



## Ohio Administrative Code

### Rule 3341-2-15 General rules for university residence.

Effective: September 15, 2016

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#### (A) Policy statement and purpose

The purpose is to articulate to students residing in on-campus housing the rules of the residential units by which they are to abide.

#### (B) Policy

##### (1) Alcohol

Bowling Green state university is committed to maintaining an academic and social environment conducive to the intellectual and personal development, safety and welfare of all members of the university community. While alcohol is a widely accepted part of American culture, students under the age of twenty-one may not consume or possess alcohol. Students who are of legal age may drink in their rooms or in the rooms of people who are also twenty-one or older. Students who are under twenty-one and choose to drink are not only violating hall policy, they are breaking the law. Offenders may be subject to the campus conduct process, legal prosecution or both.

(a) The university adheres to and enforces all federal and state legislation governing alcohol.

(b) In a university residence, alcoholic beverages may be possessed or served only in student rooms/suites/apartments where a resident of the room is of the legal drinking age. Alcohol is not permitted in common areas including but not limited to hallways, lounges, recreation areas or outside of a student room or suite.

(c) Common containers including but not limited to beer balls, kegs, wine boxes, and containers of mixed punch of any kind are not permitted.

(d) If residents twenty-one years of age or older elect to keep alcoholic beverages in the



room/suite/apartment, they are responsible for and must take affirmative steps to ensure that underage individuals do not gain access to alcohol.

(e) Alcohol may not be sold or purchased in university residences.

(f) Devices that allow for the drinking of large quantities of alcohol, such as a beer bong, are not allowed in university residences.

(g) Alcohol containers (whether full, partially full or empty) may not be possessed or used as decorations by those under the age of twenty-one in residences.

## (2) Sports and roughhousing indoors

Sports and roughhousing are prohibited in all areas of the residence halls/houses, as such activity may disrupt the living/learning environment and is considered unsafe relative to persons and property. Prohibited activities include (but are not limited to) tossing, bouncing, or kicking of balls or objects, wrestling, the use of roller blades and the use of water guns or water balloons.

## (3) Bicycles, mopeds and motorcycles

Campus regulations regarding the parking and storing of bicycles, mopeds and motorcycles must be observed. Motorcycles and mopeds are not permitted inside a university residence. If a resident brings a bicycle into the residence, the bicycle may not be parked or stored in corridors, rest rooms, lounges, entryways, trunk rooms or in any area of the building other than the owners room/suite/apartment. The owner is responsible for any damages or soiled carpet caused by bringing a bicycle into a residence. Riding bicycles inside a building is prohibited. Bicycles, mopeds and motorcycles must be registered with the Bowling Green city police. Bicycles and mopeds may only be locked to bike racks and not to ramps, stairwells or other stationary objects. Parking and services has a publication regarding designated parking areas and bicycle registration.

## (4) Candles and incense

Candles of any kind, incense-burning candles or sticks, candle or wax warmers, lanterns or similar



open flame receptacles are not permitted in student rooms/suites/apartments at any time, for any reason, with no exceptions.

(5) Cooking in rooms/suites

Approved combination microwave/refrigerator units for food preparation are permitted in all university residences. Individual microwave units of no more than nine hundred watts are permitted in student rooms. Refrigerators no larger than five cubic feet, thirty-six inches in height and one point five amps are also allowed. For fire safety considerations, however, hot plates, toasters, toaster ovens, George Foreman Grills, waffle irons/makers, and similar devices are not permitted in student rooms/suites.

(6) Dining room/utensils and china/kitchen use

Dining room property, which includes trays, plates, glasses and silverware and other equipment/furnishings must not be taken from kitchens or any dining facility to any area, including student rooms/ suites/apartments and lounges. Violation of this policy is considered theft and may result in university conduct action, or possible criminal action. University dining services refrigerators and freezers are not available for storage of personal food supplies or beverages.

(7) Drugs

The use and/or possession and/or provision of a place for the use of illegal/controlled drugs is governed by local, state and federal laws. All cases or evidence of use, possession, cultivation or sale of drugs in university residences will be handled by the appropriate law enforcement agencies and reported to the office of residence life. This includes the possession of prescription drugs not prescribed to the student in possession of them.

(8) Explosives, firearms, fireworks and weapons

Explosives, firearms (actual, or novelties/toys reasonably resembling actual firearms), fireworks, firecrackers and similar devices, and weapons of any kind create a potential safety hazard and, therefore, the use or possession of these items is prohibited in university residences. Weapons



include, but are not limited to, knives with blades over three inches, guns, bb/pellet guns, airsoft guns, paint guns, tasers, bows and arrows, machetes, Ninja stars, nunchucks, grenades and swords.

(9) Guests

(a) General

A visitor is defined as any person who is a student and is not an assigned resident of the university hall or house being visited. A guest is defined as any person who is not a student and is not an assigned resident of the university hall or house being visited. A host is defined as a person who is assigned to the particular university student room being visited. In order to maintain a living environment that respects the privacy of all residents, guests, and visitors must adhere to the following specific policies:

- (i) Guests and visitors are subject to the same rules, regulations and expectations as a resident, and the host is responsible for informing his or her guests of the rules, regulations and expectations in advance.
- (ii) The needs of roommates/suitemates to sleep, study and otherwise be free from interference and disruption as well as the right to privacy are paramount, and supersede the right to host a guest and/or visitor. Roommates reserve the right to reasonably refuse guests at any time.
- (iii) Hosts assume full responsibility for the behavior and activities of their guest(s) and/or visitor(s) regardless of whether the host is present to observe the behavior of the guest(s) and/or visitor(s). However, hosts are expected to, whenever reasonably possible, and in compliance with these community living standards, accompany their guests at all times.
- (iv) For safety and security reasons, guests must be escorted at all times and in all areas of the residence by his/her host of the building.
- (v) Between the hours of midnight and eight a.m. or at other times designated by the supervisor of the residence, visitors may only enter the building if they are accompanied by a host who is a resident of the building. Visitors are required to present a picture ID and sign in to gain entrance to



the building during the designated hours. Guests will be required to present a picture ID and sign in to gain entrance to the building regardless of their time of arrival to the building. Guests may only enter the building if they are accompanied by a host who is a resident of the building.

(vi) During the course of their visit, guests and visitors are expected to behave in a way that positively contributes to the residence community, showing respect and consideration for others and for property.

(vii) Guests and visitors who are acting inappropriately may be asked to leave the residence.

(viii) Guests and visitors will not be issued keys or PEDs, nor are residents to permit guests or visitors to use keys or PEDs. Guests or visitors will not be issued, nor are they to be given, bathroom codes.

(b) Overnight guests

Overnight guests or visitors are allowed to stay in university residences with the prior consent of both the host and the hosts roommate(s). However, the needs of roommates/suitemates to sleep, study and otherwise be free from interference and disruption as well as the right to privacy are paramount and supersede the right to host an overnight guest and/or visitor in the room/suite/apartment. Given the prior consent of the roommate(s), guests/visitors are allowed to stay a maximum of three consecutive nights in a ten day period. Guests/visitors may not sleep in lounges or on lounge furnishings and may not sleep in any bed without the prior consent of the individual assigned to those beds.

(10) Lost and found and abandoned property

Abandoned items will be disposed of or donated. Hall staff will generally attempt to store abandoned items as lost property for up to one month, depending on available space. Attempts to contact students will be made first by phone, then by e-mail, and finally by certified letter. Each residence hall will maintain a lost and found system at the front desk. Items brought to the lost and found will be kept for one month. If the individual owner can be identified, hall staff will make attempts to contact the owner to return the item. At the end of the one month period, unclaimed items will then be disposed of, destroyed or donated in the appropriate manner.



#### (11) Harassment

As defined in the code of student conduct, harassment directed at any individual will not be tolerated in university residences.

#### (12) Lounges and common areas

Every residence unit contains a variety of common area spaces. Some are designated study lounges, while others are used for program events and meetings. Residents wishing to reserve space in a building must contact the supervisor of the residence. All lounge furniture and wall hangings should remain in their assigned location for use by all community members. Lounges are not to be used to provide overnight accommodations for residents or guests.

#### (13) Mail

Only the following items may be placed in residence mailboxes:

(a) U.S. mail delivered by the post office

(b) Individually addressed campus mail

(c) Office of residence life approved announcements and notices, unaddressed items, or unaddressed advertising of any nature will not be placed in residence mailboxes unless approved by the office of residence life.

#### (14) Musical instruments

Because different musical instruments can be played at different volumes, some may not be appropriate for use in the residence halls. Acoustic guitars, non-amplified electric guitars and electronic pianos are some examples of instruments that can be played at a reasonable level and are permitted in the residence halls. Many living units have practice rooms that may be reserved for those choosing to bring wind, orchestral, percussion or amplified instruments to the university. To



the extent that such instruments violate the courtesy or quiet-hours policies, they are not permitted in the residence halls.

(15) Pets

Pets are not permitted in university residences, including student rooms/suites/apartments, except fish in an aquarium no larger than twenty gallons. Electrical aquarium accessories must be unplugged during extended vacation periods. If any unauthorized pet is kept in a residents room, disciplinary action will be taken, and a cleaning fee may be charged to that resident.

(16) Posters, table tents and advertising

The display of posters and fliers in university residences is governed by the office of residence life. A full copy of the applicable policy, including appropriate numbers of posters is available in brochure form at this office. Only university departments and registered student organizations in good standing are eligible to display posters/fliers in university residences, after obtaining the requisite approval from the office of residence life. After obtaining approval, items must be submitted to the front desk of the hall and may only be distributed within the hall by persons employed by the office of residence life. Failure to follow this policy may result in the elimination of the privilege of displaying posters and fliers on the part of the organization or department. The display of table tents in dining facilities is governed by dining services. A full copy of the applicable policy is available at this office.

(17) Quiet hours and consideration of others

The university strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are thus expected to respect the rights of others with regard to quiet for studying, sleeping and individual lifestyle choices. Quiet hours and courtesy hours are the vehicles for achieving this environment. In each residence, a program of quiet hours is established initially by the supervisor of the residence. That program of quiet hours must fulfill the following minimum requirements:

(a) Sunday through Thursday: Quiet hours must begin no later than eleven p.m. and continue until at



least eight a.m.

(b) Friday and Saturday: Quiet hours must begin no later than midnight and continue until at least nine a.m. (Note: Specific quiet hours for each hall may be adjusted within the minimum guidelines at the first hall council/house meeting. The established hall quiet hours can be reviewed at any time when deemed necessary by residents of each hall within the established guidelines listed above.)

(c) Twenty-four hour quiet hours are in effect at all times during final exam periods. These quiet hours will begin at twelve midnight the Sunday prior to the final exam period and continue until the residence closes at the end of the semester. No alterations of the twenty- four hour policy during finals week are permitted.

(d) During quiet hours, the noise level in the living unit must be kept at a minimum. Music, talking or other sounds are too loud if the sound can be heard by neighbors, in the corridor or outside the building. At no time is a person to create a disturbance or noise that disrupts the activities of another person within the residence. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. In the spirit of community, stereo speakers/subwoofers and stereos must not be directed out the windows/doors or used outside the residence without permission. The use of headphones is also strongly encouraged. Repeated disregard for the noise level in use of sound equipment may result in the removal of the equipment from the student room/suite/apartment. Courtesy hours: defined as hours of reasonable quiet, are to be maintained at all times, even during those times not designated as quiet hours. During courtesy hours, residents are expected to keep noise and activities at a level which will not disturb neighboring residents, including those living on other floors. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. Residents are expected to anticipate and respect the needs of other students; specifically, the need to live in an environment with minimum annoyances or obstacles to academic pursuits and student wellness.

#### (18) Smoking

Bowling Green state university recognizes the need to create and maintain an environment that sustains and enhances the general health of its faculty, staff, students and visitors. Therefore, by resolution of the Bowling Green state university board of trustees, effective August 15, 1994, and by





Ohio state law, smoking is prohibited inside all buildings, structures and vehicles owned or leased by Bowling Green state university, including those at the BGSU Firelands campus. All university residences are smoke free. Smoking is not permitted within thirty-five feet of any entrance, window or air handling unit of a university residence. Please dispose of cigarette butts and ashes in the appropriate receptacles placed outside of the university buildings and residences. Beginning January 1, 2014, smoking will be limited to designated areas on campus, including inside a personally owned vehicle.

#### (19) Soliciting/selling

Soliciting in residences is not permitted. Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourage support for or membership in any group, association or organization and includes door-to-door canvassing. Soliciting/selling includes conducting a business in a university residence such as baby-sitting, beer distribution or selling such items as cosmetics, food, hair supplies or hair cutting/styling, raffle tickets, magazines, bagels, candy bars, etc. Advertising signs, posters and fliers in connection with such solicitation or selling may not be distributed or posted in university residences. Fundraising events/soliciting are not permitted in residences unless authorized by the director of residence life or his/her designee. Voter registration (although not door-to-door) may be authorized with the specific approval of the director of residence life as per the university policy on political campaigning.

#### (20) Wall and door decorations

You may make your room feel more like home by putting posters and pictures on the wall. White adhesive putty is the recommended way to do this. Avoid the use of two-sided tape, colored putty, or nails as these items create residue that must be removed or holes that must be filled. No more than fifty per cent of the surface area may be covered.

#### (21) Windows, coverings and screens

Regulation window coverings (blinds/drapes) are installed in every residence hall room. These window coverings must not be removed. Personal drapery may be hung using only a spring tension rod. Personal drapery and decorations should not be visible from outside the hall and should not



hinder the view of emergency personnel in identifying the source of a fire. Personal drapery and decorations should not interfere with egress. Window screens and/or storm windows must not be removed at any time. Residents assume any associated costs of replacement, repair, and re-installation of window screens.

(22) Use of telephones in student rooms

(a) Every room has the capability of having a telephone line activated. Students must request to have an active telephone line provided in their assigned residence hall room. It is the responsibility of the student to request a phone line be activated through information technology services (ITS). Students requesting an active phone line for their residence hall room will be billed an additional fee that corresponds to the requested level of service provided.

(b) Per university policy and applicable law, it is unlawful to obtain or attempt to obtain telecommunication services by use of a false, fictitious or counterfeit number. It is unlawful to charge telephone calls to the telephone number or credit card number of another person without valid authority. Avoiding or attempting to avoid payment for telecommunication services by use of any fraudulent scheme, device, means or method is prohibited by law and by university regulations. Criminal prosecution and/or disciplinary action may be taken.

(c) Students are responsible for any long-distance calls made from the telephone line in their room.