire safety issues as well as contribute to pest problems. Students should not purchase outside furniture before arriving on campus and evaluating their assigned space. All rooms are furnished appropriately for its occupants with a desk, dresser, and bed. All items must be placed in the room to allow easy egress from a resident's room as deemed by a staff member.

Outside furniture is prohibited in the residence halls except for the following items:

- Desk chairs that do not have any fabric or upholstery
- Lamps (only non-halogen bulbs)
- Media stand, book case, or night stand in which the total dimensions of each piece do not exceed 80 inches. Total inches can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides).

University furniture cannot be moved or switched between rooms. If there is extra furniture in a room, it must remain in the room throughout the academic year.

### **Paint and Chalk**

- Sidewalk chalk may not be used inside residence halls as well as on any brick or non sidewalk surface. Students who violate this contract/lease term are responsible for the cost of repainting the space and may be subject to disciplinary action.
- With advanced planning and permission, students may submit a proposal to paint selected common areas in their residence hall. Examples: hallway murals or graphics. Residents interested in a paint project should talk with their Residence Life Coordinator.

### **Small Appliances and Mini Refrigerators**

- Students may have single-use, pod-style coffee makers; electric kettles; and heated air popcorn poppers in residence hall rooms. Any small appliance in a student's room must have an automatic shut off.
- Small kitchen appliances with exposed heating elements are not permitted in residence hall rooms. This includes items like a hot plate, microwave, Foreman grill, air fryer, rice cooker, toaster, or toaster oven. These items are permitted in apartments - assigned living spaces with a university-owned refrigerator and stove.
- Refrigerators are permitted in residents' rooms as long as they do not pull more than 1.5 amps, and are 4.0 cu.ft. or smaller.
- Irons are permitted on campus as long as they have an automatic shut off. Irons may only be used in community laundry rooms.

### **Space Heaters**

- Space heaters are prohibited except with explicit approval from Residence Life and Housing and Willamette Facilities. Students may request a space heater be issued to their room from the University and must be requested through the [Housing Maintenance Report](#) form for students who live on the Salem campus.

### **Weapons and Flying Objects**

- Weapons are not permitted in residence halls. If it is necessary for you to bring a weapon on campus, please check with Campus Safety for storage options.
- Drone use is not permitted within residential facilities. For specifics regarding drones, please see the university's [Unmanned Aircraft System Policy](#).

### **Windows, Doors, Roofs and Ledges**

- Windows are to remain encased in their frames and may not be removed.
- Removal of any window screen or protective barrier is prohibited.

Because it is important for emergency personnel to have a clean "line of sight" and custodial staff to do their work uninhibited, all windows in residence halls, including, but not limited to, front doors, rooms, and lounges, must be kept clean of all postings. Postings include, but are not limited to signage, paper, tape, stickers, and "window clings". Requests for exceptions to this policy can be submitted to [housing@willamette.edu](mailto:housing@willamette.edu).

## Room Condition

Residents are responsible for maintaining an appropriate level of care for the state of their assigned room. This includes responsibilities during the Check-In/Check-Out process as well as throughout assignment of the space.

### Room Condition at Check In

At check-in during fall semester, residents will have the opportunity to agree or contest a Room Condition Report (RCR). This is the student's opportunity to document any damage in the room that occurred prior to moving in. Residents will review the RCR and add any comments or items needing attention and sign it. This is typically done within the first week of moving in.

- Any damages not documented at check-in will be the responsibility of the assigned student unless it can be verified that another individual is responsible.
- Students are held responsible for any damage or other loss incurred in excess of normal wear and tear.

### Cleaning and Maintenance

Residents are responsible for cleaning their own rooms and suites. Willamette does not offer a regular cleaning service for students outside of communal restrooms.

Residents should report any maintenance issues in the room or suite to Willamette Facilities using the [Housing Maintenance Report](#) system. Urgent issues should be reported to Campus Safety.

### Room Condition at Check Out

At checkout, residents are responsible for returning their living space to its original state. Students will incur a fee for any amount of cleaning or repair work beyond normal wear and tear of the space not previously noted on the RCR upon check-in. In order to maximize their returned cleaning deposit, students should:

- Remove all personal items and trash from the assigned space;
- Vacuum and clean the space, including any private bathrooms or kitchens;
- Clean and wipe down shelves, drawers, closets, window sills, doors and walls;

Failure to follow these requirements may cost, at minimum, a \$50.00 cleaning fee. Residents will be charged for any damages, missing furnishings, extra cleaning charges (including common areas), and the removal/disposal of abandoned property.

## Trash Disposal and Recycling

Residents are responsible for the removal of their personal trash and recycling. Collected trash should be disposed of in exterior dumpsters located across campus. Residents will be educated about the nearest dumpster location. In addition, each residence hall is equipped with interior trashcans for resident convenience and are intended for incidental use. Students should not overfill indoor interior trash cans by disposing of personal refuse.

### Fats, Oil, and Grease

Fats, oil, and grease should be disposed of in on campus dumpsters. Fats, oil, and grease should not be poured down any drains, commodes, showers, or bathtubs.

### Lithium Batteries

Lithium batteries must be disposed of as designated by Marion County. The closest recipient of lithium batteries is Rite Aid at 423 Liberty St NE. They may not be disposed of in the regular garbage.

### Mixed Recycling

Blue mixed recycling receptacles are located in the residence halls. Willamette University is able to recycle items identified by Marion County. The blue receptacles should be used to recycle the following items once they have been emptied, cleaned, and dried:

- Paper and Cardboard: including office paper, cereal boxes, magazines, paperback books.
- Plastics: including bottles and jugs larger than 12 oz.
- Metal: including tin and aluminum cans