Welcome to on campus living at Saint Louis University.

In the Department of Housing and Residence Life, you will find that we are committed to creating living environments that support the holistic development of our students. Focusing on community development, social justice and diversity, leadership development, civic and social responsibility, accountability and community standards, the Department of Housing and Residence Life offers students the physical and emotional comforts of home balanced with numerous opportunities for personal growth and development. Our goal is to instill respect and foster a sense of community by creating, promoting, and supporting residential environments where students, faculty, and staff are provided opportunities to understand, accept, and appreciate each other. In addition, we strive to be one of the top housing departments in the country, creating residential environments that do not simply complement the academic mission, but are viewed as an integral and significant part of the entire educational experience.

Our staff is comprised of professionals who are experts in our field and who represent a variety of cultures, lifestyles, and backgrounds. Through our commitment to diversity, communication, team work and accountability, we continue to improve and excel in our work as we devote our energy to building positive, innovative, and educational residential experiences.

Living on campus will provide you with an opportunity to connect with other students in very profound ways and will assist in your acclimation and transition to the University. We are pleased to have you and look forward to getting to know you in the coming years.

Sincerely,

Joshua Walehwa

Director
Housing and Residence Life
Saint Louis University
**Vision Statement**

Housing and Residence Life aspires to be a leading housing program among Jesuit institutions nationally by establishing itself as an example of innovative service to students. Through a student-focused approach, Housing and Residence Life will establish best practices in the areas of staffing, resource and facility management and student development. The department will devote its considerable professional and financial resources to the evolving needs of students, helping to enhance their academic experience. Housing and Residence Life will be a critical element of the Saint Louis University experience in helping our students to become men and women for others.

**Mission Statement**

The Department of Housing and Residence Life enhances the campus experience by creating an environment that facilitates the growth and development of the whole student. Housing and Residence Life strives to provide a safe and secure environment that fosters healthy, inclusive community-building among residents, supporting and emphasizing their academic success. Our commitment is to intentionally support the development of men and women for others through our support for the educational mission of the University and its Jesuit, Catholic heritage.

**Philosophy Statement on Diversity and Social Justice**

The Department of Housing and Residence Life is committed to creating and maintaining communities that are welcoming and accepting of people of all races, color, sex, religion, national origin, sexual orientation, disability, age and veteran status. Our goal is to instill respect and foster a sense of community by creating, promoting, and supporting residential environments where students, faculty, and staff are provided opportunities to understand, accept, and appreciate each other. Housing and Residence Life is committed to confronting situations of intolerance that result from lack of respect, knowledge, or awareness. Whether these acts of intolerance are public or private, they destroy the community we share and are irreconcilable with the mission of the University. Such acts are harmful to individuals as well as to the University community as a whole.

**Departmental Position Statement**

By living in our residential communities, students are not only supported in their academic pursuits, but are also challenged to grow as individuals who will be successful in assuming their civic responsibilities after their Saint Louis University experience. Developing relationships with peers is vital to many students' success at college. The staff within the Department of Housing and Residence Life is dedicated to providing opportunities for students to get to know and learn from one another.

Providing educational experiences that engage students in dialogue is the foundation of our residential experience. Through community activities and meetings, Hall Council events, learning community participation and individual interactions with the Housing and Residence Life staff, students are challenged to develop in their understanding of themselves and others, and the impact of their actions on others.

Discussing cultural differences helps students to expand their understandings of others, eventually leading to mutual appreciation and celebration of differences. Sharing personal stories of academic accomplishment helps students to succeed in college. A hallmark of our residential experience lies in the conversations that occur around the community standards process. Upon arriving or returning to the residence halls/apartments, our students have the opportunity in their communities to engage in open discussion amongst their peers on how they will live together as a trusting and respectful community.

Whether our students are new first-year students or returning seniors, we are committed to providing them with an environment that inspires intellectual inquiry and reflection, fosters safety and wellness, exhibits good citizenship and ethical leadership, celebrates diversity and multiculturalism, and supports personal and community growth.
Housing and Residence Life engages in numerous educational initiatives designed to impact students, faculty, and staff in a positive manner. From fostering residence hall climates conducive to academic success and student leadership development to promoting a bias-free campus environment, Housing and Residence Life is committed to challenging community members to grow in their understanding of themselves and others and to be academically successful at Saint Louis University.

Housing and Residence Life is committed to providing an intentional living experience that fosters the growth and development of students. Involving students, faculty, and staff in the learning process, Housing and Residence Life strives to engage students in dialogue, interaction, and perspective-taking, continuously challenging students to increase their understanding of the world in which they live.

Housing and Residence Life
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Village Apartments, Brown Hall
St. Louis, MO 63108
314.977.2811
314.977.1510 fax
reslife@slu.edu

University Residence Halls
Clemens Hall
3630 West Pine Mall
314.977.1500

DeMattias Hall
3825 West Pine Mall
314.977.1560

Fusz Hall
3700 West Pine Mall
314.977.2984

Griesedieck Hall
3630 West Pine Mall
314.977.1500

Marguerite Hall
3811 West Pine Mall
314.977.3070

Pruellage Hall
3753 West Pine Mall
314.977.1558

Reinert Hall
303 South Grand Blvd.
314.977.3080

Walsh Hall
3630 West Pine Mall
314.977.1500

University Apartments
Grand Forest Apartments
3400 Laclede Avenue
314.977.2075

Marchetti Towers East Apartments
3520 Laclede Avenue
314.977.3089

Marchetti Towers West Apartments
3530 Laclede Avenue
314.977.3094

The Flats
374 South Grand Blvd
314.531.5533
Village Apartments
314. 977.1558

Anderson Hall
3746 West Pine Mall

Eagleton Hall
3807 West Pine Mall

Brown Hall
3744 West Pine Mall

Fox-Clark Hall
3805 West Pine Mall

Chan Hall
3740 West Pine Mall

Gunn Hall
3803 West Pine Mall

Donnelly Hall
3742 West Pine Mall

C.S. Huh Hall
3801 West Pine Mall

Housing and Residence Life Staff
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314.977. 6201

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Assistant Director of Residence Life
314.977.3041

Residence Hall Coordinators
Clemens Hall Residence Hall Coordinators
314.977.2972 or 314.977.1517

DeMattias Hall Residence Hall Coordinator
314.977.1573

Fusz Hall Residence Hall Coordinator
314.977.2977

Grand Forest Apartments Graduate Assistant
314.977.2076

Griesedieck Hall Residence Hall Coordinators
314.977.1517 or 314.977.2972

Laclede Houses Residence Hall Coordinator
314.977.1598

Marchetti Towers Residence Hall Coordinator
314.977.1554

Marguerite Hall Residence Hall Coordinator
314.977.2976

Pruellage Hall Graduate Assistant
314.977.3045

Reinert Hall Residence Hall Coordinators
314.977.7539 or 314.977.2983

Village Apartments Residence Hall Coordinator
314.977.1598

Walsh Hall Residence Hall Coordinator
314.977.1517 or 314.977.2972

Housing Operations
Michelle Vinson
Assistant Director of Housing Operations
314.977.2811

TBA
Assignments Coordinator
314.977.2811
Community Living at Saint Louis University

On-campus living at Saint Louis University provides an integral part of a student’s educational experience, offering opportunities and services beneficial to your overall development. We expect students to be responsible and involved citizens in the residential community and thus an active participant in making and carrying out decisions affecting you and your neighbors.

As a residential student, you enjoy and receive considerable freedom, and with that freedom comes many responsibilities. You are responsible for your room/living unit. Regardless of your presence, you are responsible for all activities that occur there if you have knowledge of others’ activities or fail to take proper actions to stop any activity. You are also responsible for your actions, the physical environment of the building, and the community as a whole. If you are aware of, or in the presence of, a violation of University policy, and remain in the presence of, or fail to take reasonable actions to stop the violation, you are giving your implied consent to this violation, and could be held responsible.

A benefit of attending a Jesuit University is our strong commitment to values. We value your right to privacy, as well as freedom of choice and the responsibility that comes with that freedom. Your room/living unit is a private space and we try to respect your privacy as best we can. You have the freedom of choice, and that, as individuals, you will make decisions that will affect your life. Hopefully, these decisions will be a result of a close examination of available information, and your own careful thought. It is in this context that you will make decisions about how you will act, represent yourself and comply with the expectations of other residents, the University and the law. It is important that you examine and consider the predictable outcomes or results of your actions. Our expectation, then, is that you will comply with these policies, as well as any local, state or federal laws.

This Housing and Residence Life Handbook is designed to provide you with information about services, policies, procedures and opportunities that will enable you to fully participate in on-campus living. As a residential student it is your responsibility to review this handbook as well as the Code of Student Conduct. If you have any questions, please talk to a Housing and Residence Life (HRL) staff member or call the Department of Housing and Residence Life at 977-2811 or via email at reslife@slu.edu.
Housing and Residence Life Staff

Director of Housing and Residence Life
The Director of Housing and Residence Life oversees all aspects of residential life at Saint Louis University and is responsible for the overall operation of the Department of Housing and Residence Life.

Associate Director of Residence Life
The Associate Director oversees the Residence Life Program. They design the programming model and oversee the activities and services offered to students in Student Housing. They directly supervise the Assistant Directors, and indirectly supervise the Residence Hall Coordinators and the Student Staff in Residence Life.

Assistant Directors of Residence Life
These full-time professionals are responsible for ensuring the residential life program in one of two areas of campus through direct supervision of a staff of five Residence Hall Coordinators (RHCs) and indirect supervision of the Student Staff in Residence Life.

Assistant Director of Housing Operations
This full-time professional is responsible for managing housing operations including the assignment process for campus housing. They directly supervise the Coordinator of Assignments, Central Office Receptionist, Furniture Crew Coordinator and Student Staff.

Residence Hall Coordinators (RHC)
RHCs are professional staff members who live and work in the residence halls. They supervise the RAs, advise hall government and adjudicate student policy violations in the residence halls, promoting a living environment that enhances a student’s out-of-classroom experience, coordinating the buildings programs, and handling administrative matters. The RHCs serve as senior staff member, providing backup and support to the after-hours RAs on duty.

Coordinator of Assignments
This full-time professional works closely with the Assistant Director of Housing Operations to provide successful administration of the housing assignments process.

Furniture Crew Coordinator
This full-time staff person performs minor furniture repairs, coordinates replacement, and assists with furniture moves on campus.

Graduate Assistants (GA)
These part-time professional staff members live and work in the residence halls and apartments. They are full time graduate students in the Higher Education program and work closely with our Assistant Hall Coordinators to oversee the security desk operation for each building.

Assistant Hall Coordinators (AHC)
The Assistant Hall Coordinators are junior or senior student staff who works closely with the Residence Hall Coordinator and the Graduate Assistants to provide successful administration of the residence hall desk operations.

Resident Advisors (RA)
Resident Advisors are helpful, highly-trained, well-respected Saint Louis University students who are chosen to assist you with any problems you may experience as a resident student. Your RA is also an information resource about campus life, a peer educator, and a staff member who ensures that the campus Code of Conduct is upheld. He or she is trained to handle emergencies and to maintain health and safety standards. In addition, the RA is responsible for coordinating educational, social, and cultural programs throughout the academic year.
Campus Minister
Campus ministers live in each residence hall. These staff members offer valuable support and service to the community including counseling students, conducting liturgies, masses and retreats, connecting students with Campus Ministry, and acting as spiritual and religious presences in the residence halls.

Desk Staff
The front desk is staffed 24 hours a day by a desk staff member or a resident advisor who are located in the lobby of each residence hall. Normally, desk staff work the hours of 7:00 a.m. to 11:00 p.m. when classes are in session. From 11:00 p.m. to 7:00 a.m. Whelan Security staffs the residence hall desks. All visitors are required to present identification to the desk staff and to be met by their host at the desk. Desk staff provide residents with information about the campus, check out equipment, check in guests and issue replacement keys. Students are expected to swipe their SLUID at the desk staff to gain entry to a building.

The Village Apartments are serviced through the Pruellage Front Desk. Grand Forest Apartments are serviced through the Marchetti East desk.

Residence Life Leadership Opportunities

Student Governance is an important aspect of Residence Life. A strong hall government can provide programs, leadership development, and opportunities for community connections. There are several opportunities for students who wish take leadership roles in the residential life experience at SLU.

Residence Hall Association (RHA)
The Residence Hall Association of Saint Louis University is a fully student-led organization. Under the advisement of the Department of Housing and Residence Life, RHA is the second largest student organization on campus, under the Student Government Association, and is continually growing. Through its many events and programs, RHA stresses values such as leadership, diversity, and just plain having fun. RHA is made up of representatives from each of the residence halls and apartment complexes. If you live on campus at SLU, you are automatically a member!

The Residence Hall Association serves as the voice of all resident students and expresses all residential life concerns to the University administration. RHA also coordinates educational, cultural, and social programs for the benefit of all residents. RHA offers opportunities for leadership development by working closely with the hall staff in recommending policies and programming that betters the community living experience of all residential students.

National Residence Hall Honorary (NRHH)
National Residence Hall Honorary is an organization comprised of the top 1 percent of students living in the residence halls, and is geared toward providing recognition for those outstanding individuals who work to improve life within the residence halls. The National Residence Hall Honorary is responsible for awarding the Of the Month awards.

Hall Councils
Each hall and the apartment area have its own council with officers and representatives from the various floors or apartment areas. Each council sends representatives to the RHA General Assembly meetings, which is a campus-wide body and has senators that represent the halls on the Student Government Association. The RHA General Assembly is a campus-wide body that focuses primarily on programming and legislation. Each hall council is represented by its president and one representative for every one hundred residents of each respective area.
Residence Life Policies

Saint Louis University Residence Life Community Living Principles

As a student living on campus, and as a student in our residential community, your participation is a vital and important contribution in enhancing the community and the SLU experience.

As a member of our community you will experience…

…a residential community that creates and promotes service, social engagement, personal responsibility and acceptance for others that are different than you. By living in the residential community you will experience social and educational opportunities to explore that will enhance your SLU experience.

…a residential floor/area that establishes relationships that will remain beyond your SLU experience. A floor creates a learning environment outside of the classroom that engages you in discussion and challenges you to explore yourself and the world around you. A floor that is disciplined, compassionate, just and able to promote mutual respect fosters bonds that will strengthen the community and its members.

…a personal residential space for you to relax, refresh and reflect on your SLU experiences and to give you the energy to go out into the community to live out the University Mission of being a man and woman for others.

As a member of your new residential community, we hope you embrace the principles of respect, civility, fairness and support the common good for the entire community.

To maintain a unique community living experience you as a member are expected to exercise responsibility and to abide by established community standards.

Community standards are designed to promote and preserve an atmosphere conducive to community living. Community standards are developed within the first few weeks of the Fall semester and will be distributed to all members of the community via the Resident Advisor. All residents are responsible for knowing and adhering to these standards. These standards are a supplement to the Student Code of Conduct, Residence Life Handbook, and the Residential Contract. Any violation of the standards may result in disciplinary action. Standards that duplicate Student Code of Conduct violations are noted after the standard with the appropriate Code of Conduct violation. When possible, allegations involving violating these standards will be charged under the Student Code of Conduct. Any housing community standard, not duplicating a Student Code of Conduct, may be treated as an administrative violation for failing to meet Housing Standards, Residential Contract, or the Residence Life Handbook or referred to Student Conduct for violating Student Code of Conduct “Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University Website.”

For more information on the Student Code of Conduct, and to read all policies and procedures related to Student Conduct at Saint Louis University, go to: http://www.slu.edu/x24293.xml

To review the Residential Contract, go to: http://www.slu.edu/x25782.xml
Residence Hall & Apartment Guidelines

Administrative Reassignment
The University reserves the right to reassign an individual or a group of individuals at any time. This policy is usually, but not exclusively, applied to situations where an individual student or group of students has had reoccurring behavioral problems or community damage.

Residents of communities (room or floor) with environments that are displaying behaviors inconsistent with the University’s values, mission or policies are subject to an administrative move. If an administrative reassignment occurs, the student(s) will be responsible for any additional room charges that may be affiliated with the new assignment. The Director or Associate Director of Housing and Residence Life will determine when an administrative move is deemed necessary.

If an administrative move occurs, parent/guardians could be notified of the reassignment.

Advertising
All advertisements must follow approval guidelines outlined by Student Government Association and approved by the Division of Student Development. Housing and Residence Life staff will post all approved advertisements. Improper or outdated postings will be removed and discarded and could result in the loss of future advertising privileges.

Off-campus businesses and other third parties generally are not permitted to advertise in the residence halls, except in lobby areas with approval from the Department of Housing and Residence Life.

Advertising/fliers are not to be slid under room doors. Posting may not conceal or obscure any other posting/information. Postings that are degrading, considered in poor taste, advertise alcohol or contrary to the University Mission will not be permitted. Fliers, banners or posters for events where the primary function is the dispensation of alcohol will not be permitted. Fliers promoting political candidates and/or causes, with the exception of campus elections, will not be permitted unless they are promoting University-sponsored programs/speakers. All political activity (excluding campus elections) on campus must be pre-approved by the Department of Student Life. Posting in other exterior areas/sites must be approved by the Residence Hall Coordinator of that respective area.

Policy for Use of Alcoholic Beverages in Residence Halls and Apartments
The possession and consumption of alcoholic beverages in University residence halls is not permitted by anyone who is not of legal drinking age (21). Underage residents in the presence of alcohol may also be found in violation of the University’s policy regarding alcohol. Alcohol containers that promote irresponsible drinking, large parties, or binge drinking (including, but not limited to, kegs, beer balls, funnels, beer bongs, beer pong tables, etc.) are not permitted in the residence halls/apartment living units. Alcoholic beverage container collections or “trophies” (including, but not limited to, bottles, shot glasses, cans, bottle caps, etc.) are not permitted in the residence halls/apartment living units.

Legal age residents are permitted to possess and responsibly consume alcoholic beverages in their rooms or in the room of another legal age resident or their underage roommate(s) as long as the doors to the rooms remain closed. Legal age residents must cease drinking when underage residents enter their room. Legal age residents must cease drinking when legal age residents enter their room when their underage roommates are present. Drinking or open containers are not allowed on patios, decks, or balconies, or in the hallways of any building. Residents who display intoxicated behaviors or students who require staff assistance due to their consumption of alcohol or illegal drugs may be subjected to disciplinary action.

Residents may not make alcohol available to anyone who is not of legal age, and no guest may provide or bring alcohol into any residence hall. Should residents be suspected of violating the alcohol policy, hall staff will request proof of identification to verify age and/or search bags or coolers.
Appliances
Most typical appliances are allowed, provided they are used in a safe and proper manner, (See Restricted Items from University Housing). Students are permitted to use UL power strips. Multiple extension and/or inappropriate power extension cords are not permitted. The University is not responsible for damage to appliances or items inside the appliance due to power outages, power surges, and the like.

- Refrigerators in the residence halls must not exceed 3.2 cubic feet or draw more than 1.5 amps, and there may not be more than one refrigerator per room.
- Microwaves in residence halls must not draw more than 5.8 amps, or exceed 700 watts, and must be plugged into an UL power strip with built-in circuit breaker, or a “dedicated outlet,” in rooms with such. There may not be more than one microwave per room.

Appropriate Conduct as a Student
Students are required to engage in responsible social conduct that reflects credit upon the University community according to the University’s mission, values, objectives and responsibilities, and to model good citizenship in any community.

Abusive Behavior
Any action including verbal or written abuse, coercion, intimidation or behavior intended to disturb or upset the health, safety or well-being of any person is prohibited (including but not limited to texting or social networking).

Harassment
Any intentional unwelcome, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, pregnancy, or any other characteristic protected by law is prohibited.

Threat
Any threat of unwanted physical contact, accompanied by the ability to carry out such a threat, with harmful intent that endangers the health, safety or well-being of any person is prohibited.

Assault
Any unwanted physical contact that endangers the health, safety, or well-being of any person is prohibited.

Balconies and Porches
As a safety precaution, no more than four people may be on a balcony at any given time. No alcohol is permitted on the balcony/porch/patio. Balconies should remain free of debris, laundry and grills (not permitted on campus). Students may place their personal furniture on the balcony/patio/porch. Bicycles may also be placed in this area in a quantity consistent with the number of occupants in the unit. Hammocks are not permitted to be hung from balconies/porches/patios.

University furniture should not be placed on balconies, patios, or porches in order to keep it from being exposed to the elements and in good functional condition. If the residents of an apartment are found with university furniture on their balcony, porch, or patio, they will receive a warning to place it back inside within 24 hours. If the residents fail to comply, the apartment will be billed $25 for every 24 hour period thereafter for every piece of furniture left outside. Habitual offenders maybe referred through the student conduct system.

Motorcycles, mopeds and other similar motorized vehicles are not permitted on balconies/porches/patios. No item should be thrown or dumped from balconies/porches/patios. Strands of lights, wind chimes, and any other decorations are not to be hung from balconies. The only item that may be hung from the
balcony/patio is the flag of the United States of America. Such flags should be secured in such a manner that they do not have the potential to harm other residents or University property and displayed in accordance to the regulations of displaying the American Flag.

Bicycles and Other Wheeled Transportation (roller blades, skateboards, etc)
Wheeled transportation is not permitted in the hallways or lounges of residence halls or apartment living units. They must be safely and securely stored in individual rooms and or bicycle racks located throughout campus.

Cable Television
All residence hall rooms and apartments are furnished with cable TV. There is no additional charge for this service. The package includes extended basic cable package which includes ESPN, MTV, CNN, SPIKE, and other stations in addition to local network affiliates and includes SLU’s own TV channel. If you have issues with your room/ apartment cable please report issues to the Housing and Residence Life office at 977-2811 or reslife@slu.edu.

Candles, Incense, Flammable Materials
Due to risk of fire, candles (of any kind, with or without the wick), incense and any other items that have the capacity for a continually lit flame, lit or unlit, are not permitted either in the residence halls or apartment living units. Violations will result in confiscation of items. The University will not be responsible for the safekeeping or return of confiscated items after two weeks time of the notification of the policy violation. After two weeks items will be discarded.

Check-Out
Residents will be provided with specific check-out information via their SLU email account for their building before each closing period. Break closings include Thanksgiving, Winter Break and Spring Break. Students should refer to this information for more specific details regarding their responsibilities.

At the end of the fall and spring semester, you must check out of your room no later than 24 hours after your last final exam or on the last day of finals whichever comes first. You must schedule a check-out appointment at least 24 hours in advance (or other time as prescribed by the Department of Housing and Residence Life) of the date you plan to leave. The appointment will be made with Residence Hall staff via email or sign up list posted in the hall. Failure to keep this appointment, not showing up on time, or other improper check-outs will result in a fine of $125. If, at the end of the fall semester, you are remaining in your current space for the spring semester, you do not need to remove your belongings from your room.

When you are checking out because you will no longer be living in the room (end of year, room change or moving off campus) you are responsible for leaving it in its original condition, except for normal wear and tear (see Decorations and Room/Floor Inventory). The University is not responsible for items left in your room. If you have not emptied your room of your belongings and cleaned it you may be assessed a fee (see Housekeeping). Failure to return your original room key will result in a charge for lock replacement (see Keys). Checking out can be done with the presence of a staff member or by express check-out.

Communication With Students
Students will receive important information from the Housing and Residence Life Department via their SLU e-mail account. Students should monitor this account regularly as information will not necessarily be sent in other ways. Students may have their e-mail accounts from other browsers forwarded to their SLU e-mail account. Assistance with this can be obtained by calling ITS Help Desk at 977-4000.

Confiscation of items
Items that are illegal, prohibited, determined to be detrimental to the residential community, or involved in a policy violation may be confiscated and disposed of by Housing and Residence Life staff. Students in possession of such items will be subject to disciplinary action. Items might be saved for evidence in a University hearing.
If requested, a receipt may be issued for the item and in some cases the item may be given back if the student agrees to permanently remove it from campus. Issuance of a receipt does not guarantee the item’s return. The University will not be responsible for the safekeeping or return of confiscated items. Confiscated items left unclaimed after two weeks from the time of notification of the policy violation will be discarded or donated. (See Restricted Items section)

**Damage Charges**

Students may be billed for damage to property, whether by vandalism, horseplay or accident. All floor/apartment residents can collectively be held responsible for damages to public areas that are not attributed to specific individuals. Property damage as a result of a behavioral concern and/or action may be referred to the Office of Student Conduct.

If your floor incurs damages or thefts of community property, or excessively litters or causes excessive damage in your hallway, an “intent to bill” will be posted (on the floor and/or by email to your SLU account) for your floor or building. The “intent to bill” or other similar notifications will notify floor residents of the charge for damages, and they will have three working days to ascertain the responsible individuals and communicate the responsible party’s identity to the Housing and Residence Life staff. If after three days no individual has claimed responsibility or has been identified, the entire floor/building may be charged. A floor may determine that a particular resident(s) is not obligated to pay the damage charges, which results in a higher percentage being charged to those who are held responsible. Instructions to appeal will be included in the “intent to bill”.

Each individual’s percentage of the total of all accumulated damage charges for the floor will be placed on their student account at the end of each semester. The University reserves the right to determine the minimum charge per student and to place any charges on a student’s account immediately if necessary. Payment plans may be available through the University’s Student Account Office. If an individual or floor wishes to appeal their damage charges, they must submit a letter to Housing and Residence office within two working days of the assessment receipt. The names of all individuals and his/her student ID must be included in the letter, along with his/her signatures.

Appeals for community damage charges are heard by the Damage Appeals Board through the Housing and Residence Life Office. Students should submit any documentation or proof with a letter of appeal, which clearly outlines why the student believes he or she should not be billed for damage. This information should be submitted to the to the HRL main office in the Village Apartments, Brown Hall or via email reslife@slu.edu. Once the appeal is submitted, the Board will review the information and make a decision that will be communicated to the residents involved. Please allow 30 days for this process.

**Damage Appeals Board**

The Damage Appeals Board is composed of a full-time staff member from the central housing office, a representative from Facility Services, a Residence Hall Coordinator and a student representative typically from Residence Hall Association.

**Data Lines**

Every residence hall room/apartment is equipped with pre-wired data port connections and wireless internet service. It is recommended for a faster connection student’s use the wired ports. A 15ft ether net cable is recommended. More information on utilizing these data ports, as well as purchasing necessary computer equipment, may be received from Information Technology Services by calling 977-4000. Students experiencing computer and network connection problems may contact the Information Technology Services Support Center at 977-4000. Students are provided with a 20-minute diagnostic and repair of the problem.

**Decorations**

You are encouraged to make your room more personal and homelike. However, we ask that you do not damage or permanently alter the room/living unit. If you have any questions about what you may or may not do, ask the Housing and Residence Life staff. Any permanent damage will result in damage fees. The
guidelines for decorating are as follows.

- Do not use double-sided tape, putty, duct tape, or other substances that will leave a “gummy” residue on your door, walls, or furniture.
- For plaster and drywall surfaces, use thumbtacks and small nails (no more than 10 per wall). For cinderblock walls, use blue painter’s tape or Command® hooks.
- Use only tacks or nails smaller than four penny in size (see local hardware stores in area for four penny nails). Do not use screws, large nails or other implements to hang items. Do not put multiple holes in close proximity to each other.
- Do not hang wallpaper, border paper, or anything that will permanently adhere to the walls.
- Mirrors, extra shelves, hooks, and other such items need to be removed at the end of the year. They are not considered room improvements.
- Residents who attempt to paint or make any repairs to their own rooms will be charged for repair by the University.
- Do not line drawers or shelves with adhesive-backed paper.
- At the end of the year, students are billed for any damage to the room. Damage not claimed by one person will be split between all residents residing in the room.

Desk Operations
All residence halls and Marchetti Towers are staffed with a 24-hour Security Desk, of which its primary responsibility is to provide additional security for the building. At the desks, a variety of other services and information are provided as well. The desk area functions as the “nerve center” for each hall and serves as a place to call in any problems that may require the assistance of Housing and Residence Life staff member or the Department of Public Safety and Security Services, 977-3000.

In order to gain access to the lobby of a residential area a student must swipe his/her student ID through the card reader at the front door. Students who desire to enter the residential section of a building must have their access rights approved by swiping their student ID through the card reader at the Security Desk. For more information see Visitation/Host and Guest Responsibilities.

The desk is often a busy, high-traffic area that provides a wide variety of services to residents of the building. We expect that all students will cooperate with reasonable requests and be considerate of the desk staff. No type of harassment, verbal abuse, or other similar behaviors will be tolerated. Students who have misplaced their ID may have their authorization verified in other manners but may be asked to wait until it is convenient for the desk worker to do so. Students who habitually do not have their ID may be sent through the conduct system.

Destruction of Property/Theft
Students are expected to respect University property, as well as the property of other community members. Attempted or actual theft of and/or damage to property or services of the University, a member of the University community, or other personal or public property, on or off campus is prohibited and will be processed through the Office of Student Conduct.

Students are encouraged to keep detailed lists and descriptions, including serial numbers, of all valuable items brought to campus. Students who feel that they are a victim of theft should call the Department of Public Safety and Security Services (977-3000), the security desk in their building and the Housing and Residence Life staff as soon as possible. SLU is not responsible for theft or destruction of property if students fail to adequately secure their property. Please also refer to Insurance section below.

Elevators
To keep elevators in running order, do not overload, force doors open, stop the elevator, jump, use alarm buttons (except in emergencies), or otherwise misuse the equipment. Elevator abuse poses a serious threat to the safety of all and misuse may result in conduct charges including a minimum fine of $100. If the elevator stops between floors, stay calm, remain in the elevator and use the alarm button and/or call box. A staff member will come to your aid.

If the elevator is not functioning properly, immediately inform the Security Desk. Please DO NOT force the
doors open, as this may cause a potentially dangerous situation. Students should report items dropped down the elevator shaft to Facilities Services at 977-2955. The student may be responsible for service company fees to retrieve said item.

Emergency Procedures
At Saint Louis University, your safety and security are a top priority. With the cooperation of each and every student, our halls/living units will be safe environments for all to enjoy. Evacuation routes, procedures and assembly areas are listed in each residential area as well emergency procedure training takes place each semester. Each student is expected to familiarize him/herself with the appropriate evacuation routes of the facility. Students should follow the directions of Housing and Residence Life, Department of Public Safety and Security Services, or other emergency personnel all times during an emergency. If you have questions about the Emergency Procedures please contact the Housing and Residence staff in your building immediately.

In the event of the following emergency, please follow these instructions. Inform your Residence Hall Coordinator at the beginning of the semester of any disabilities that might keep you from following the emergency instructions. Using the Banner system, please provide your cell phone number for use in case of an emergency.

Earthquakes
- Brace yourself firmly in a doorway or move against an interior wall, kneel or sit with legs drawn into chest and cover your head with your arms.
- When shaking stops exit the building using stairs. Do not use elevators.
- Check on fellow students. Provide assistance to those needing help.
- Once outside, move away from the building into an open area, away from buildings and electrical wires.
- Aftershocks may occur. Remain in your assembly area until told to do otherwise by the proper authorities.
- Go to your designated assembly area.

Elevator Failure
- If you are trapped, use the elevator alarm and/or use the emergency telephone located in the elevator to contact the Department of Public Safety and Security Services.
- If you hear someone who is trapped in an elevator, telephone the Department of Public Safety and Security Services at 977-3000 if using a campus phone, or (314) 977-3000 if using a cell phone.
- If you are trapped in an elevator due to a power outage, REMAIN CALM! All elevators will be checked by Public Safety officers.

Fire
- Familiarize yourself with the fire alarms and evacuation routes or exits or fire extinguishers.
- Evacuate when fire alarm sounds.
- Do not use elevators.
- Assist others during the evacuation.
- Go to your designated assembly area.
- Call Department of Public Safety and Security Services at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone, if you or others need assistance.

If you discover a Fire...
- Pull a fire alarm.
- If fire is small and you are trained, use the nearest, proper fire extinguisher.
- DO NOT ENDANGER YOURSELF OR OTHERS.
- If the fire cannot be extinguished, evacuate the building.
- Contain the fire by closing the doors, if possible.
Assist others during the evacuation.
Use the building stairs. Do not use elevators.
Go to your designated assembly area.

Hazardous Condition
- If you see, smell or hear something that might be a hazard, call the Department of Public Safety and Security Services at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone.

Medical Emergency
- Immediately call Department of Public Safety and Security Services at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone.
- Immediately call 911 if an ambulance is needed.
- Be familiar with the location of automated external defibrillators.
- Student Health and Counseling can be reached at (314) 977-2323 for mental health issue or health concern that is not considered emergencies.

Power Outage
- If it lasts more than a few minutes, go to the first floor.
- Listen for announcements from Department of Public Safety and Security Services and follow their instructions.
- Help ensure that everyone is aware of the instructions.

Severe Weather
- Know the location of the building’s storm safe area, lowest level or interior hallway or room.
- Stay away from all windows.
- Listen for announcements by the Department of Public Safety and Security Services and follow the instructions.
- Help to ensure that everyone is aware of the instructions.

Sounds like a Gunshot
- Turn off lights to the room and close the blinds.
- Lock or barricade the door and wait for help to arrive.
- Hide where you cannot be seen and do not huddle together.
- Call the Department of Public Safety and Security Services at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone.
- If you are on the ground floor and can exit the building safely and quickly, do so.

Exercise Rooms, Kitchens and Game Rooms
Residence halls and apartment communities have different resources in relation to game rooms, exercise rooms, kitchens, etc. Talk with your Resident Advisor to get a complete listing of your community resources.

Fines and Fees
Fines and fees may occur as the result of various administrative and conduct processes. When assessed, the charges will be directly billed to the student’s account. The fee amount will be considered an outstanding financial obligation to the University. Failure to pay a fee when due may result in actions, including, but not limited to: late payments fees; removal from University housing; cancellation of registration; withholding of grades, diplomas and transcripts; and/or refusal to permit future registration. A damage fee may be appealed through the Damage Appeal Board. See Damage Charges policy.

Fire, Fire Alarms, Fire Equipment
Students who start fires will be held responsible for the damages they cause and referred to the conduct process and local authorities for prosecution. Falsely or inappropriately activating a fire alarm is a felony
and will be prosecuted to the fullest extent of the law. In addition to possible criminal charges, those involved in such behavior may face suspension or expulsion from the University. The Department of Housing and Residence Life, in conjunction with the Hall Councils, offers a $300 reward to the individual(s) who offers information leading to the outcome of, and a finding in violation of the individual(s) responsible for activating a false alarm. An individual wishing to provide such information should call the Housing and Residence Life staff immediately.

There is a minimum $300 fine for any person who tampers with, misuses, or illegally activates any fire or life safety equipment in addition to other severe disciplinary outcomes, including, but not limited to, suspension or expulsion from the University. Property damage fines and restitution may be applied in each instance through the Office of Student Conduct.

Hanging things from, tampering with and/or touching fire sprinkler heads is prohibited. Students will be held responsible for all damages caused by activation. Students who activate the fire alarm system through their cooking activities may be subject to a conduct referral if it is determined they acted in an irresponsible manner, or if it is a repeated behavior. To ensure the safe evacuation of all of our residents, the Department of HRL staff may periodically check each room/apartment during alarm situations. Students found in the building during an alarm will be automatically fined $75 and may be subject to further disciplinary action.

**Fountains**

Students found responsible for misusing or property damage to any fountain will be assessed a fine in addition to the cost of damages. The Department of Housing and Residence Life, in conjunction with the Hall Councils, offers a $300 reward to the individual(s) who offers information leading to the outcome of, and a finding in violation of the individual(s) responsible for property damage to any fountain.

**Furniture**

All University furnishings must remain in students’ rooms/living units at all times unless they are approved in writing by the Director, Associate Director or an Assistant Director. A student may be assessed the actual, non-depreciated replacement cost for room furniture that is not present in the room or is present but damaged at any time of the year. Personal furniture, with the exception of waterbeds, is permitted, as long as it adequately fits in the room. Please refer to the section on lofts regarding their guidelines and restrictions. Roll guards for upper bunks of beds are available by contacting the Residence Hall Coordinator. Swimming pools are not considered furniture and are prohibited from all University housing units. Any student who removes, misuses or alters lounge or study-room furnishings will be fined a minimum of $75 plus any replacement costs if deemed necessary.

**Hallway Games and Sports**

To keep hallways intact and maintain safety, no athletic activity of any kind is allowed in the halls. Playing sports (soccer, frisbee, golf, hockey, roller-blading, etc.) or with sports equipment in the hallways or public areas is prohibited. Damage to University property due to hall sports or games will be considered intentional. Violations can result in confiscation of equipment, as well as disciplinary outcomes and fees assessed through Office of Student Conduct.

**Housekeeping**

Keeping the building reasonably clean is the function of the full-time Building Service Workers. They will provide basic cleaning and trash removal in common areas for each residential area. If there are concerns about the housekeeping services being provided, please contact the Facility Services main office at 977-2955. All residents have a responsibility to help keep their hallway and building clean. Residents should keep the halls and stairwells free of trash or other debris.

The Building Service Worker’s responsibility is for daily, normal, anticipated cleaning. Residents will be asked to clean up excessive messes, and individuals will be charged a minimum of $50 per residence hall room or $50 per apartment areas (living room, bedroom, kitchen, bathroom, and balcony) for excessive messes. Excessive messes in public areas, including but not limited to trash, will result in a minimum charge of $5 per resident who resides in that area.
Residents who can be attributed to inappropriately placing debris in common spaces/areas in and around residential areas (including outdoors) will be fined $50 per item. This may be divided between residents of a particular room or apartment unless a resident takes responsibility.

Identification Card
The SLU ID has many functions including access to campus residential areas, the library, the Simon Recreation Center, and use in dining facilities. Each student is issued a SLU ID card during his or her first semester at the University and are expected to carry it on with them at all times they are on campus.

Students are required to swipe their SLU ID cards each time they enter a residence hall or Marchetti Towers. Students who have misplaced their ID may have their authorization verified in other manners but may be asked to wait until it is convenient for the Security Desk Worker to do so. Any attempt to falsify residential information or access a building under another’s identity may result in severe conduct action.

SLU ID cards are the property of Saint Louis University and may be requested back at the end of the residential contract period. Each student is responsible for the care and maintenance of his or her SLU ID card. Students must have their ID card in order to access their University meal plan. Abused, misused or lost cards may be replaced by the Parking and Card Services Department for a $25 charge. There is no refund for lost cards that have been found.

SLU ID cards that do not operate properly and cause denied access to the dining room must be repaired in the Parking and Card Services Office. Students who choose to pay for a meal because their card is not working will not be refunded for it. Misuse of a SLU ID, including allowing others to possess or use your SLU ID card, may result in disciplinary action.

Policy on Use and Abuse of Illegal Drugs in Residence Halls and Apartments
Possession or use of illegal drugs or drug paraphernalia (including, but not limited to, bongs, pipes, etc) is prohibited in the residence halls/apartment living units. In addition, possession or use of prescription medications for which you do not have a valid prescription in your name is not permitted in the residence halls/apartment living units.

Anyone found in violation of this policy, or in a room where this policy is being violated, is subject to disciplinary action up to and including contract termination, suspension and/or dismissal from the University, and referral to other appropriate authorities.

The confirmed aroma of marijuana by two University staff members in a student’s room/living unit may be considered a violation of the University drug policy. In addition, if you are found to be near the confirmed odor, in either a public or a semi-public space, you may be brought up on charges. The Department of Public Safety and Security Services may be called to investigate and determine if local, state or federal laws are being violated or to contact local, state, or federal authorities.

Inappropriate Conduct
Behavior that disrupts the normal functioning of events and activities or infringes on the privacy, privileges or rights of others is prohibited. This includes, but is not limited to, interfering with the freedom of movement of others; impeding the rights of others to enter, use, or leave a facility or activity; or exhibiting conduct that is inconsistent with the normal functioning of residence halls/apartments or that is inconsistent with reasonable expectations for student behavior in the residence halls/on-campus apartments.

Information Technology
University’s Appropriate Use Policy: It is the obligation for all students to familiarize themselves and follow the policy at: http://www.slu.edu/Images/its_files/appropriate_use_policy.pdf.

All residential facilities have high-speed and wireless internet. Students are prohibited from setting up their own wireless routers.
Insurance
Saint Louis University and its employees (including HRL staff) are not responsible for a student’s belongings at any time. Students are encouraged to obtain renter’s insurance if their belongings are not covered by their parent’s homeowner’s insurance.

Internet and Wireless Access
SLU is a wireless campus. All our classrooms and residence halls are Wi-Fi ready. The only necessary equipment needed to connect to the Billiken Wireless network is a laptop or desktop computer that supports wireless function, a SLU Net ID and your SLU Net ID Password.

The wireless connection acts like an umbrella over most areas of the campus and provides instant access to anyone under it.

Keys
Unauthorized possession, duplication or use of keys or unauthorized access to any University building or area on University Premises.

For safety reasons it is important for students to keep their room/apt keys with them at all times and always lock their door. All lost, stolen or broken keys must be reported to the Security Desk overseeing that respective residential area immediately. Keys are issued at check-in remain the property of the University and are to be used only by the student assigned to that room/apartment during their contract period.

No University issued key may be duplicated, modified or loaned to another person. The student is responsible for their room/apartment key until they have officially checked out of their room/living unit. Lost room/apartment keys require lock “core” changes. The student's account will be charged $25 per lock core for residence hall room keys. Marchetti Towers, Village, Laclede Houses and Grand Forest apartment key charges may vary, depending on apartment type.

Laundry and Laundry Rooms
Use of laundry machines (washers and dryers) are available free of charge in each residential facility. Please see Housing and Residence Life staff for building locations of your laundry facilities.

Lock-outs
Residents may check out a lock-out key for their room/apt at the following location:
- DeMattias, Fusz, Griesedieck, Marguerite, Pruellage and Reinert available at the Security Desk of that building
- Grand Forest and Marchetti East available at the Marchetti East Security Desk
- Marchetti West available at the Marchetti West Security Desk
- Village & Laclede Houses available at the Pruellage Security Desk

Students may check out a lock-out key only to the room to which they are currently assigned. Attempting to gain access to another person’s lock-out key and/or another person’s room/living unit with a lock-out key may result in severe disciplinary action.

If the key is returned within 15 minutes, a lock-out charge will not be assessed. For safety and security reasons, lock-out keys not returned within 24 hours may result in an automatic lock change at the resident’s expense. A student is allowed to accumulate four lock-out marks per year without being assessed. Five or more lock-outs will result in an assessment of $5 each.

A duplicated key will not be accepted at check-out or as a returned lock-out key. Should this occur the student will be assessed for a core change. Pursuant to the terms and conditions of the Residence Life Contract and this Handbook, staff members of the Housing and Residence Life may enter your room for emergency, safety or other reasons. See Room Search Policy for additional information. Students may not place any additional non-University security devices or non-University locks on their door.
Lofts
Homemade lofts are not permitted in any residence hall or apartment style living unit. Students residing in residence halls will be provided resources to have their bed lofted or bunked. Not all facilities have beds that are able to be lofted. Please contact a Housing and Residence Life staff member for more specific information what is offered in your residence hall. Do not place your lofted or bunked bed in front of the window.

Saint Louis University is not responsible or liable for any injury or damages sustained through a resident’s decision to use a loft. Lofts may only be assembled or disassembled by Housing and Residence Life staff. Requests for repairs should be made by calling 977-2811 or contacting your Residence Hall Coordinator.

Maintenance
The Department of Facility Services provides upkeep and routine repair of the buildings, including rooms/living units. The University is not responsible for the repair or maintenance of student’s personal items. Replacement of light bulbs in overhead, desk carol and vanity lights can be requested by submitting an on-line maintenance request. Facilities Services has launched its new service request work order system for the SLU community. The new system, part of the FAMIS database system, is user friendly, compatible with any web browser and focused on customer service.

The new system provides easy navigation, email confirmation notifications and work order status and history, based on the users’ login.

The new service request system is no longer limited to maintenance/Facilities Management. Users will be able to enter service requests for Grounds Services, Custodial Services, Distribution Services, Parking and Card Services, Transportation Services and FAMIS support.

Facilities Services encourages everyone to utilize the new system and only call the service desk in case of an actual emergency. All non-emergency phone calls will be directed to the new work order website.

Visit the Facilities Services website and click on “Service Request” or visit mySLU > Tools > Facilities Service Request to access this new system.

If you experience any issues when logging into the system, please contact the ITS Help Desk by calling 314-977-4000 or enter a ticket through mySLU > Tools > ITS Service Request.

Repairs that occur as a result of damage or neglect will be billed to the residents of that room, floor or living unit. Failure to report required maintenance promptly will result in charges for the resident(s) responsible for the area. If your non-emergency maintenance request has not been completed in a few days, call the Department of Facility Services at 977-2955.

Emergency maintenance issues between 4:00 p.m. - 8:30 a.m. Monday - Friday and all day Saturday, Sunday, and holidays should be relayed immediately to the Department of Public Safety and Security Services -at 977-3000.

Maximum Room/Apt Occupancy
In order to maintain reasonable occupancy levels gatherings in a residence hall room or apartment should not exceed more than four times the designed occupancy level. For more information please refer to Code of Student Conduct.

Meal Plans
• All full-time students are required to have a meal plan. Freshman students living in the residence halls must choose an on-campus meal plan which includes both meals and flex points. Upper-class students living in the residence halls have the option of choosing various flex plans. Apartment residents automatically have the commuter meal plan. There are numerous locations on campus where you can use your meal plan. Commuter Students will automatically have the commuter meal plan assigned.
• Students who need box meals due to a class conflict or illness or have special dietary needs should contact the manager of the dining hall most convenient to their residence.
• Health regulations require shirts and shoes to be worn in the dining room at all times.
• Utensils and food, including fruit, may not be removed from the dining rooms.
• You can change your meal plan each semester through the Friday of the first week of classes by going to the Housing and Residence Life Office or Parking and Card Services Office during business hours and completing a Meal Plan Change Form. After that date, each student may make one meal plan change per semester. Your flex points and charges to your student account will be adjusted accordingly when you make a change.

• Flex Points- Most meal plans combine a certain number of meals per week to be eaten in one of the dining hall, plus "flex points" that can be used at other on-campus dining locations such as Busch Student Center, Subway, Ameren Cafe and Fusz Food Court. Flex points that are not used by the end of the year are not transferable between school years and will be lost.

• Bonus Flex Points may be purchased in the Parking and Card Services Office in increments of $50 if you want to add flex points to your meal plan. You must have a meal plan to purchase bonus flex. For each $50 purchased, a student will receive a value of $62.50 in points.

• Billiken Bucks are similar to flex points but can be used for other types of on-campus purchases as well as food. Billiken Bucks work on a pre-paid debit card system and may be purchased through the Parking and Card Services Office with a $5 minimum deposit. These bucks may be used in the dining halls, in the bookstore, printers and for copy machines around campus.

Motorized Vehicles
Motorcycles, scooters, or similar motor-driven vehicles are not permitted in the residence halls or apartments, or on balconies/porches/patios. These vehicles must be properly parked in a designated parking spot on campus, following parking rules and regulations.

Painting/ Repairing
Painting or repairing student rooms by residents is not allowed. Students who have painted or repaired their walls will be charged to return them to their original condition.

Pest Control
It is the resident’s responsibility to keep his or her living area clean. The Facilities Services Department has a contract with an exterminator who sprays all the residence halls the week before the halls open each semester and sprays common areas monthly. Apartments are sprayed twice each year. During the year, if a student is experiencing any pest control problems, they should immediately call Facilities Services at 977-2955 or the Housing and Residence Life staff of their building.

Pets
Because of health, safety, and study reasons, fish in an aquarium up to 10 gallons and hermit crabs in an appropriate container are the only pets permitted in the residence halls/apartment-style living units. Possession of any other pets temporary or permanent will result in the immediate removal of the pets from the building. A student who violates the pet policy will be referred to Student Conduct for a Student Code of Conduct violation.

Quiet Hours
Quiet Hours have been established in the residence halls and apartment living units to promote an atmosphere for academic success. Moderate noise levels that promote an atmosphere of academic success should be maintained during all hours other than those designated as quiet. Students should be considerate by observing these hours and responding appropriately to requests to lower noise volume. Noise that can be heard outside of a room or in the courtyard of a building by placing a stereo out the window, yelling out the window, or using amplification devices are prohibited at all times. Excessive noise from stereos, music instruments, etc. may result in those items being confiscated and banned for the rest of the academic year.

Quiet hours are in effect from midnight to 8:00 am, Monday through Friday, and from 2:00 am through 10:00 am, Saturday and Sunday, in all buildings. Each floor may establish additional quiet hours, so that residents may count on undisturbed quiet activities such as relaxing, studying, and sleeping.

During mid-term and finals week, 24-hour quiet hours are in effect.
Housing and Residence Life staff may enter your room to investigate noise if you do not respond to requests for entry. If you are not in your room, the staff member will seek to resolve the noise problem, document the situation, and take other action as appropriate.

Residency Requirement
First-time first year students are guaranteed housing, are required to live on campus for four matriculated semesters (generally freshman and sophomore year) and are assigned based on application and contract information. Students will not be assigned housing without a housing application, housing deposit and tuition deposit on file. The housing priority deadline is May 1st.

Students applying for a residency exception are required to submit an appeal of residency by May 1st. Students should not make arrangements for alternate housing until they are notified by Housing and Residence Life that an exception has been granted. If an exception is not granted, the student will be held responsible for the housing contract and all fees associated.

Restricted Items from University Housing
The following includes, but is not limited to, items prohibited in all residential facilities:
- Any portable item that has an exposed heating coil, such as hot-pots, toaster ovens, toasters, George Foremen grills, popcorn poppers, etc. Exceptions are made for toaster and toaster ovens in University-owned apartment kitchens.
- Candles of any kind (with or without wicks)
- Hookah
- Air conditioners (other than those owned by the University)
- Waterbeds
- Non-University ceiling fans
- Halogen lamps (except desk lamps with covered lights)
- Lamps using bulbs that exceed its maximum wattage capacity
- Hazardous materials other than cleaning supplies (kerosene, chemicals, lighter fluid, etc)
- Incense, K2
- Fireworks, smoke bombs
- Firearms/weapons (knives, numchucks, etc) and/or ammunition
- Live Christmas trees and/ or wreaths (artificial are allowed)
- Alcohol "trophies": empty liquor/beer/wine bottles, shot glasses, beer pong table or paraphernalia that are part of a collection
- Grills/hibachis. The only grills to be used are those provided by the University. Such grills can be found in each of the apartment areas.
- Street or road signs
- Barricades
- Parking meters
- Realty signs
- Lawn decorations
- Swimming pools
- Motorized vehicles
- Wireless routers
- Dart Boards- Residents who install dartboards should take precautionary measures to protect walls/doors behind the dartboard. Only plastic-tipped darts are permitted. Dangerous or careless use of darts could result in prohibition/confiscation of the darts or in disciplinary action. Any damage caused to the room will result in individual damage charges.

Other items that are illegal to possess have been illegally obtained on or off campus or are used in a violation of University policy. Such items are subject to confiscation, and reports may be filed with appropriate, non-University authorities.

Returning Resident Room Sign-Up
Information and documentation for Room Sign-Up for returning residents will take place during the Spring of the preceding academic year (typically February) in which a student will live. Information regarding
room sign-up procedures and deadlines will be e-mailed to each student living on-campus and posted on the Housing and Residence Life Department website at http://www.slu.edu/x24269.xml.

Learning communities and Greek Housing typically have room sign-up processes that precede the regular room sign-up process. If a current residential student does not submit an application for housing for the following year it will be assumed that he or she will not be returning to campus housing for the following year. Failure to complete the necessary documents and procedures in a timely manner, unless you are a freshman or sophomore, may result in the loss of assigned/desired spaces, as well as possible financial consequences.

Roofs
For safety reasons, all roofs, overhangs and locked porches are off-limits to students. Students found using these areas will be processed through the Office of Student Conduct.

Room / Floor Inventory
Before students arrive their room/floor/apartment is inspected, and the condition is noted on a room condition inventory form. All students are given a copy of the inventory form and have the opportunity to make any additions or corrections to it in conjunction with appropriate Housing and Residence Life staff person. This process should occur and the form returned within the first 24 hours of occupancy.

This inventory form will be used at the time of check-out, during which University staff members will compare the condition of the room and furniture noted on the form to the condition at check-out. Any damages not attributed to normal wear and tear are the responsibility of the resident and their roommate(s). Damage not claimed by one person will be split between all residents in the room. Therefore, it is imperative that residents carefully examine their room/living unit and the copy of the inventory form.

It is to the student’s benefit to be very descriptive of the condition of their room/living unit and its contents, noting any marks, holes, tears, etc. Failure to turn in a copy of the inventory form by the 24-hour deadline will result in the assumption that they are in complete agreement with the assessment on the original inventory form, which will then be used at the time of check out.

Room Changes
An integral part of the college experience is learning to get along with and respect all types of people, especially a roommate(s). However, in extreme circumstances, a student may be permitted to move to another room, hall or living unit. After approval by the HRL professional staff, a student may move to a vacant spot or switch spaces with another student, provided all students involved agree to the switch.

All on-campus residents are assigned to a particular space on campus. Students who change traditional residence hall rooms or change bedrooms in an apartment without the authorization of the Residence Hall Coordinator and/or the Assignments Coordinator will be fined $50 and could be referred through the Office of Student Conduct. If a policy is being violated the offending roommate may reassigned to another space and will be responsible for those corresponding charges. If a policy is not being violated, the Housing and Residence Life staff person has the discretion to resolve the matter in the way he or she feels is most fair. Options include moving the complaining student, requiring both students to move or mandating peer mediation.

Room Entry
Housing and Residence Life staffs reserve the right to enter a student’s room/living unit to ensure, among other things, health, safety, and maintenance in residence halls/living units. This includes quarterly inspections for health, safety and cleanliness. Room searches will be conducted in accordance with the guidelines listed in the Room Search section of this guide and the terms and conditions of the residence hall contract. The Department of Housing and Residence will not facilitate entry of a non-resident, including family members, into a student’s room without the explicit (verbal or written) consent of that student.
**Room Responsibility**
You are responsible for your room/apartment. Regardless of your presence, you can be held responsible for all activities that occur there and may be processed through Office of Student Conduct.

**Room Search**
Saint Louis University and the Department of Housing and Residence Life reserves the right to conduct a “room/living unit search” for the reasons set forth in the residence hall contract and when it has been determined, in the discretion of appropriate University officials, that sufficient cause exists.
- The Director or Associate Director of Housing and Residence Life, Vice President of Student Development, or the Vice President’s designee will make this determination. After proper authority has been granted, the search will be conducted in the following manner:
  - The search process:
    - Two university staff members will conduct the search.
    - In most cases, the persons conducting the search will knock on the residence hall/living unit door and announce themselves before entering.
    - Students who are present will be informed of the purpose of the search. Students are not required to be present, unless requested by staff. If so requested, students must remain in the room/living unit or under supervision of staff. Searches may be conducted in the students’ absence.
    - All areas and spaces of the room/living unit, and all objects and containers within the room/living unit, may be searched. Illegal or unauthorized items will be confiscated and residents will be provided with a list of these items taken. Items violating local, state or federal laws may be turned over to law enforcement authorities.
- Public Safety and Security Services or police officers with proper authority may initiate a search within normal legal guidelines. These procedures may supersede the above guidelines. The information gathered during this process may be processed through the conduct system.

**Smoking**
Smoking is not permitted inside any University building including residence halls, apartments and houses. Smoking is not permitted within 25 feet of the entrance of any University-owned or maintained housing. Smoking is **not** permitted on the porches and balconies of Marchetti Towers East, Marchetti Towers West, Grand Forest Apartments and Village Apartments. Smoking areas have been established outside each residential facility. Students who choose to smoke in approved areas are responsible for ensuring that the cigarette is safely handled and extinguished when finished.

**Smoke Detectors**
Misuse of, tampering with or deactivating a smoke detector or other piece of fire or safety equipment is considered a violation of the Fire Code, will be referred through the conduct system and may result in a $500 fine.

Many buildings have hard-wired smoke detectors. For those that do not, replacement batteries can be requested by submitting a maintenance request on the Facility Services website. It is the resident’s responsibility to periodically check the operation of the smoke detector and, in a timely manner, report problems with the smoke detector.

**Solicitation**
Solicitation is defined as door-to-door calling and/or sliding unapproved flyers under the residence halls doors, and is prohibited. For reasons of privacy and security, no resident may escort any solicitors into any residence hall on campus at any time. Please see the Advertising section for further information.

Use of the hallways, lobby, lounge areas or other similar public spaces for group or individual solicitation purposes requires prior approval of the Residence Hall staff. The Hall Council may authorize groups of residents to conduct door-to-door activities with prior approval of the appropriate Assistant Director or Associate Director of Housing and Residence Life.
Telephone
Individual phone lines are not available in student rooms. Emergency phones will be available for student use in each of the residential facilities.

Windows and Screens
Windows fitted for screens are required to have the screen(s) secured in place and in proper positions at all times. It is the resident’s responsibility to timely submit a work order if his/her screen falls out or is no longer properly secured. Safety stops, if applicable, on windows must remain intact at all times. It is the resident’s responsibility to timely submit a work order if the window stop is not properly in place and secured.

Hanging, dropping or throwing anything out of an open window, including using the window for entry, exit or sitting, will result in severe disciplinary action, including but not limited to fines, dismissal or suspension from University housing, suspension and/or dismissal from the University. Where applicable, safety bars fitted on windows must remain latched at all times and should be opened only in the event of an actual emergency. Missing safety seals or open/unlatched bars could result in a $150 fine and/or other student conduct action.

Unauthorized Use of Electronic Devices
At no time, should a student use any recording or photography devices, (including but not limited to, cellular phone cameras, video cameras, digital and 35mm cameras, etc.) in or around any restroom, shower, or other private (i.e. resident rooms) or semi-private space (i.e. lounges) without the consent of any and all involved parties. The University reserves the right to use video recording in residential areas, as it sees fit to maintain safety and security.

Unauthorized Entry
Students are not permitted to enter or to be present in a room/living unit of another person, or in an area to which they normally do not have access, without proper authorization. Likewise, students are not permitted to be present in normally closed or restricted areas that may be unsecured, or in areas from which they have been prohibited or asked to leave.

Visitation Policy
Saint Louis University’s visitation policy are designed to accommodate visitors in a manner that respects safety and privacy while also ensuring an appropriate balance between social-community development and academic needs in the residence halls and apartment living units. At no time should a visitor’s behavior violate University policies, disrupt the community, or supersede a roommate's right to privacy. In order to maintain reasonable occupancy levels, gatherings in a residence hall room or apartment should not exceed more than four times the designated occupancy. The Director or Associate Director of Housing and Residence Life shall have the discretion to modify and/or withdraw visitation hours for individuals and/or groups as deemed necessary; they also retain the right to deny any guest from entering a residential facility for any reason.

Visitation hours in Griesedieck Complex, Reinert, DeMattias, Marguerite, Pruellage, Fusz,:
- Sunday through Thursday from 7:00 am to 1:00 am opposite sex students or guests may be on the residential floor. From 1:00 am to 7:00 am opposite sex students or guests may not be on the residential floor.
- Friday through Saturday from 7:00 am to 4:00 am opposite sex students or guests may be on the residential floor. From 4:00 am to 7:00 am opposite sex students or guests may not be on the residential floor.

Visitation hours in Laclede Houses, Village, Marchetti Towers and Grand Forest:
- Sunday through Saturday from 7:00 am to 4:00 am opposite sex students or guests may be in the room/apt of same sex students. From 4:00 am to 7:00 am opposite sex students or guests may not be in the room/apt of same sex students.
Visitors (Same-Gender)
There is no restriction on when guests may visit if they are of the same gender. Males may visit males and females may visit females at any time, as long as the visitation does not impose on or interfere with the privacy or study needs of roommates and other residents.

Visitors (Opposite-Gender)
Residents living in a co-ed residence hall or apartment living unit may have other residents of that hall/floor who are of the opposite gender visit in their rooms or on their floors during the regular visitation hours only. There are 24-hour lounges, which are located in the common areas of each residence hall for students and their visitors during the non-visititation hours. Overnight stays by members of the opposite sex are not condoned or permitted.

Cohabitation
Cohabitation is defined as the consistent presence of a guest. Visitors of the same sex or opposite sex found to be a consistent presence, regardless of time of day, in a room not of their own will be considered to be engaged in cohabitation, and the host and student(s) involved will be subject to disciplinary action. Members of the opposite or same sex (including sleeping at any time of the day or night) or sexual activity are not condoned or permitted.

Host and Guest Responsibilities
Hosts are responsible for ensuring that their guests are familiar with, and observe, all University and residence hall policies and procedures. The host and the visiting guest will both be held accountable for any policy violations, damages and/or loss of property. Guests who violate policies may have their visitation restricted and their host may be subject to disciplinary action. Hosts are expected to be in the presence of their guests at all times. Hosts who are obviously intoxicated may not check-in guests, as well intoxicated, disorderly or abusive guests may be denied entry to the building.

Overnight guests of the same gender may stay a maximum of three consecutive nights. The host must register their guest at the hall’s Security Desk and be present with them at all times. Guests needing to stay longer than three consecutive nights must be approved by the Residence Hall Coordinator. Approval will be based on emergency or special extenuating circumstances. The resident host must inform his/her roommates/suite-mates of the guest’s arrival. The roommate’s rights to the room must be given priority with regard to guests. The roommate should not be compelled to leave the room in order to accommodate a guest, nor should he or she be placed in situations that might cause embarrassment or inconvenience. Under no circumstance will guests be issued keys.

Family Late-Night and Overnight Visitation
Residents may host members of their immediate families, regardless of gender, beyond the visitation deadline, provided that they have the approval of their roommate(s), and the family member guests are registered at the front desk. All other visitation procedures, including maximum number of guests, length of stay, and sign-in and escort procedures apply to family members.

Weapons, Firearms, and Fireworks
Students are prohibited by law from possession, use or keeping of a firearm, weapon, explosive device, dangerous chemical or any such item on University premises or at an University activity or otherwise illegally possessing a firearm, weapon, explosive device, dangerous chemical or any such item or if legally possessed, using any such item in a manner that harms threatens or causes fear to others.

No person is allowed to possess, display or ignite fireworks or explosive devices of any kind whatsoever on the campus, including in the residence halls and apartment-style living units. Violations of this policy could result in immediate removal from residential housing and/or the University.