

# ON CAMPUS HOUSING POLICIES



**RUC** | **RADFORD  
UNIVERSITY  
CARILION**  
Student Affairs

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## **Vision**

To foster communities where students participate in transformative learning and develop as leaders and engaged citizens.

## **Mission**

Radford University Carilion Student Affairs will cultivate dynamic communities that inspire personal growth, connection, and academic success in environments where students are supported and engaged.

## **Values**

- Student Learning: The heart of our work is providing experiences that promote student learning.
- Inclusion: We work to ensure that all residents are heard and have a place in our communities.
- Exceptional Service: In all aspects, we strive to provide excellent service to students, parents, and university partners.
- Responsible Stewardship: We appropriately manage our resources in a way that reflects responsibility.

## **Residential Life Staff**

There are a number of Student Affairs staff members who support and provide guidance for housing and residential life at Radford University Carilion. In addition to the Associate Vice President of Campus Life, the following staff members are here to assist students.

## **Coordinator of Student Engagement and Residence Life**

- The Coordinator of Student Engagement and Residence Life is responsible for the comprehensive management of university owned/operated/leased housing at RUC, housing approximately 100 residents and supervises the Resident Assistants. The Coordinator serves as an active and visible residential life staff member that is responsible for developing an atmosphere that promotes academic achievement, inclusiveness, personal development and a strong sense of community.

## **Resident Assistant (RA)**

- The RA living in the community is a student who has been selected for the position because of their leadership skills, demonstrated concern for the well-being of others, effective and professional communication, knowledge of university resources and willingness to accept responsibility for developing the residence hall community. RAs receive extensive training and may be the primary source for information about the

residential and university community and related assistance throughout the school year.

## **Radford University Carilion Housing and Residential Life Introduction**

The following sections contain general policies for students living on the Radford University Carilion campus. Students and student organizations who live on campus or use on-campus residential facilities are required to know and to comply with these policies. In addition to this document, residents must familiarize themselves with the rules, regulations, and policies set forth in the housing contract and the Standards of Student Conduct. As members of the residential community, residents are expected to abide by all of the standards of responsibility and behavior outlined in the Housing & Residence Life Policies. Each student who resides on campus is required to sign a housing contract prior to assignment. Residents are responsible for familiarizing themselves with the terms and conditions of the contract. Signing the contract becomes a binding legal contract between the student and the University. Failure to adhere to the policies outlined below could result in an individual being referred to Student Conduct and/or being billed depending on the nature of the policy.

### **Abandoned or Unclaimed Property**

- Abandoned property includes all property where the owner voluntarily relinquishes possession, in addition to all property left by a student in a University facility after separation from the University.
- Abandoned or unclaimed property left in the room, apartment, storage room or on the premises will be disposed of in accordance with University policy. Items remaining in a space that has been officially vacated, will be treated as abandoned property. Such items are discarded after 90 days.

### **Active Sports**

- Participating in active sports in areas not designated for that purpose is prohibited. This includes, but is not limited to, playing with sports balls, Frisbees, nerf guns, and other thrown or projected objects indoors.

### **Alcohol**

- The possession, consumption, or presence of alcohol is prohibited at all times in university operated apartments if all of the residents assigned to live in the room are under the age of 21. This restriction does not apply if at least one of the room's residents is of legal age; however, students under

the age of 21 may not consume, possess, or be in the presence of the use of alcohol in university operated apartments.

- Bulk quantities (i.e., quantities that cannot reasonably be consumed by one individual), games or devices used for the rapid consumption of alcohol, and common containers (e.g., kegs, punch bowls) are prohibited.

#### *Display of Alcohol Memorabilia & Paraphernalia*

- Plastic, glass, or metal vessels which contained alcohol at time of purchase that are decorated or on display in a student residence are not permitted.
- Students may not display alcohol signs or other related alcohol memorabilia so that they are visible from outside university operated housing.

## **Animals**

- For both resident students and guests, animals are not permitted in university operated housing unless the animal is designated as a service animal.
- Exceptions may be made for students who receive approval for a service animal or assistance/support animal as an accommodation through RUC Student Affairs. Students who receive such an accommodation are required to adhere to the policies outlined by RUC Student Affairs and must have approval before the animal is brought into the building.
- For additional information, refer to the [Radford University Animals on University Property Policy](#)

## **Approved and Prohibited Items**

### *Appliances*

- No major appliances such as a refrigerator, range, washing machine, clothes dryer, dishwasher, air conditioning equipment, microwave, deep freeze units or other appliances, regardless of size, may be installed or brought into any apartment without prior written consent from RUC Student Affairs. Small kitchen appliances (such as toasters, slow cookers, and rice cookers) are permitted in the kitchen if used following manufacturer's directions and attended while in use.
- University leased appliances, water heater/plumbing, range, air vents, or any other existing fixtures must be utilized only for their intended purpose and must not be removed or modified in any way.
- Portable heaters and portable air conditioners are prohibited in all university operated housing.

## Bicycles and Skates

- Bicycles may only be parked in designated bicycle parking areas or stored in designated bicycle storage rooms at the Patrick Henry.
- Skateboards, inline skates, roller skates, scooters, and other items with wheels are prohibited to be used inside all Radford University Carilion housing and Carilion property. Hoverboards are prohibited from the grounds and facilities of Radford University Carilion.

## Break Housing and Closing Information

- Thanksgiving/Winter Break/ Spring Break
  - All contracted residents in the Patrick Henry are allowed to stay in their university operated apartments during these breaks but must fill out the intention to stay over break form.
- End of Academic Year
  - All contracted residents in the Patrick Henry must vacate their university operated apartment within 24 hours after their last final exam.
  - Graduating Seniors must leave within 24 hours after commencement activities or receive special approval from Student Affairs.
- Summer Closing
  - All contracted residents in the Patrick Henry must vacate their university operated apartment by the end of July.
- Withdrawal from the University
  - All contracted residents in the Patrick Henry who withdraw from the university during the semester must vacate the apartment within 24 hours after withdrawal.
  - If the withdrawal occurs at the end of the semester, the resident must leave within 24 hours.
- Closing occurs at the end of the academic year and the summer term. Each closing will be strictly enforced by RA staff. For each closing, residents must turn off all lights and close all windows and remove perishable food and trash from the room. Hall meetings will be conducted before all breaks and closing with more information. RAs will enter each room during each break for health and safety inspections.

## Boarding Policy

- Radford University Carilion **Does Not** have a requirement for living in Radford University operated housing.

- Radford University Carilion **Does Not** guarantee placement in university operated housing.
- Radford University Carilion **Does Not** have assessable rooms.

### **Building Access & Keys**

- Building access is limited to building residents and their escorted guests.
- Entering or exiting buildings in any way other than through an authorized doorway is prohibited.
- Propping or attempting to force open an exterior building door or tampering with door locking mechanisms so as to allow access to a building is prohibited.
- Loaning or giving a key, student ID card, or prox card to another person or using a key, student ID, or prox card to admit an unescorted or unregistered non-resident is prohibited. Keys are tracked and lock changes can only be completed by the University with a charge; duplicating keys is prohibited.
- Entering another student's room without the invitation of the room resident at the time of entry is prohibited.

### **Disability Accommodations**

- RUC Student Affairs works to ensure that students with disabilities receive equal access to education and opportunities within the academic community. RUC Student Affairs has primary responsibility in reviewing accommodation requests and determining reasonable and appropriate accommodations.
- Students with a disability desiring assistance or accommodations should contact RUC Student Affairs office by calling 540-985-8395, visiting during office hours (8:00am-5:00pm Monday-Friday), or visiting <https://www.radford.edu/content/ruc/home/student-affairs/services.html>

### **Drugs**

- Students may not possess, use, or distribute any illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. Such possession, use or distribution is prohibited in any building or on any property owned or leased by the university.
- On July 1, 2021, the possession of one ounce of cannabis (i.e., marijuana) and/or its use became legal in Virginia for those 21 and older. The federal Drug-Free Schools and Communities Act prohibits the use or possession of cannabis on college campuses that receive federal funding. Federal law prohibits the distribution and possession of cannabis on university property or university leased property.



- Pertaining to cannabis (i.e., marijuana): the unlawful manufacture, distribution, dispensing, possession or use of marijuana is prohibited in any property owned or leased by the university.
- Possession applies to any area or property for which the student is responsible. University policy conforms to state law with regard to drug paraphernalia.
- For additional information and full university policy, refer to the Radford University [Standards of Student Conduct](#)

#### *Display of Drug Memorabilia & Paraphernalia*

- Students may not display drug signs or other related drug memorabilia so that they are visible from outside university-operated housing.

### **Facilities & Maintenance**

- Residential students have a responsibility to report maintenance concerns in a timely manner through Radford University Carilion Student Affairs staff. Residential students may be required to pay for repairs needed due to a student's improper use of university leased property or failure to report maintenance concerns.
- For maintenance services within the university operated apartment, residents can submit a request through a [Radford University Carilion Fix-It Request Form](#).
- Flushable wipes, paper towels, menstrual hygiene products, makeup wipes, and other items damage the plumbing system and are not to be flushed. Nothing besides human waste and toilet paper should be flushed down the toilet.
- Students cannot make alterations to the existing plumbing of a room or apartment.
- All plumbing concerns, including clogs and floods, must be reported to or addressed through the Radford University Carilion Student Affairs office by calling 540-985-8395 or visiting during office hours (8:00am-5:00pm Monday-Friday) or after hours calling the RA Duty phone. Chemical drain cleaners, such as Drano, can damage university plumbing. Do not use chemical drain cleaners or knowingly dispose of hazardous chemicals in housing toilets, bathtubs, shower stalls, or sinks.
- No alterations or modifications are to be made to any university operated housing.

## **Fire Safety**

### *Electrical Safety*

- Students may not possess multiple-outlet connections unless they are a “temporary” power strip with a built-in circuit breaker that is clearly marked, carry an Underwriter's Laboratory (U.L.) approval, have a maximum load of 15 amps, and are plugged directly into a wall electrical outlet. Possessing an extension cord or configuring cords to function as extension cords is prohibited. Electrical cords cannot be placed under items other than a rubberized cord protector. All electrical items must be directly plugged into a wall outlet or “temporary” power strip (with built-in circuit breaker) marked with UL approval and carry no more than 15 amps. Power strips cannot be plugged into each other. Multi-plug adapters are not permitted.
- Lightbulbs for any lamps should not exceed the recommended wattage printed on the lamp.
- Students may not tamper with breaker boxes, electrical outlets, wireless access points, or network ports.

### *Safety Equipment*

- Where required, all residents must check and/or verify that smoke detectors are fully functioning and record the checks, in accordance with state regulations and university policies.

## **Guests/Host Responsibilities**

- A guest is any person who visits a room, suite, apartment, or any residence hall/university operated apartment facility where they do not live or have an assigned space. A host is a resident of a room, suite, apartment, or building who has invited guests. Hosts are responsible for the actions of their guests and are expected to remain with their guests at all times. Guests may not be in a building or room unaccompanied. Hosts must have permission of all room occupants to have a guest over. If a guest is asked to leave by an occupant who is not the host, the guest must comply and leave the building.
- Pets cannot be registered as guests.

### *Room/Suite/Apartment Capacities*

- The maximum capacity for a university- operated apartment is eight individuals including the residents.

### *Overnight Guest*

- Hosts may not have overnight guests for more than two consecutive nights within a seven-day period and visits should be sporadic in nature

(three or less visits per month) and may not have more than two overnight guests at once.

- Residents may not host guests who have been restricted from any residence hall/university operated apartment. Registered guests who violate university policy or state/federal/local laws may be removed from university property.
- Minors under the age of 18 years of age are not allowed as overnight guest(s); Visitation hours are observed as the same as Quiet Hours.
- Under no circumstance will guests be issued keys, access cards, or mattresses.
- All guests who will be in university operated housing outside of Quiet Hours must be registered as an overnight guest through RU Involved 24 hours in advance. All registered guests must show proof of approval if requested by any RUC Student Affairs staff member or RA. Guests must always keep this registration confirmation with them, and it must be shown upon request to any University personnel.

#### *Emergency Overnight Guest*

- In case of an emergency, exceptions can be made to the overnight guest timeline. Residents should talk with their RA for guidance in this situation.

### **Health and Safety Inspections**

- RA staff will complete Health and Safety inspections of apartments. Health and Safety inspections are visual inspections of each living space, including students' rooms for safety and sanitary conditions, as well as fire, safety, and adherence to code violations of university policies. It is not university policy to open drawers unless there is sufficient evidence to warrant a concern that there is a violation. These inspections will be announced in advance. These inspections are intended to provide a safe and comfortable living environment for all residents.
- These inspections happen every month and during low-occupancy periods like academic breaks. RA staff will provide instructions about each of these inspections.

#### *Plain View*

- The Division of Student Affairs is guided by the "Plain View Doctrine", which means that all Student Affairs staff are legally obligated to report unlawful acts in "plain view." If an illegal item (e.g., weapons, drugs) is found in plain view by staff, that item may be confiscated and, in an incident, report may be done, using the item as evidence. Items will be reported to Radford University Police.

## Lofts and Bunk Beds

- Radford University Carilion does not permit students to bring or construct lofts/ or bunk beds within the university operated apartments.

## Mail

- Resident mail is delivered directly to assigned mailboxes in the Patrick Henry via the United States Postal Service. Residents' mail should be addressed as follows:
  - Name of Resident  
611 S Jefferson St  
Student Apt #  
Roanoke, VA 24011
- Students who leave the Patrick Henry due to withdrawal or graduation from the university will need to complete a change of address form through the USPS in order to have mail forwarded. Student Affairs staff are not responsible for mail delivered after a resident departs.

## Move In and Move Out

- When moving into a university operated apartment, students must check in with Student Affairs. A student will be considered to have taken possession of and responsibility for a campus room when they receive a room key, reside in the room, or place belongings in the assigned room.
- A student may not transfer, sublet, loan, or assign the room to another person under any circumstances. A student not assigned to a room may not take up residence within it.
- A room change can be considered in cases of roommate conflicts after those wishing to make a change have made a sincere effort to resolve their differences and have participated in the mediation process. Residents may not attempt to force a roommate to move out of the room or prevent a new roommate from moving in. Students may not intimidate others within the hall or prevent their reasonable use of facilities.

## Noise

- As university operated housing is part of an academic environment, residents and guests must be considerate of noise 24 hours a day and seven days a week.
- Noise, including but not limited to, voices, amplified music, televisions, musical instruments, computers, alarm clocks, and radios, must be maintained at a level that does not disturb other residents.

- Residents may not amplify sound from windows to the outside.
- Residents are expected to comply with staff request to lower noise levels.
- During Quiet Hours, noise that can be heard outside of a room or building is prohibited.
- Normal designated Quiet Hours are as follows:
  - Sunday-Thursday: 10:00pm – 8:00am
  - Friday – Saturday: 12:00am - 9:00am
- All other times are considered Courtesy Hours, meaning that residents and guests must be considerate of noise levels and mindful of the community.
- Quiet Hours at other times, such as finals week, may be designated and posted by Radford University Carilion Student Affairs.

## Posting

- Any advertisements or posters hung in university operated housing areas must first be approved by Radford University Carilion Student Affairs.
- In order for a flyer to be approved for distribution, it must include the following information: name of event, date/time/location of event, contact name with Radford University email address and phone number, name of sponsoring Radford University club/organization/department, and the name of the charitable organization funds raised from the events will benefit, if applicable.
- Posters and advertisements must be hung by Radford University Carilion Student Affairs staff only in approved locations. No advertisements or posters may be hung on stairwell doors or within stairwells.
- Flyers advertising the following are not permitted:
  - Gambling, raffles, lotteries, tipping, for-profit sales, alcohol/drugs, or events where alcohol/drugs are sold/consumed.
  - Non-Radford University employment opportunities, non-university direct donations to support a club or organization, or solicitation for businesses and services.
- For additional information, refer to the [Radford University Posting, Chalking, and Distribution of Informational Materials Policy](#)

## Room Decorations, Renovations, and Alterations

### *Decorations*

- Wall coverings, such as, but not limited to, paper, posters, pictures, tapestries, wreaths, etc., cannot cover more than 50% of walls within student rooms. All wall decorations must be hung at least 12" lower than the ceiling. Items that are flammable may not be placed on student

room doors or other areas restricted by state fire code. No more than 50% of the door leading to main hallway can be covered.

- Any curtains, drapes, or wall/window coverings in rooms must be fire treated or made from fabric that is fire retardant. If coverings are already fire treated, students must have proof of treatment. This proof can be an attached manufacturers tag, a receipt for professional treatment or the can of spray treatment used. No curtains or draperies should be hung at or near doorways.

#### *Ceiling Clearance*

- Attaching items to the ceiling of the room or from sprinkler head(s) or hanging items in such a way as to cover the ceiling is prohibited.

#### *Candles and Incense*

- Possession and/or use of candles, incense, oil lamps, or any items that produce an open flame are prohibited in all university housing.

#### *Paths of Egress/Entrance*

- Access to windows, doors, and corridors must be kept clear for emergency egress. No items are permitted outside of room doors in hallways.

#### *Furniture*

- Students may not remove university property from its designated location. This includes furniture provided in student rooms, as well as common area furniture, apartment furniture, and furniture in lounges and study spaces. Residents may have non-University issued furniture in their rooms provided it does not create a fire hazard, safety hazard, or obstruct paths of egress. Residents may not make repairs, modifications, or alterations to any University property or furniture. Residents must follow all guidelines for lofting beds as established by Radford University Carilion Student Affairs.
- Students are not permitted to have waterbeds or beds larger than twin-size in the residence halls. Bringing full sized beds (or any beds larger than twin size) is prohibited.

#### *Screens and Windows*

- Window stoppers may not be removed from windows in apartment space.
- Students may not enter or exit rooms, suites, or apartments through windows. Students may not hang items out windows.
- Students may not throw, drop, or otherwise dispose of anything out a window. Posters, artwork, or other materials facing out the window, so

they are visible from outside the building are prohibited unless approved by the Radford University Carilion Student Affairs.

### **Roofs, Balconies, Ledges and Restricted Areas**

- Students are not permitted on any roof, balcony, ledge, or other restricted area. Students may not climb on, or over balconies, to enter or exit a room, apartment, or building. Students may not throw, drop, or otherwise dispose of or hang items from elevated locations.

### **Room Assignment**

- Residents may only occupy their assigned bed/bedroom and may not live in or occupy any other bed/bedroom than the one to which they are assigned.
- All room assignment changes must have prior approval by Radford University Carilion Student Affairs.
- Exchanging or transferring apartment or room assignments without prior approval of Radford University Carilion Student Affairs staff is prohibited.

#### *Roommate Conflict and Agreements*

- A roommate agreement is a process that empowers residents to outline how they will share living space with their roommate(s) for the academic year. This agreement is a living document and may be revised and updated throughout the year.
  - Roommate Agreements must be signed and completed during the first week of classes. Each resident from the assigned apartment must meet all together with their RA to complete this form.
- During the first two weeks of classes in both fall and spring semesters, unless the situation involves a health or safety issue, roommates are not split up.
- If the first attempt at resolving the conflict among roommates is unsuccessful, it is important to engage the RA in the process to serve as a facilitator in a scheduled discussion to assist roommates to come to a mutually agreeable solution. RUC Student Affairs encourages students to resolve issues on their own in a direct, respectful, and courteous manner and to come to a mutually agreeable solution.

### **Room Condition**

- All residents will complete a room inspection when moving into a room, which contains an initial inspection report of the room's condition and furnishings. It is the responsibility of the student to review the room

inspection for accuracy, completeness, and condition. When a resident moves out of a room, hall staff will use the initial room inspection document to assess the room condition and mark any changes from the initial condition. This assessment may result in charges for damages or cleaning.

- Residents must keep rooms, bathrooms, and other common areas in clean and in acceptable condition, including when preparing for university breaks. Residents must regularly dispose of trash and recyclables into designated locations.
- Residents must keep their room or apartment in a condition that is ready to accept a roommate when a vacancy exists within that room or apartment. This includes keeping a bed, closet, drawer space, and desk clear from belongings.
- Odors originating from inside a student room must not be detectable outside the room.

### **Room Responsibility**

- Students are responsible for behaviors which are in violation of the Standards of Student Conduct that occur in a student room, apartment, or common area.

### **Sexual Misconduct**

- All complaints of alleged discrimination, sexual harassment, harassment based on protected characteristics or statuses, and sexual misconduct (to include sexual assault or sexual violence, dating violence, domestic violence, sexual exploitation, and stalking) are governed exclusively by the University's Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy and Discrimination Grievance Procedures.
- For additional information, refer to the (University's [Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy](#))

### **Sexual Offender Restrictions**

- Any individual who must register as a sex offender is prohibited from living in university-controlled housing facilities

### **Smoking & Vaping**

- Radford University Carilion adheres to all rules, regulations, and laws of the Commonwealth of Virginia regarding tobacco use. Students should be aware that as of July 1, 2019, purchase or possession of any tobacco product, nicotine vapor product, or alternative nicotine product is prohibited for people under the age of 21.



- Smoking is prohibited in all areas of university leased buildings and designated non-smoking areas on campus and at building entrances.
- Smoking includes any type of lighted or heated tobacco, including burning of any pipe, cigar, or cigarette product, as well as smoking substances that are not tobacco. This includes hookahs, vaporizers, and electronic smoking devices or instruments.
- For additional information, refer to the university [Smoking Policy](#)

## **Weapons**

- The following prohibited behaviors are considered violations of the Standards of Student Conduct;
  - Possessing, carrying, maintaining, or storing of any firearm or weapon by any person, except a police officer, are in violation of the University's [Weapons Regulation](#) on any University property or university-leased property.
  - Weapons include any instrument carried or used for the purpose of inflicting or threatening bodily injury (e.g. firearms, airsoft/pellet guns, knives, and stun guns/tasers).