

Policies for University Housing

All students in University Housing are responsible for all policies and procedures described in the University Housing Contract and listed below. Persons violating any policy in University Housing will be held responsible through Towson University's Code of Conduct..

Section I - Policies for On-Campus Housing

1. Alcohol

The purchase, possession, transportation, storage and consumption of alcoholic beverages on the Towson University campus is permitted only in accordance with Maryland state, county and municipal laws, and University policies, and Housing Policies, as outlined below. Students consuming alcohol in On-Campus Housing are expected to respect their surrounding community as well as their own personal health and safety. Additionally, behavior that encourages or contributes to excessive alcohol consumption is prohibited.

- a. It is prohibited for any person under the age of 21 to purchase, possess or consume alcoholic beverages. Any person consuming alcohol must be able to produce appropriate identification with birth date upon request.
- b. It is prohibited for any person under the age of 21 to knowingly and willingly make any misrepresentation or false statement as to his/her age.
- c. It is prohibited for any person to purchase, serve or sell alcoholic beverages to an individual who is under 21.
- d. It is prohibited for any person, regardless of age, to possess open containers of any alcoholic beverage in a public place. In On-Campus Housing, public areas are anywhere outside of a student room or apartment.
- e. Public intoxication is prohibited. Those conditions considered to indicate intoxication include but are not limited to: affected manner or disposition, speech, muscular movement, general appearance or behavior as apparent to the observer.
- f. Guests (student or non-student) who are of legal drinking age may consume alcoholic beverages only in rooms/apartments where a resident is at least 21 years of age, and only when the of-age resident is continually present while alcohol is being served.
- g. No guests(student or non-student) under 21 may be present in a room where alcoholic beverages are being consumed.
 1. Residents under 21 assigned to rooms or apartments where roommates are over 21 are not required to leave room if others are drinking, but must not consume alcohol and are expected to follow all applicable alcohol policies.
 2. In rooms where there are residents both over 21 and under 21, no more alcohol beverage containers can be open than the number of individuals over 21 who are present.
- h. Alcoholic beverages, empty or full alcoholic beverage containers, alcohol paraphernalia, or decorative/hobby collection(s) of alcoholic beverage containers are permitted only in student rooms/apartments of residents who are of legal age. Drinking games of any type and drinking game paraphernalia are prohibited.
- i. It is prohibited to have multi-quart containers or kegs in On-Campus Housing at any time. Such containers include, but are not limited to; kegs, pony kegs, beer balls, handles, and any other container holding greater than a single quart of an alcoholic beverage. Residents of 21 may have no more than one 30-pack of beer in their possession.

2. Building Access

- a. Students may not enter the residence halls when the halls are closed for breaks or between semesters unless they have a contract for and are assigned to a designated building that is open during these times.
- b. All individuals who enter On-Campus Housing must show proper identification to university personnel with residents showing their OneCard. All guest must be registered and be with a building resident at all times (see [section 11](#)). Residents may have no more than five(5) guests

registered at any one time (an exception of the five guest policy may be granted by the Residence Life Coordinator). Guests must wait for their host before entering the building. Unauthorized access will subject violators to arrest for trespassing and/or judicial action.

- c. Entering and exiting of residence halls is permitted only through designated front doorways. Doorways may have restricted hours of access. Entry or exit through windows, loading docks or unauthorized areas is prohibited.
- d. It is prohibited to enter, exit or allow anyone to enter, or exit through any door other than the front doorways, except when the fire alarm is sounding.
- e. NOTICE TO ALL PERSONS ENTERING CAMPUS HOUSING FACILITIES: The University will enforce all applicable University and housing policies. Guests are prohibited from bringing alcoholic beverages into On-Campus housing regardless of age. Admission to On-Campus Housing facilities, by both residents and guests, may be conditioned on an inspection by the University of any packages, bags, pouches, or other such portable items that can be used to carry, contain or conceal prohibited items, including alcoholic beverages.
- f. University staff that are authorized to enter and work in university housing must either be in clearly identifiable uniforms and/or have their valid TU ID card displayed. Any staff entering university housing must present a valid ID upon request.

3. **Damage Policy**

Damage to or misuse of property, whether university property or property belonging to other person(s), is prohibited.

4. **Disorderly or Disruptive Conduct**

Disorderly or disruptive conduct is prohibited anywhere within a building (i.e., rooms, hallways, lounges, lobbies, stairwells, etc.). This is conduct that threatens, harms, or interferes with regular or normal functions of a on-campus living environment. Such conduct includes, but is not limited to, fighting, excessive noise, public disturbance, harm to self or others, and lewd or indecent conduct.

5. **Compliance with Staff**

Every resident is required to follow all written and verbal directives or requests of University staff promptly and act in an appropriate and civil manner. Failure to accurately identify oneself to staff or to comply with staff in performance of their duties is prohibited.

6. **Doors**

- a. The state fire code requires that doors be closed in most residence halls and apartments. Tampering with doors or preventing the door from latching is a violation of fire and safety policy. Propping open quad doors is prohibited.
- b. No additional locking device may be placed on any university door (room, bathroom, suite, quad or closet).
- c. At no time shall an individual compromise the security of others by propping open an exterior residence hall door.
- d. Propping open stairwell doors is prohibited.
- e. Quad doors in Newell, Richmond and Residence Tower shall not be propped open or have the locking device tampered with by any means that would prevent the door from locking/latching.

- f. The corridor bathroom doors in Richmond, Newell, Ward, West, Prettyman and Scarborough shall not be propped open or have the locking device tampered with by any means that would prevent the door from locking/latching.

7. **Drugs**

- a. Residents and guests must follow state and federal laws and university policy that prohibit the possession, use, distribution or sale of marijuana, illegal narcotic drugs, or illegal substances. Drug-related paraphernalia is prohibited.
- b. It is prohibited for any guest/visitor to be in a room where marijuana, illegal narcotic drugs, or illegal substances are present or are being used.

8. **Fire Safety**

A violation of any policy listed below may result in judicial action and/or immediate termination of your Housing Contract.

- a. *Fire Alarms*
Each student present on a floor where a fire alarm sounds must immediately leave the building. Once outside the building, persons may not enter a building while the alarm is sounding anywhere in the building. The building may be entered only after instructions are given by the appropriate official. For safety reasons, fire drills will be routinely scheduled during the semester in all residence halls and apartments.
- b. *Fire Safety Devices*
Fire alarms and fire extinguishers are located on every floor in every building. Familiarize yourself with their locations.
- c. *Fire Precautions*
Precautions must be taken against fire, and smoking is prohibited in all On-Campus Housing.
- d. *Candles and Open Flames*
The possession of candles is not permitted in On-Campus Housing. The use of objects with open flames is prohibited.
- e. *Obstructions in Room*
No items inside a student room, quad or apartment shall obstruct the doorway or impede exiting or entering the room. This includes furniture, curtains, hanging beads, clutter on the floor, wires or any other object that could impede entry or exit. Additionally, a clear view from the doorway into the room, quad or apartment is required. Therefore, no items shall block the view into the room (e.g., curtains, furniture, linen, sheets, paper, etc.).
- f. *Items on Fire Equipment and Sprinkler System*
No items may be hung, adhered or affixed to any fire equipment including sprinkler systems.
- g. *Wires on Floor*
Wires shall not be placed in an area where they can be stepped upon. Wires must never be taped to the floor/carpet. This includes wires from power cords, speaker wires, cable TV coaxial, phone wires, etc. If wires are in a foot traffic area, they must be in a cord cover that is Underwriters Laboratory (UL) approved. Residents need to assure that wires are not located where they can be worn or damaged. Note: Students should take caution when running wires along the walls, around doorframes, and behind furniture. Make sure that the wires are not pressed against any furniture that may move and cause damage. Any damaged wires must be discarded. Also, wires may not be attached to or hung from the ceiling (see [Room Decorations](#)).
- h. Persons whose actions cause a fire alarm to sound, interfere with a fire alarm system or with fire fighters, tamper with, inappropriately use or remove fire extinguishers or other fire safety devices, including sprinkler systems, smoke detectors, exit signs, call boxes, and room alarms are subject to judicial action and removal from University Housing. Behavior that activates the fire/safety system

will be considered a major safety policy violation.

9. Furnishings and Appliances in Student Rooms

- a. All rooms are furnished with single beds (some can be bunked), dressers (except Newell and Richmond Halls), desks, chairs, and a university approved MicroFridge (except Towson Run). All of the residence halls have carpeting and draperies or blinds in each room.
No university furniture can be removed from the student room.
- b. You will need to provide your own linens, pillow, desk lamp and wastebasket.
- c. Tubular halogen light bulbs in torchiere-style halogen lamps are not permitted in student rooms unless they meet the following: 1) are manufactured after February 5, 1997, the bulbs are 300 watts or less, and meet UL revised performance standards; or 2) lamps with bulbs that are 300 watts or less and have a wire guard over the bulb which meets new UL standards.
- d. Individual air conditioning units are not permitted.
- e. The only electrical cooking appliance that is allowed in student rooms is the university provided MicroFridge and single cup coffee makers (e.g. Keurig). Other refrigerators, freezers, or microwaves are prohibited. The possession of other electrical cooking appliances is prohibited in student rooms, including Towson Run bedrooms. In Towson Run kitchens, students may store and use only Underwriter Laboratory (UL) or Factory Mutual (FM) approved appliances with an enclosed heating element. Heating or cooking devices that utilize flammable liquids or flammable compressed gases are strictly prohibited from use in university housing by fire code. Any student who uses an illegal appliance will be required to remove it from the building. Continued violations will result in judicial action.
- f. Extension cords are prohibited for use in University Housing for any purpose. All electrical appliances must either be plugged directly into the wall outlet or plugged into an Underwriter Laboratory (UL) or Factory Mutual (FM) listed power strip that contains a circuit breaker or a replaceable fuse. Electrical items with frayed electrical cords or damaged plugs should be either repaired or discarded. For appliances with 3-pronged plugs, the third grounding prong should never be removed and must be plugged in appropriately. Electrical cords/power strip cords should never be run under mattresses, rugs, carpeting or other potentially combustible materials (See [Fire Safety](#), Section 10g).
- g. The misuse of or failure to properly attend any electrical appliance (e.g., iron, hair dryer, etc.) is prohibited. This includes items with frayed wires or ground plugs that have been altered.
- h. Mattresses are to be used on the bed frames provided and not on the floor. All beds, except bunk beds, must remain on the floor and may not be elevated in any manner. Waterbeds, other beds, any large pieces of furniture, (i.e., wardrobes, dressers, etc.) may not be brought into the residence halls. Furniture is to remain upright and used as designed and is not to be disassembled in any manner. Furniture may not be stacked.
- i. Lounge furniture that is provided for the general use of all students in the quad or lounge area and is not to be removed for use in individual rooms. Assigned furniture not found in the lounge at the end of the semester will be billed to the residents of that immediate area.
- j. Newell and Richmond Halls Quads: All furniture in the quad must stay in the common area. It cannot be removed from the common area which includes moving it into student rooms. Furniture in other public areas in the building cannot be moved into the quad common area.
- k. Towson Run: All furniture in the apartment must stay in the apartment. Furniture in other public areas in the building cannot be moved into the apartment.

10. Gambling

Gambling is not permitted in On-Campus Housing.

11. Guest/Visitor and Escort Policies

- a. Only those students who have been officially assigned, who have paid housing fees, and have a signed housing contract on file, may reside in On-Campus Housing. The use of the assigned living space by persons other than those officially assigned to the space is prohibited. Each resident contracts equally for a room and adjoining living space and is entitled to privacy as well as the right to sleep and study in his/her room. The person entertaining guests is expected to go elsewhere, not the roommate.
- b. Guests are not a right but solely a privilege granted by the roommate(s).
- c. Residents wishing to host guests must first acquire permission in advance from their roommate(s). The resident hosting guest(s) is expected to go elsewhere when the roommate(s) has not granted permission. When permission is granted by the roommate(s), a resident may host no more than three (3) overnight guest(s) for no more than three nights in a seven day period. There can be no signs of cohabitation that include repeated stays by guests which might include keeping belongings in the room.
- d. Non-students and non-resident students are limited in the number of times they can be an overnight guest. They can stay overnight no more than 10 days during any 30 day period anywhere in on-campus housing regardless who hosts them.
- e. Any person who wishes to enter a building in which they do not reside must be a guest of and accompanied by a resident of that building at all times (see [section #2](#)). Hosts must register all guests. Guests must keep their valid guest registration slip with them at all times and present it to university personnel when requested. Guests must be escorted at all times by a resident of that building when traveling inside the building. Guests without a host or who are not escorted will be required to leave.
- f. The host that registers a guest is responsible for that guest and for making sure their guest adheres to all university and housing policies and will be held accountable for their guest's behavior. Financial assessments resulting from damages, destruction of property, or violations of policies by a guest are the responsibility of the host. Hosts are expected to have their guests leave when directed by university personnel. It is prohibited for a resident to allow any person who is banned from a building to visit their room or provide entry into a building.
- g. Quad and corridor bathrooms are designated by gender. The entry of quad or corridor bathrooms by persons of the opposite gender is prohibited.

12. Health Insurance

All on-campus students are required to have health/hospitalization insurance. If not covered by a family policy, the student may purchase the university's insurance plan. Students are legally responsible for any medical expenses incurred during enrollment at Towson University, and the university will not be responsible for any medical expenses.

13. Missing Student Notification

This section applies to students residing in any university or privatized/affiliated housing (collectively "housing").

- a. Students, employees, or other individuals should report that a student has been missing for 24 hours to the Towson University Police, or to the appropriate Residence Life staff member (i.e., Residence Life Coordinator or Resident Assistant). Any official missing student report will be referred to the Towson University Police.
- b. Each student in housing may identify a contact person to be notified within 24 hours of the determination by Towson University Police that the student is missing. Students may identify the

contact person on the Housing and Residence Life student information card (which is filled out at the building community center) upon moving into their building.

- c. Contact information will be kept and maintained confidentially. It will be accessible only to authorized campus personnel, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
- d. If a student under 18 is determined by the Towson University Police to be missing, the University must notify a custodial parent or guardian, in addition to any contact person designated by the student, within 24 hours of the determination that the student is missing. Whether or not a student names a contact person, the University will notify the appropriate local law enforcement agency that the student is missing within 24 hours of the determination that the student is missing.

14. Quiet Hours

All Areas (except Douglass Hall)

Hours: Sunday - Thursday 10 p.m. until 8 a.m.

Friday - Midnight Saturday until 10 a.m. Sunday

Douglass Hall

Hours: All Days - 8 p.m. until 10 a.m.

Friday & Saturday 10 p.m. until 10 a.m.

Note: These are minimum mandatory quiet hours. Each living unit may vote to extend (but not to shorten) the length of quiet hours for their floor or wing

Quiet Hours: When quiet hours are in effect, noise shall not penetrate another room, and thus, noise should not be heard one door away.

Courtesy Hours:(When quiet hours are not in effect) Noise shall not disturb others or controllable noise shall not be heard three doors away or one floor above or below or outside of the building. An individual's right to study or sleep always takes precedence over another individual's controllable noise. Noise shall not be heard outside of a building.

In and Around Buildings: During quiet hours, noise in and around buildings should not be loud enough to be heard inside. This includes porches, entrances, under room windows, etc. Note: Musical instruments with an amplifier (e.g., guitars, etc.) can only be used with headphones regardless of the time of day.

Finals Week:During finals week, 24-hour quiet hours will be in effect beginning at 10:00 p.m. on the day before the first exam and will stay in effect through the last exam.

15. Residents' Responsibilities

- a. Rooms

Residents are responsible for all behavior that takes place in their rooms. (See [Guest Responsibility](#), 13e)

- b. Quads

Students living in quads are responsible for the common area shared within the quad. This includes all behavior which takes place in the shared living area within the quad. The quad common area may be entered at any time by staff.

16. Room and Apartment Capacity

Maximum Occupancy Limits:

To help ensure safe evacuation, the following occupancy levels represent the maximum number of individuals allowed in a given space at any time (including the residents):

- a. Single Rooms: 4
 - b. Double Rooms*: 8
 - c. 3-Capacity Rooms: 10
 - d. 4-Capacity Rooms: 12
 - e. 1- Bedroom Apartments: 12
 - f. 2- Bedroom Apartments: 16
 - g. 4- Bedroom Apartments: 24
- *Including fall tripled rooms in the Glen Complex

17. Room Decorations

No items may be attached to or hung from the ceiling. Residents are not to attach items to any other surface (wall, door, floor or furniture) unless an adhesive is used which will not cause any marks or damage. You may not use glue, nails, tacks, staples or screws. No papering or painting of rooms or furniture is permitted. Certain residence halls contain moldings that can be used to hang decorative materials. Students will be financially responsible for removal, repair or any damage caused by room decorations.

All decorations must meet all applicable university policies. These policies include:

- a. Fresh-cut trees are prohibited.
- b. Dried vegetation (cornstalks, dry moss, leaves, sawdust, etc.) is prohibited.
- c. All decorations must be at least three (3) feet away from a heat source.
- d. Electrical light sets must be UL or FM labeled and identified for indoor use. No extension cords can be used, they cannot be attached or hung from the ceiling, and no more than three (3) strings of lights shall be connected together. Light sets must be turned off whenever the room or apartment is unattended. Also, please see [Fire Safety](#), section 10d.

18. Room Entry and Inspection

- a. The university shall have the right to enter the student's room to enforce the Code of Student Conduct and university policies and regulations and to otherwise carry out its responsibility to maintain discipline and order consistent with its educational mission. The right of entry shall include the right to inspect the room to protect the health and safety of students and university employees and/or agents, to maintain order and discipline and to keep the rooms in good order and repair.
- b. In the event the university enters a student's room, it shall make reasonable efforts to provide the student assigned to the room reasonable notice of entry. Advanced notice need not be given; however, if the university, in its discretion, believes that such notice will interfere with its ability to maintain order and discipline, or endanger the health and safety of students and/or university employees or where immediate entry is deemed necessary to protect and/or to maintain property, or where immediate entry is otherwise allowed by law.
- c. When a resident initiates maintenance or housekeeping requests, appropriate personnel are authorized to enter the room to provide service without notice.
- d. Entering or allowing other persons to enter a student's assigned room (or apartment) without permission at the time of entry of a resident of that room (or apartment) is prohibited. Students living in suites shall not enter or allow others to enter the adjoining room through the bathroom without permission of a resident of that room. Staff will not admit a person into a room (or apartment) that is not the resident's.
- e. You are expected to respond to staff who identify themselves and you are to open your door.

19. Restricted Items

- a. *Incense*
The possession of incense is not permitted in On-Campus Housing.
- b. *Hazardous Materials*
The possession, carrying or use of explosive items, hazardous materials or chemicals, e.g., bullets, fireworks, firecrackers, etc., is prohibited.
- c. *Weapons*
Students or guests (including those licensed to have a weapon) may not bring any item categorized as a weapon into On-Campus Housing at any time. Prohibited weapons include knives with blades greater than three (3) inches in length, archery equipment, bayonets, firearms (e.g., guns, rifles), swords, all types of martial arts weaponry, paint ball guns and any device capable of casting a projectile.
Persons participating in programs that involve the need to use any of these items must find alternative ways of storing them other than bringing them into the residence halls.
- d. *Pets*
Pet fish are allowed in University Housing. They must be kept in tanks smaller than 10 gallons, without electrical equipment. No other pets or experimental animals (living or dead) are allowed.
- e. *Athletic and Recreational Activity and Equipment*
Athletic and recreational activity or the use of athletic and recreational equipment is prohibited in and immediately outside On-Campus Housing. This includes the use of bicycles and skates.
- f. *Offensive items or language*
Offensive items or language shall not be displayed on a door (i.e., room, suite, quad, or apartment) or be viewable from outside a room, quad, suite, or apartment..

20. Security

- a. *Room Security*
Keep your door locked at all times. Do not open your room door unless you know the person. Staff will identify themselves.
- b. The university is not responsible for the loss or damage of personal property of residents. Residents are advised to carry personal property insurance, and to remove all valuables from their rooms during vacation periods.
- c. Uniformed security personnel that are stationed in the residence halls act as university officials.

21. Smoking

Towson University is a smoke-free campus. Therefore, smoking is prohibited in all on-campus housing. Please see the [TU Smoke-Free Policy \(PDF\)](#) for complete details. Water pipes and similar devices (e.g., hookahs, etc.) are prohibited.

22. Solicitation and Advertising

To protect the privacy of residents, commercial activities and door-to-door solicitation or distribution of materials are prohibited in the buildings or on the grounds of University Housing. Advertising must follow established university and Housing and Residence Life posting policies. No advertising or posting may be placed on the outside of buildings, windows, or doors. These policies apply to all individuals and groups except when written permission has been specifically granted by the Assistant Vice President of Housing and Residence Life or his/her designee.

23. Surveillance Devices

Use of surveillance equipment or any electronic device that invades the privacy of any person is prohibited.

24. Unauthorized Possession/Theft

Persons are prohibited from theft or the unauthorized possession of the property of another.

25. Windows and Screens

- a. Windows and screens are not to be removed for any reason. If they are removed, the student occupant(s) are subject to judicial action and will be charged for labor costs for their replacement, as well as any damage caused.
- b. No objects may be thrown or dropped from windows, balconies or other elevated areas.
- c. No items may be hung or displayed outside of a window or anywhere on a building.
- d. Offensive items or language may not be displayed in or viewable from windows.
- e. In the Residence Tower, it is prohibited to have the windows open.

Section II -- Policies for University Housing

26. Bicycles, Motorcycles, Motor scooters

Bicycles are allowed inside on-campus housing only in student rooms and apartments provided they do not restrict entry or exit or violate any other policies. Bicycles cannot be left in any public area including stairwells, lounges, and lobbies near entrance doors, or locked near entrance doors either inside or outside of the building. Bicycles cannot be left in the quad area of the residence hall. Motorcycles, motor scooters, mopeds and/or other fuel-powered vehicles are not allowed in On-Campus Housing and must be parked in accordance to university parking regulations. Bicycles may not be used in and around the building (See "Restricted Items", 18e.). Bicycle racks are provided outside of many buildings and can be used to store bicycles.

27. Check-in Procedure

Immediately upon occupying a room, a student reviews the Room Condition Report. Any damage or missing items must be noted at this time. It is the student's responsibility to return this form to the designated staff member in the building as soon as possible after checking in. Room occupants will be held financially responsible and accountable for unnoted damages or missing items.

28. Check-out Procedure

(Please see the "[Withdrawals](#)" section if you are leaving during the school year.)

All student rooms, furniture, bathrooms, private lounges and corridors must be clear of personal belongings, free of debris, and clean prior to the time the student checks out of the residence hall. To avoid charges, furniture must be placed where it was located at the time of check-in. The check-out procedure consists of three steps:

- a. Clean your room and surrounding areas.
- b. Your room will be inspected by a Housing and Residence Life staff member who will check the condition of your room against the Room Condition Report filled out at the beginning of the semester. (The student will sign the form to verify all information recorded. Final billing assessments will be made based on any discrepancies found by the Housing and Residence Life staff member.)
- c. Return all keys at your residence hall office.
Room (or apartment) occupants will be held responsible for the condition of their room (or

apartment), the furnishings in the room (or apartment) and any damages to the room (or apartment) or furnishings that occur during occupancy.

After a resident checks out of a room, the university will, at its discretion, make a reasonable effort to keep found tangible personal property. The university will keep found tangible property for up to one year for the student to claim. After this time, the items will be discarded at the university's discretion. The student will be billed for any storage or disposal costs. Items that will not be kept include papers, books, perishable items, food, trash, personal furniture, or other items of little or no value.

29. Damage Policy

- a. Damage to or misuse of property, whether university property or property belonging to other person(s), is prohibited.
- b. Each student is responsible for the general condition of the assigned premises, including damages, defacement and general order. Room occupants will be held responsible for the condition of the room and the furnishings in the room, and for any damages that may occur during occupancy. Charges for damages or defacement will be assessed to the occupants. Continued or excessive damages in University Housing will result in contract termination. Damages resulting from inappropriate behavior or unintended use of equipment or facilities will be charged to the responsible student. (See [Housing Contract](#)).
- c. Common Area – When damages or defacement of common use areas, such as bathrooms, lounges, recreation rooms or corridors occur, they may be assessed to individuals identified as responsible. When individual responsibility cannot be determined, residents may be held collectively responsible, at the university's discretion, for damage, theft, loss or special service to the assigned space, to common areas or to university fixtures, furnishings or property within them. An equal portion of the charges will be assessed to each student in the assigned space, building, or residence area, as appropriate.
- d. Students are not permitted to perform maintenance tasks or paint any part of the accommodations. A university work order, available from the front desk in your building or from your Community Center, should be completed when maintenance tasks are needed. Tampering with or altering hardware on doors, including locks, hinges or closures, is considered a fire and safety violation.
- e. Moving university equipment or furniture from the room or other areas is prohibited. Altering or tampering with the heating or electrical systems is prohibited as well. Windows and screens are not to be removed from their proper positions. Closet doors may not be removed.
- f. Residents held responsible for damages or losses will be billed by the Department of Housing and Residence Life and must make payment immediately upon receiving the bill. Any question or appeal about a bill must occur within 30 days of the date on the bill.

30. Keys

- a. Students will receive their room keys at their assigned residence hall upon official check-in. All residence halls use the student ID (OneCard) for outside door access. Residents are prohibited from giving their OneCard to another person.
- b. Take all precautions not to lose your keys. You may not lend your key or ID access card at any time.
- c. Students who lose or fail to return room keys when required will be charged for the cost of the keys and a lock core change.
- d. Should you temporarily misplace your key, you may sign out the spare key available at the desk for your assigned building. The spare key is to be returned within one hour. Should you lose your room

- key or the spare key is not returned within one hour you will be assessed for the cost of replacing the lost key, your roommate(s)' key(s), the spare key, and a new core for your room door.
- e. Students are responsible for carrying their room key with them when leaving their room. Students who sign-out the spare room key and/or are locked-out of their room will be charged \$50 starting with the fifth occurrence and all subsequent occurrences during the academic year.
 - f. It is prohibited for a person to have in his/her possession any residence hall key that was not issued to him/her by a member of the Residence Life staff. The possession or use of a key belonging to the Department of Housing and Residence Life, for which you have not received written staff permission to use, is prohibited. If the unauthorized key was used to enter any residence hall facility, additional policy violations may also be levied against the appropriate parties .
 - g. All room and bathroom keys are the property of Towson University .

31. **Space Use for Meetings**

Residence halls are generally not buildings for general public access (see Building Access). Safety and security of residents is a primary concern. Building lounges, lobbies, and other public areas are primarily for use by residents of that building. In buildings that have designated meeting spaces (i.e., large central lounges, classrooms, or multipurpose rooms) these may only be used for meetings or programs as follows:

1. must be granted in advance for designated spaces by the Residence Life Coordinator of that building;
2. The following groups may reserve these spaces, in priority order*:
 - a. University classes as schedule by TU Division of Academic Affairs in coordination with Housing & Residence Life b) Residence Life staff
 - b. Residence Life staff.
 - c. Building Council or URG.
 - d. Academic Programs/groups affiliated with a thematic living community (e.g., Honors).
 - e. University office or department.
 - f. Recognized university clubs or organizations must be sponsored by either Housing & Residence Life staff or URG/Building Council and are limited to meeting no more than once per semester.
3. All university and housing policies must be followed.
4. All persons who are not residents of that building that are attending must go directly to meeting space and leave at the conclusion of the meeting.
5. With the exception of URG and Building Councils sales, solicitation, or fundraising is prohibited. URG and/or Building Councils must receive prior written permission from the Assistant Vice President of Housing & Residence Life or his/her designee.

Areas in the building not specifically designated (e.g., lobbies, floor lounges, other public spaces) cannot be used for meetings or programs except by the Residence Life staff.

*Note: Since these spaces are primarily for use by residents, the opportunity to reserve them is limited.

27. **Maintenance or Repair of Student Room Facilities**

Necessary maintenance and repairs to student rooms can be requested using the online work order system. Go to www.towson.edu/housing, click on the [Maintenance Request](#) link and follow the instructions. You may also go to your Community Center where you can receive assistance in requesting service. Non-routine cleaning and/or maintenance will be the financial responsibility of the resident(s) identified. The cost of repairs will be billed to the community of students living in that area (see [Damage Policy](#), section 5c).

28. Relocation

The department reserves the right to relocate a student during a semester. Should this become necessary, the student may ask the the Assistant Vice President of Housing & Residence Life to review this decision. The Assistant Vice President's decision shall be final.

29. Room/Hall Changes

- a. After check-in, there is a two-week waiting period before students can move to another room.
- b. Students may request a room or building change. Residents must first contact either their Residence Life Coordinator. He/she will discuss with the resident the available options and explain the proper procedure.
- c. Students shall not move into any room they are not assigned. This includes moving in belongings. Unapproved moves will result in your having to return to your originally assigned room.
- d. When a space becomes available in a multiple occupancy room, the remaining resident(s) must keep the empty bed clear, and a proportionate amount of closet and dresser space empty. A new resident may be assigned at any time to this space.

27. Room Cleaning

It is the responsibility of each student to clean and maintain his/her room. Group living requires that residents perform certain duties to keep their rooms cleaned and maintained. Food items need to be kept in sealed containers and trash removed daily as not to attract pests. Excessive clutter, continued garbage in rooms, and unsanitary conditions are not permitted.

Additionally, students living in suites are responsible to clean and maintain their bathrooms.

Vacuums, brooms, and other cleaning equipment may be located at the Community Center desks for use by residents. However, students will need to bring their own appropriate supplies for cleaning. Either trash containers or trash chutes are located in specific locations in each building for emptying trash cans and disposal of waste. Students are strongly encouraged to bag their garbage before placing it in the trash chute.

Recycling is available in designated locations. Please recycle as much as possible. The public areas and bathrooms shared in hallways and in quads are cleaned by housekeepers on a daily basis. It is the responsibility of students in keeping these areas clean. Residents living in an area where there is excess dirt, debris, or cleaning needed will be charged for the time and labor needed to clean these areas. Students may be held responsible for additional cleaning charges and subject to policy violations.

28. Term Breaks, Holiday Close Downs, Etc.

Charges for room and board do not include services during official Towson University vacation periods or term breaks.

Residence halls will be closed between semesters and during Thanksgiving and spring breaks. Closing and opening dates will be communicated to students.

During breaks and at the end of the fall and spring semesters, all students are required to vacate the residence halls.

At the end of fall and spring semesters, students must follow specific checkout procedures and return all keys.

On-campus housing is not available during breaks and vacation periods except for Towson Run Apartment residents and for participants in designated residence hall(s). (See [Building Access](#) section 3.9)

29. Withdrawals

The Housing Contract is for the full academic year. Students should review their [Housing Contract](#), Section 17.

All students withdrawing from Towson University should notify the Department of Housing and Residence Life in writing immediately. The procedure for withdrawing during the semester follows.

1. Students must notify the Department of Housing and Residence Life, in writing, to cancel the Acceptance Agreement.
2. A Residence Life staff member will inspect the room and complete checkout procedures within 24 hours of notification.
3. All keys must be turned in to a staff member.
4. Students wishing to cancel their meal plan must notify the Office of Auxiliary Services Administration in the University Union.

Note: Moving out of University Housing does not release the student from his/her Housing Contract.

Students are responsible for the terms of the contract. Contact the Department of Housing and Residence Life for more information.