UMBC RESIDENTIAL LIFE
RIGHTS AND RESPONSIBILITIES GUIDE

UNABRIDGED

Living successfully together on campus leads to the development of personal integrity, civility and citizenship. This requires a commitment to observe the Community Living Principles and the Residential Life Rules, which show respect to the balance between your rights as a community member, and your responsibilities as a community member.

In addition to the guidelines in this unabridged guide, residential students are accountable to content included in the abridged version of this guide, their housing license, the Residential Life website and verbal or written instructions from staff members. These guidelines are considered part of a residential student’s Rights and Responsibilities. In addition, any violation of The Code of Conduct, University policies, state or federal law, local ordinances etc. is prohibited.

ALCOHOL AND DRUGS

Alcohol

The Code of Student Conduct regulations prohibit misconduct involving alcohol, including, but not limited to:

- unauthorized or illegal use of any alcoholic beverages;
- aiding or abetting an underage person in the purchase of alcoholic beverages;
- disorderly conduct due all or in part to being under the influence of alcohol;
- the possession, consumption, or distribution of alcohol in any University facility or event, except as provided by the institution, in accordance with state and local law;
- misrepresentation of age to obtain alcoholic beverages;
- providing alcohol to underage persons;
- possession of an open alcohol container in a public area;
- consumption of alcohol in a public area; or
- possession, use, or distribution of alcohol by underage persons

Residential Life rules regulations regarding Alcohol include:

- Residents who are not yet 21 may not possess, consume, sell, or serve alcohol in their assigned room or apartment,
- Residents who are not yet 21 may not host in their room or apartment anyone, regardless of age or relationship, who is possessing, consuming, selling, or serving alcohol.
- Kegs and other multi-quart containers are not permitted in or around any residential facility.
- Brewing and/or distilling alcohol is not permitted in or around any residential facility.

Illegal Drugs & Controlled Substances

The Code of Student Conduct prohibits misconduct involving illegal drugs or controlled substances, including, but not limited to:

- Possession, use, distribution, sale, manufacture, or processing of illegal or unprescribed narcotics, illegal drugs, hallucinogens, and controlled substances;
- Possession, use, or sale of drug paraphernalia;
- Possession, use, sale, or distribution of legal drugs which were not prescribed to the recipient or person in Possession or misuse of prescribed drugs or over the counter drugs.
Behavior Which Jeopardizes the Health or Safety of Self or Others

The Code of Student Conduct prohibits Behavior Which Jeopardizes the Health or Safety of Self or Others, including but not limited to:

- unauthorized/illegal possession, storage, or use of weapons or firearms (Possession of a license to possess or use a weapon shall not constitute a defense of any violation of this Rule, as the University reserves the right to restrict even licensed possession or licensed behavior when such restrictions adds to the protection of person or property of the University.);
- acts, or threats, of physical assault or abuse;
- violence;
- failure to cease repetitive unwanted behavior directed toward a particular individual or individuals;
- disorderly conduct;
- hazing as that term is defined in UMBC Policy V-8.00.01 found at http://www.umbc.edu/policies;
- forcible detention;
- threatening behavior;
- indecent exposure;
- alcohol poisoning;
- drug overdose; or,
- rioting.

CARE FOR FACILITIES AND DAMAGE

Residential Life endorses shared responsibility for damages to community common areas, and property. Theft or destruction of community property common room furniture, floor decorations or bulletin boards is prohibited.

Residential Life rules regarding care for facilities and property include:

Furniture

- All University furniture must remain in the room in which it was installed at the time the resident moved in. This includes lounge or other common area furniture so that it can be available to all and to minimize damage.
- Furniture must remain in its upright position and may not be disassembled, modified, or uninstalled (except when adding a rented BedLoft unit).
- Mattresses must remain on bed frames and may not be placed directly on the floor.

Painting/Mounting/Hanging/Attaching Items to the Interior of Residential Facilities

- Mounting items: No item of any sort may be temporarily or permanently mounted, hung, rigged, draped, or attached from or to a window, shade, blinds, or balcony regardless of whether the item is interior or exterior to the building.
- Residents may not wallpaper or paint walls or ceilings.
- Nothing should obstruct the air flow of the heating and air conditioning system so that they can work effectively and efficiently. Objects placed in front of the unit should be a minimum of six inches away.
- Residents may not install additional locks, chains, or other devices that would preclude entry by others as, in the event of an emergency, it is important that University and emergency personnel be able to enter a residential room.

Bed Lofting

- Bed lofting is permitted in residence halls only and must be provided by the approved vendor BedLoft.
- BedLoft is the exclusive provider of lofting units that are to be assembled by the resident with instructions from the vendor. These units may be rented directly from the vendor through the Residence Life Web-link to the BedLoft site.
• All bed parts must be stored within the resident room. BedLoft will provide the loft units during move-in dates and make arrangements with residents for pick-up at the end of the academic year. NOTE: Bed lofting units may not be used in ‘overflow’ rooms already containing bunked beds
• No other type of bed lofting structures may be constructed or are permitted for use on campus.

COMMUNITY SECURITY

Accessing Residential Facilities
UMBC Residential Life is committed to the safety of the residential communities and maintains rules and procedures for entering and exiting residential communities to protect the safety and security of the residential community. Residents should carry their UMBC ID and Resident ID when they are in the residential community.

Identification cards are provided to individuals as a mechanism of establishing that a student has a legitimate purpose on campus or within a specific community, therefore, Residential Rules require:

• Resident students entering a building with a staffed community service desk must show their current, valid Resident ID;
• When entering their assigned building, if a resident student does not have their Resident ID, they must wait at the service desk until the desk staff is able to verify their identity.
• All guests must follow the procedures outlined in the Residential Life Rights and Responsibilities Guide under Guests.

Unauthorized Entry

Residential Life rules prohibit:

• Borrowing, lending, stealing, or duplicating UMBC keys, UMBC identification cards, or resident identification cards for any purpose; or,
• Assisting others in entering the community without properly being signed in;
• Giving illegal entry to, or using improperly gained keys or identification or access control cards;
• Failing to provide identification when asked to do so by a staff member.
• Providing false identification to staff.

The Code of Student Conduct prohibits:

• Failure or refusal to leave University grounds, or a specific portion thereof, or a University facility when requested by an authorized University official; or,
• Improper or unauthorized entry into a University building, facility, or campus residence.

ID Cards and Keys

Lost or Temporary Key Procedure
Residents should report lost keys/cards to their community desk. If a resident student does not have their room key/cards, they must sign out a lockout key or swipe card at their community desk.

• A resident is allowed 5 grace temporary/lockout key or card checkouts without penalty per semester.
• If a key is lost more than 3 times in a 7-day period, the resident must present their original key to the desk when returning their temporary key, or the lock will be replaced or reset.

Doors, Windows and Entering and Exiting Residential Facilities

• All persons must enter and exit residence halls through the main entrance and apartments through the front door, except in the cases of a fire, fire drill, or other emergency situation.
• At no time should residents access the roof top of residence halls.
• Except in case of emergencies, windows may not be used as entrances or exits. At all other times, window screens, stoppers, and other hardware must remain in place.
• To maintain the security of the community, tampering with or minimizing the effectiveness of access control or safety and security systems in any way is prohibited.
• Propping or forcing open of exterior doors is prohibited.

COMPLIANCE
To maintain the orderly and safe operation of our residential communities, all students are expected to comply with all reasonable requests of University officials, including all levels of Residential Life staff carrying out their job responsibilities, and by following all closing procedures.

FIRE SAFETY
The Code of Student Conduct prohibits:

• failure to comply with posted evacuation procedures;
• tampering with fire protection apparatus;
• possession, use, or threatened use of fireworks, bombs, or explosive devices of any character;
• use of open flame devices or combustible materials, including chemicals, which endanger the safety or well-being of the University community;
• unauthorized use of, tampering with, or misuse of electrical equipment, burglar alarms, fire exits;
• giving false alarms or false reports of fire or emergency; or, fire-setting.

Residential Life rules regarding fire safety include:

Emergency Evacuation
Anyone present in a residence hall where a fire alarm is sounding must evacuate each time the alarm sounds using only designated emergency exit doors. Evacuation locations can be found here: www.umbc.edu/reslife/safety/preparedness

To speed exit in the case of an emergency, obstructing hallways, breezeways, stairwells, or exit doors in any manner is prohibited.

Appliances, Microwaves & Refrigerators

• Residents living in apartments:
  o Are provided with a refrigerator. No additional refrigeration units may be added. Personal microwaves are permitted only in the kitchens of those apartments not already equipped with them.
  o Rice Cookers, toasters, toaster ovens, griddles and non-pedestal “George Foreman”-style grills are permitted in apartment kitchens for countertop use only.
• Residents living in the residence halls:
  o Residents may have refrigerators up to 4.3 cubic feet in their rooms.
  o Microwaves are not permitted with the exception of “micro-fridge” units and those installed by the University in kitchens/kitchenettes.
  o The following appliances are not permitted in residence hall rooms: rice cookers, toasters, toaster ovens, griddles, “George Foreman”-style grills.
• Please refer to the list of prohibited items under “Fire Safety/Prohibited Items” for appliances which, when not installed by the University, are not permitted to be stored or used in any residential hall or apartment.

Cooking
• Cooking utensils (including kitchen knives) are only permitted in the kitchen areas of apartment communities and designated kitchens/kitchenettes with the exception of UL-approved UL-approved coffee pots with automatic shutoff.
• Students should remain in or near the kitchen area while cooking to ensure that no items burn or catch fire.
Decorations

• A single strand of UL-approved holiday lights is permitted only indoors and only when it meets the guidelines set forth in the Rights and Responsibilities Guide.
• No item can hang down from the ceiling or be draped across a ceiling or cover lights or sprinklers.
• No more than 50% of a door may be covered with papers, photos, or other flammable items.

Occupancy

• No more than 14 people may be present inside any apartment or residence hall suite (defined as all rooms sharing one bathroom).

Balconies

• At no time should there can be gatherings of individuals on apartment balconies.
• There can be no furniture, large items or trash on balconies

Prohibited Items

The following items are prohibited in all residential facilities and areas due to the possible danger of fire associated with their use or possession (this is not an exhaustive list):

○ Fireworks
○ Candles
○ Incense
○ Gasoline, lighter fluid, and compressed gasses
○ Immersion heaters
○ Heat or sun lamps
○ Electric blankets and heaters
○ Space heaters
○ Devices with open flames or exposed heating elements,
○ Halogen bulbs
○ Multi-plug outlets (surge protectors are permitted)
○ Real cut trees, corn stalks, hay or straw bales and other cut plants
○ Any appliance that by way of intense heat or open flame may pose a fire threat
○ Stoves of any kind
○ Gas or charcoal barbecue grills and briquettes
○ Power tools and spray paint may not be used within any of the Residential Facilities or grounds.
○ Any appliance with an exposed heating element unless specified here

FILE SHARING

The Code of Student Conduct prohibits the downloading or sharing of the intellectual property and copyrighted works of others, without permission or consent of the copyright holder, (as provided in Rule 19 of the Code of Student Conduct) including:

• Music,
• Motion pictures,
• Computer software (including games),
• Photos,
• Data files, and
• Configuration files and maps.
GUESTS AND VISITATION
For the safety and comfort of the residential community, residence halls and apartments are open for the residents assigned to each community, University officials, and authorized guests. All guests must be accompanied by a residential student host at all times. In residence halls, authorized guests must sign in at the community desk. Residential students should never sign in or host an individual with whom they are unfamiliar.

Host Responsibilities
• Out of respect for the wishes and needs of roommate(s), residents must secure the permission of their roommate(s) before hosting a guest. The hosting of a guest cannot impede roommate(s) from freely and comfortably accessing the room/apartment, and/or their ability to sleep, study, etc. in the room/apartment.
• By bringing a guest into the community, residents accept responsibility for their presence, actions, and/or misconduct even if the host is unaware of their guest’s behavior. Hosts are also responsible for informing and educating their guests about the Residential Life rules and other University policies and regulations.
• Residents may host up to four (4) non-resident guests at one time.
• Residents must not sign in guests or visitors for the purpose of allowing them a place to live or for an extended stay. Only students with a Residential Life license to the room may reside in that room. If it is determined that a guest’s presence is not for the purpose of visiting, but instead for having a place to reside for any length of time, the host will be held judicially and financially responsible for the guest’s presence and the guest will be restricted from the residential community.

Guest Sign In/Sign Out Procedures
• In residence halls, residential hosts must meet their guests, regardless of the guest's student or non-student status, at their community desk and leave their UMBC Residential Life ID at the desk for the duration of their guest's stay.
• All guests must present to the desk staffer with a valid picture identification (UMBC Red Card, UMBC Residential Life ID, high school or college ID, military ID, or a state issued ID, such as a valid driver’s license, passport, green card, or employment ID) to gain entry into a residence hall. Guests should not leave their identification with the desk staffer.
• All guests under the age of 16 (who are not accompanied by a parent or guardian), must complete a guest registration card. The guest should keep one copy of the card with them while they are in the residence halls. The desk will keep the carbon copy.
• Minors, defined as non-student guests under the age of 16, require greater supervision and guidance than an adult guest. Therefore, resident students who host minors as visitors or overnight guests take on a special and extra responsibility.
• No guests under 16 years of age may stay overnight in residence halls without prior written permission from a parent or guardian and prior approval from a Residential Life professional staff member.
• Residential Life reserves the right to deny entry or access to any non-resident for any reason and without prior notice.

HEALTH AND SANITATION

Smoking
• In accordance with campus policies, smoking is prohibited on campus except in 2 designated areas. For more information: smokefree.umbc.edu
• Hookahs, E-Cigs, Vaporizers, Vape Pens or other electronic smoking devices:
  · Use: Using a hookah or electronic smoking device in the residential facilities is prohibited. Users must follow the campus smoking policy.
  · Storage: Hookahs and/or or electronic smoking device may be stored in residential facilities; used coals from hookahs must be cold to the touch when disposed of, and may not be brought into any residential facility.
Pets
With the exception of fish in an aquarium 10 gallons or less, pets and kept animals are not permitted in the residence facilities. Service animals (trained dogs) have access to residential areas when they are with the person whose disability they are serving, as are animals that are known to Residential Life Operations as an approved accommodation through Student Disability Services.

Trash
Residents are responsible for removing trash and recyclables on a regular basis, depositing the items fully inside the appropriate trash receptacle, dumpster or recycling bin.

- Any trash removed from a room, bathroom, suite, apartment, balcony or adjacent area will be billed to residents at the rate of $25 per bag.
- Residents may not store trash on balconies, hallways or common areas.
- Inappropriate trash disposal may result in student conduct charges.
- Littering is prohibited.

Cleaning/Pest and Extermination
- During the academic year, it is the responsibility of each resident to clean and maintain their room or apartment. Vacuum cleaners are available at service desks for student use. Residential Life regularly exterminate all residential facilities.
- Residents should keep food in tightly closed plastic or metal containers.
- If a resident develops a pest problem, they should contact Residential Facilities at 5-FXIT immediately. Residential Life mandates residents to report pest infestation and comply with published pest extermination protocol. If Residential Life needs to arrange a visit by the exterminator due to resident actions or negligence, charges will be billed to the appropriate student account. The University will not be liable for the presence of bugs, vermin, or insects. Residents should be mindful of the resurgence of bed bugs and learn appropriate methods to avoid a personal infestation.

LIVING AGREEMENTS
Written agreements between roommates, apartment or suitmates, or other living units provide mutual guidelines for living standards and are required to be completed as instructed by RA/CD staff. These agreements are enforceable by Residential Life. For any agreement to be modified once completed, all changes must be mutually acceptable and placed on file with the Community Director.

NOISE AND QUIET HOURS
To promote a quiet environment in which others can more easily sleep and study, all residents should remove musical, stereo, or other equipment that is disruptive to the community upon request. Amplified devices must be used with headphones.

Courtesy Hours
At all times, courtesy quiet hours are in effect. This means that residents should be conscious of their noise level and take care not to disturb others in and around the residence halls, or the residential area. Residents who are asked to be quiet during Courtesy Hours should comply with any requests to end the disturbance of others.

Quiet Hours
During this time, noise must be kept at levels that will not interfere with the study or sleep of other students.

- Sunday, Monday, Tuesday, Wednesday, and Thursday beginning at 10 PM-8 AM (Quiet Lifestyle designated areas begin at 8 PM)
- Friday and Saturday beginning at 1 AM (Quiet Lifestyle designated areas begin at 10 PM) and ending at 8 AM that same morning.
- Campus construction contractors are permitted to operate beginning at 7 AM.

24 Hour Quiet Hours – Exam Period
- To allow everyone to study for finals and finish end-of-semester papers and projects, 24-hour continual quiet hours begin the week before study day for each term and end on the last day of finals for that term.
OPENING, UNIVERSITY BREAKS and CLOSING

- All residents must adhere to posted Opening and Closing procedures. Information about Opening and Closing can be found here: [www.umbc.edu/reslife/living/dates](http://www.umbc.edu/reslife/living/dates)
- To promote a quiet environment in which others can more easily sleep and study, all residents are required to check out of their rooms within 24 hours of their last final examination.

POSTING, SOLICITATION AND COMMERCIAL OPERATIONS

Posting/Chalking

- Only Residential Life, student organizations and University entities may post in the residential area when approved, and stamped by a designated Residential Life staff member and hung in designated areas. Posting on the exterior of buildings, trees, and lamp posts is prohibited. Items may not be stretched or hung across hallways, doors, balconies, or exteriors of buildings. Nothing can be attached or hung from ceilings or glass. No postings or advertisements can be slipped under doors or hung from door handles. In the residential communities it is also prohibited to post items on, in, or under doors which do not belong to that individual resident.
- Chalking any area of sidewalks is prohibited in residential communities.

Solicitation

- Solicitation is defined as any effort to ask for donations or contributions of time, money, goods, or services. Soliciting also refers to canvassing and other promotional activities. Sales are efforts to offer a product or service in return for money, goods, or other services. Solicitation and sales are prohibited in all residential facilities.

Commercial Operations

- Students may not conduct or contract for any business enterprise, exclusive of University approved activities, within the residence halls or apartments. Subleasing or otherwise loaning the use of an apartment or room is also prohibited.

RECREATIONAL EQUIPMENT AND ACTIVITIES

Because of the risk of damage to property and for the safety of all residential students, the following activities are prohibited within the Residential facilities:

- Participation in athletic and physically active recreational activities and the use of athletic equipment (including, but not limited to, lacrosse and soccer balls, basketballs, baseballs/softballs, Nerf, Frisbees, bicycles/scooters/skateboards) indoors, in Erickson and Harbor courtyards, or immediately adjacent to a residential facility, except in provided athletic courts and open field areas; and,
- The possession or use of dartboards; and,
- The use of water guns and water balloons indoors or immediately adjacent to a residential facility.
- For the safety and privacy of all residential students, and to protect property and the environment from damage, the use of slacklines in a manner that may cause damage to trees, or residential facilities, cause privacy issues for residents, or cause harm to pedestrians is prohibited. Slacklines should only be used on trees that are 50 feet or more from the Residential Buildings
- For the safety of students, bicycles (or similar wheeled vehicles) may not be parked in public areas of residential buildings including lobbies, balconies, laundry rooms, hallways, stairwells, breezeways, and recreation areas, and they may not be locked to trees, benches, tables, railings, and other outside structures. Bicycles should be parked at provided bike racks. Any bikes left on campus more than 30 days after the end of the academic year will be removed.
- The use of skateboards, rollerblades, bicycles, or roller-skates in a manner that may cause damage to University property or the use of a wheeled device around University buildings in a manner that may cause injury to pedestrians is also prohibited.
- Scooters may be used for ADA purposes for those with documentation on file with the Office of Student Support Services.
- Bike registration is strongly recommended with UMBC Police.
- University Emergency Health and Safety has prohibited the use and/or storage of hoverboards on UMBCs campus, including in residential facilities
THEFT
The Code of Student Conduct prohibits intentional or negligent acts or attempted acts resulting in theft or property damage are prohibited. This includes, but is not limited to:

- theft, vandalism, destruction, damage, abuse, or fraudulent use of University or private property, including University property, personal or University credit cards, and University funds; or
- theft, destruction, damage, abuse, or fraudulent use of University services, including
- attendance in classes in which the student is not enrolled, computer, telephone, and mail services.

WEAPONS
The Code of Student Conduct prohibits all types of weapons. This includes, but is not limited to any potentially dangerous object or substance:

- Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
- Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
- Any BB gun, pellet gun, air rifle, paint gun, sword (including decorative), or other martial arts weapon;
- Any bomb (or other explosive material), knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less), switchblade, billy club, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain, or ice pick; or,
- Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks; and,
- Illegal or potentially dangerous chemicals.