

II. COLLEGE REGULATIONS

Inappropriate behavior includes but is not limited to:

Rules & Regulations

(The Office of Judicial Affairs reserves the right to add additional policies as deemed necessary for the safety and care of the residents and facilities.)

Students are responsible for abiding by all College policies including, but not limited to, the Menlo Student Code of Conduct, the Housing Contract, and the following Rules and Regulations. These regulations are designed to promote and maintain an atmosphere conducive to community living, and to inform students of their general responsibilities within the Residence Halls and around campus. All students are responsible for knowing and adhering to these rules and regulations. ***Violations will result in disciplinary action.***

1.0 Alcohol Policy

- 1.1 Local, state, and federal laws pertaining to the possession and use of alcoholic beverages are enforced on the College campus. Use and/or possession of alcoholic beverages not in accordance with state law and/or Menlo College policy will result in a violation of the code of conduct and/or possible state law enforcement involvement.
- 1.2 The possession and consumption of alcoholic beverages on the Menlo campus is prohibited by those below the legal drinking age (21).
- 1.3 Persons 21 years of age and older may not consume alcohol in the presence of a person under 21.
- 1.4 Common source containers such as kegs, pony kegs, party balls, etc. are prohibited in the Residence Halls.
- 1.5 Being under the influence of alcohol, unprescribed medication, or any other substance which negatively affects the welfare of the student and/or the College community.
- 1.6 Drinking games and rapid consumption techniques and devices (e.g. funnels, beer bong, shot glasses, beer pong tables, bars, bar signs, etc.) by their nature promote abusive consumption of alcohol and thus violate the alcohol policy. The College prohibits organizing or participating in activities that encourage excessive drinking (e.g., beer pong, drinking games or contests), or charging a fee when hosting parties.
- 1.7 Persons under 21 years of age may not be present in a residence hall room or other location where alcohol is being used or present. This includes a location where rapid consumption and/or drinking games are taking place.
- 1.8 Under strict guidelines, the serving and consumption of alcohol on the Menlo College campus is allowed for approved student sponsored events. Such functions are recognized as private Menlo College events. Failure to abide by the rules and regulations issued by the Office of Student Affairs covering private Menlo College events is a violation of the code of conduct.
- 1.9 Alcohol is not permitted in common areas (any sidewalk, outdoor space, bathroom, hallway, lobby, foyer, resident room with the door open, etc.) of the residence hall or any public area on the Menlo College campus.
- 1.10 Students who display behavior associated with intoxication or being under the influence of any illegal drug will be subject to a code of conduct violation.
- 1.11 Possession of bulk alcoholic beverages (defined as amounts for storage or use that is excessive for responsible use) is prohibited. "Personal use" allows for one person (at least 21 years of age) to have in possession one of the following: amounts of alcohol equal to one six pack of beer, one bottle of wine, or 750 mL of hard liquor. Other indicators that are considered in determining "personal use" include the number of persons, type of beverage, and degree of intoxication.

Menlo College has adopted a Parental Notification Policy in regard to student drug and alcohol conduct violations. For specific details regarding this policy, please contact the Office of Judicial Affairs.

2.0 Animals/Pets

- 2.1 The only pets permitted in the Residence Halls are fish. Fish tanks may be no more than 10 gallons. Residents found in violation of this policy will be charged a fee of \$100 per day of violation. In addition, the resident will be responsible for all costs incurred in the removal of the animal and/or any costs associated with the possession of the animal (i.e. damaged furniture, cleaning fees, pest control, etc.). Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately. Resident will be responsible for any charges incurred in pet removal or storage.
- 2.2 Residents are restricted from feeding or leaving food outside the buildings for animals. This policy has been established to prevent an infestation of fleas and/or the presence of disease carrying animals that may pose a danger to residents.
- 2.3 Harassing, injuring, or killing animals on campus (i.e. squirrels, rabbits, turtles, birds, etc.) is prohibited.

Choosing to violate the pet policy may result in an immediate room change or removal/eviction from the Housing system in addition to any fees assessed.

3.0 Antennas/Satellite Dishes

External antennas, dishes, or receivers of any type are prohibited. Personal wireless routers are also prohibited in housing facilities. Wireless internet access provided by the Office of Information Technology is available in all buildings on campus.

4.0 Balconies/Ledges/Railings/Roofs

- 4.1 Sitting, standing on, climbing, or hanging from a balcony, ledge, railing, or roof is prohibited.
- 4.2 Clothing, bikes, banners, or signs should not be hung or displayed from balconies, railings, roofs, and/or windows.

5.0 Bicycles/Motorcycles/Skateboards/Etc.

- 5.1 Bicycles are not to be stored in the residence halls.
- 5.2 Bicycles should be locked to bike racks outside. Bicycles locked to anything other than the provided bike racks will be removed and turned over to the police for auction.
- 5.3 Motorcycles and/or motorized vehicles are not permitted within 10 yards of the buildings.
- 5.4 Skateboards, scooters, and/or rollerblades are not to be ridden/worn inside the buildings or on the walkways.

Prior to the end of the Spring semester, Campus Security will place notices on all bicycles on the bike racks. If a bicycle is not claimed prior to the end of the spring semester, it may be considered abandoned, removed and turned over to the police for auction.

6.0 Candles/Incense/Dangerous Materials

- 6.1 All open flames, embers, and/or fuels are strictly prohibited in the Residence Halls.
- 6.2 Any candles found, regardless of whether they have been burned or not, wick or no wick, will be **confiscated and may be thrown away**. A charge of \$50 may be assessed **per candle** confiscated.
- 6.3 The burning of incense is not permitted. A charge of \$50 may be assessed per incident.
- 6.4 Possession/storage of combustible materials (lighter fluid, oil, kerosene, charcoal, propane, gasoline, other dangerous chemicals, etc.) or other dangerous substances in the Residence Halls is prohibited.

7.0 Cleanliness

Students are expected to maintain their assigned room/apartment in a clean and sanitary manner.

- 7.1 Trash must be placed in designated bins/dumpsters and may not be left in hallways, common areas, and/or breezeways. A \$25 charge may be assessed per bag of trash found in unauthorized areas.
- 7.2 Residential Life Staff may perform monthly health and safety inspections to ensure the cleanliness of the room. A sanitation charge may be assessed on a daily basis if the room is not cleaned within 24 hours of an unsatisfactory inspection rating.

8.0 Cohabitation

Cohabitation is strictly prohibited. For the purpose of College housing, cohabitation is defined as: the housing of an unauthorized individual in the resident's room/apartment for more than 2 nights in a 30 day period or the sharing of a housing space at any time by individuals of the opposite gender. Overnight guests are only permitted with the consent of the roommate(s).

9.0 Collective Liability

Residents in the Residence Halls are jointly responsible for the care of public areas and housing property. Public areas are defined as those areas available for the use of all students living in a residence hall. Charges for damages (trash, littering, vandalism, etc.) to public areas and property may be assessed and divided between residents of the community if the responsible party is not identified. The minimum charge assessed will be \$5 per resident.

10.0 Complicity

Students associated with or present during the commission of an act or acts by another, which constitutes a violation of College policy, may also be charged if the student's behavior constitutes permission, is judged to contribute to, or condones the violation.

11.0 Confiscation of Property

College Officials may confiscate items from a resident's room/apartment if they are in violation of housing regulations. This includes, but is not limited to, the removal and discarding of alcohol and/or empty alcohol containers; the confiscation of illegal pets which are turned over to the Humane Society or Animal Control; the removal and discarding of candles; the removal of unauthorized appliances which are donated to area shelters; and the confiscation of weapons and/or illegal substances which are turned over to the police.

12.0 Cooperation with College Officials

College Officials include but are not limited to Campus Security, Faculty/Staff, Custodial/Maintenance Workers, and Resident Assistants. Refusal to cooperate with the request of a College Official will result in disciplinary action.

- 12.1 Upon request, an individual (student or guest) must produce photo identification for examination by a College Official. Students are required to carry their Menlo ID Cards with them at all times.
- 12.2 Providing false information, withholding information, or providing misleading information to a College official is prohibited.
- 12.3 Impersonating a College Official is prohibited.
- 12.4 Acting on behalf of another person, group, or the College without authorization or prior consent is prohibited.
- 12.5 Not responding to written correspondence or email from a College official.
- 12.6 Failure to comply with the instructions of a College official.
- 12.7 Use of another person's identification or altering of personal identification for admission to, or to obtain services provided by the College is prohibited. Furnishing false or altered identification to any Menlo College official is prohibited.

13.0 Decorations

Residents are encouraged to decorate their rooms in a manner that will be pleasing to them. **However, all decorations must be removed at checkout.** Modifications must be approved and all items in the room must be free standing. Modifying electrical, cable or telephone wiring, the ceiling, walls, doors, plumbing, Ethernet ports and closet doors is prohibited. Under no circumstances should nails, screws or wall anchors be used to affix items to walls. The following are some guidelines that should be considered:

- 13.1 **Candles**—All candles are strictly prohibited in Residence Halls (even if they have never been burned or do not contain a wick).
- 13.2 **Ceilings**—Hanging items from the ceilings is strictly prohibited.
- 13.3 **Cement/Concrete Blocks**—Cement/Concrete blocks are not permitted in the Residence Halls. There will be a \$10 charge per block found.
- 13.4 **Curtains**—Curtains may only be hung by using tension rods in the window frames.
- 13.5 **Dartboards**—Dartboards and/or archery equipment are prohibited in the Residence Halls.
- 13.6 **Furniture**—All College provided furniture must remain in the room. Do not place room furniture in foyers, hallways, or on balconies. Common area furniture is to remain in common areas. Residents found with common area furniture in their room will be disciplined accordingly. Residents must return the furniture in their room to its original arrangement upon check-out.
- 13.7 **Lofts**—Lofts are prohibited in all residential facilities.
- 13.8 **Memo Boards**—Memo Boards may be posted outside your room. However, they must be affixed/attached with a something that will not damage the door or its paint upon affixing or removal.
- 13.9 **Road Signs**—Road signs (stop signs, street signs, etc) are not permitted in the Residence Halls.
- 13.10 **Walls**—Painting of rooms in the Residence Halls is strictly prohibited. Wallpaper and borders are not permitted. **Push-pins may be used to hang posters, pictures, etc. on walls.** Do not use poster putty, double-sided foam tape, nails, screws, thumb tacks, staples, decals, stickers, contact paper, etc. on the walls, furniture, or ceilings. Students are not permitted to fill any holes that may exist. Students will be billed for damage to walls.
- 13.11 **Paraphernalia**—Items promoting alcohol and/or drug paraphernalia, are prohibited as decorations in the Residence Halls. This includes empty alcohol bottles/cans, cannabis posters, etc.
- 13.12 **Live Trees**—Live trees, non UL-approved electrical lights (including string lights) are not permitted in Residence Halls.
- 13.13 **Vacant Bed**—Any time a student is without a roommate, he/she must keep the roommate's side of the room clean and clear of any personal items. The empty space must be kept ready for a new roommate to be assigned at any time.

14.0 Disorderly Conduct

Disruptive conduct is not permitted in the Residence Halls.

- 14.1 The intimidation, harassment, verbal or physical abuse of any individual is prohibited.
- 14.2 Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property, or is otherwise prejudicial to the maintenance of order is prohibited.
- 14.3 Excessive noise is prohibited (Menlo College is subject to the city of Atherton noise ordinance).
- 14.4 Failure to meet financial responsibilities to the institution, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the College community acting in an official capacity.
- 14.5 Lewd or indecent conduct on College property or at a college sponsored event/activity.
- 14.6 Public displays of literature, films, pictures, or other material that the College determines that an average person would find, taken as a whole, depicts or describes sexual conduct in a

patently offensive way, and lacks serious literary, artistic, political, or scientific value in common areas.

- 14.7 Intentionally or significantly interfering with teachings and the learning process in the classroom or other educational settings.
- 14.8 Misuse of the disciplinary procedures including: failure to respond to the request for an interview by the judicial officer during the investigation of a violation, knowingly falsifying or misrepresenting information before a hearing body, disruption or interference with the orderly conduct of a hearing; knowingly making a false statement, attempting to influence the impartiality of a member of a hearing body prior to and/or during the course of a hearing, harassment and/or intimidation of a member of a hearing body or of a witness, and influencing or attempting to influence another person to present false information or a false complaint.
- 14.9 Public nudity (i.e. mooning, streaking).
- 14.10 Inappropriate student behavior off campus may be subject to disciplinary measures through Menlo College's code of student conduct.
- 14.11 Unauthorized entry into another student's room or any other campus building.
- 14.12 Theft or unauthorized possession of a College vehicle or other vehicles on campus.
- 14.13 Any other act deemed by a Menlo official to be disruptive or harmful to the well being of the College community.

15.0 Drugs/Drug Paraphernalia

The possession, consumption, and intent to sell, transport, deliver, distribute, exchange, or manufacture illegal drugs; or being under the influence of narcotics or dangerous drugs, is prohibited and strictly enforced. The person for who prescription drugs are prescribed must use appropriately. Illegal substances (including marijuana) will be confiscated by a College official and/or turned over to the Atherton Police Department. All paraphernalia including, but not limited to: bongos, pipes, roach clips, rolling papers, etc. are prohibited. Violators are subject to Housing Contract termination and removal from College housing. College and criminal charges may be filed.

Marijuana, even if prescribed by a doctor, is not allowed on the Menlo College campus and is treated in the same class as an illegal drug. In addition, medical marijuana card carriers may not have marijuana on the Menlo College campus.

16.0 Honor Code

16.1 The Honor Code is the College's statement on academic integrity. It articulates College expectations of students and faculty in establishing and maintaining the highest standards in academic work. All alleged violations of the Honor Code will be handled by the Office of Academic Affairs.

17.0 Endangerment

- 17.1 Physical violence toward another person or group, and actions that endanger the health, safety, or welfare of a person or group are prohibited.
- 17.2 Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

18.0 Fire Safety/Equipment

In case of a fire alarm, all students must leave the building immediately. ***Students are not to re-enter the building until instructed to do so by the College Housing Staff.***

- 18.1 The setting of a fire or the activation of a false fire alarm is strictly prohibited. Violators will be subject to disciplinary action and/or criminal charges may be filed.

- 18.2 Students refusing to vacate in a timely manner, or students returning to the building before they are told to do so may be subject to disciplinary action.
- 18.3 The mishandling of fire extinguishers is strictly prohibited. The inappropriate discharge of a fire extinguisher will result in a \$100 charge plus refilling costs.
- 18.4 Tampering with fire safety equipment (fire extinguishers, smoke detectors, fire evacuation stickers, fire doors, etc.) will result in a \$50 charge and possible further **disciplinary action and/or criminal charges**. This includes covering or disarming smoke detectors.
- 18.5 Emergency Exits may be used only during emergency evacuations. Any other use may result in a \$50 charge.
- 18.6 Hanging items from sprinkler heads is strictly prohibited and can result in property damage of which costs would be charged to the responsible individuals.

Choosing to violate the Fire Safety/Equipment policy may result in an immediate Room Change or removal/eviction from the Housing System.

19.0 Fireworks and Explosive Devices

The possession, use, and/or threat of use of fireworks, explosives, ammunition, and/or smoke bombs are prohibited in and around all Housing facilities.

20.0 Gambling/Student Businesses

- 20.1 Gambling and/or the running of a business out of the residence halls are prohibited.
- 20.2 Solicitation within the Residence Halls is prohibited. This applies to outside solicitors (i.e. magazine sales) as well as invited solicitors (i.e. Mary Kay, Avon, and other 'sales' programs).

21.0 Grills

The use of electric grills, gas grills, alcohol stoves, hibachis, charcoal grills, deep fryers, smokers, etc. are strictly prohibited in rooms or in breezeways. Residents wanting to use these types of devices must do so at least **twenty feet** away from any campus building/structure.

22.0 Hall Sports

- 22.1 Running is not permitted in the buildings.
- 22.2 The bouncing, throwing, kicking, etc. of balls (and/or other objects) is not permitted in the residence halls.
- 22.3 Wrestling and other forms of "horseplay" are prohibited in the buildings.
- 22.4 These above rules are all-inclusive within the hallways, rooms, lounges, stairwells, or other public areas.

23.0 Harassment/Hazing

Threatening and/or abusive behavior will not be tolerated; this includes, but is not limited to sexual, racial, or religious harassment; intimidation; hazing; stalking; prank and/or unwanted telephone calls, text messages, instant messages, emails, etc.; invasion of privacy; or any other behavior that creates a hostile living environment.

All groups, organizations, or individuals associated with Menlo College are prohibited from partaking in any form of hazing. The California Education Code defines hazing as, "any method of pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person...attending...college...or other educational institutions in this state, but the term hazing does not include customary athletic or other similar contests or competition." The California Education Code further states that, "No student and other persons in attendance at any public, private, parochial or military school, college or other education institution, shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades or disgraces, or

tends to injure, degrade or disgrace fellow students and persons attending the institution. The violation of this section is a felony punishable by a fine of no less than \$500, nor more than \$5,000 and imprisonment in the county jail for no more than one year, or both.” Menlo College shall interpret the word “hazing” to mean any intentional action taken or situation created whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, or any other such activities engaged by the organization inside or outside the confines of the campus, the public wearing of apparel which is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games and activities, or any other activities not consistent with national, organization or local policies, or the regulation of the College. The enforcement of the Hazing Policy shall be the responsibility of all officers and moderators of each organization. They shall inform all members of this policy and maintain the organization’s strict adherence to this policy. Failure to do so will result in disciplinary actions. Any violation should be report to the Office of Student Affairs at 543-3779.

24.0 Interim Housing

24.1 Interim housing is temporary housing available for a **fee** to summer school residents and athletes still in season competition, who need a place to live or store their belongings when the halls/ apartments/ houses are not open. Interim housing is only available during two time periods: between spring and summer semesters, and between fall and spring semesters. Students must sign up for and pay for the entire interim period in order to receive interim housing. All standard rules and regulations are in effect during this period.

23.0 Keys

Keys will be issued to each resident of O’Brien Hall and El Camino Hall at check-in. These residents should always carry their keys and lock their doors. Residents must return keys immediately upon check-out or reassignment, and must report any lost or stolen keys.

- 23.1 Residents may not borrow keys from each other or loan their keys, door code, or Menlo ID cards to anyone.
- 23.2 All keys issued to residents are the property of Menlo College and may not be duplicated.
- 23.3 Unauthorized possession of keys will result in the confiscation of the keys and possible restriction of the individual from the building.
- 23.4 There is a \$40 charge for a lock change resulting from a lost key. A damaged key will result in a \$10 charge.
- 23.5 In cases of excessive lockouts, it becomes a violation. If this is to occur, there will be a lock change and fine added to their student account.

24.0 Lamps/Lighting

Residents should report burnt out bulbs to their RA or the Office of Residential Life.

- 24.1 The use or possession of halogen lamps in the residence halls is strictly prohibited.
- 24.2 Black/colored light bulbs may not be used in College provided sockets.
- 24.3 Residents may not replace Housing issued light bulbs with higher wattage bulbs. Doing so may result in damage to the light socket, damage to the walls around the socket, and/or a fire hazard.
- 24.4 Hallway/Breezeway lights may not be removed or replaced with a different bulb.
- 24.5 UL approved Holiday lights may be hung in the Residence Halls, but are to be plugged in only when the residents are home. Real/Live Christmas trees are not allowed in the Residence Halls.

25.0 Littering

Students may not dispose of litter in any form on College grounds or facilities except in specified trash receptacles. This includes, but is not limited to, cigarette butts, paper, cans, bottles, etc. A \$25 trash charge will be assessed for each incident of littering.

26.0 Locks/Doors

- 26.1 Locks or door codes may not be tampered with in any way that interferes with the use of keys or door code or prevents the locking/unlocking of doors.
- 26.2 Locks may not be added to any doors in the room/apartment, nor may they be changed or replaced.
- 26.3 Slide locks and chain locks are strictly prohibited.
- 26.4 Tampering with card scanners or using another's card to try to break in to a residence hall is strictly prohibited.

27.0 Offensive Odors

An offensive odor is ANY odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, or large amount of dirty laundry. Residence hall staff will address offensive odors when complaints are received. Residents identified, as being responsible for the offensive odor, will be asked to eliminate the cause of the odor.

28.0 Parking

- 28.1 Residents with cars must register their vehicles with the College and display an appropriate vehicle decal.
- 28.2 Residents may not park in Fire Lanes or other restricted locations. Vehicles parked in these areas are subject to parking tickets and/or may be towed at the owner's expense.
- 28.3 Parking or driving on the grounds (grass, sidewalks, etc.) around the Housing facilities is prohibited.

29.0 Permitted & Prohibited Items

Appliances with open heating coils are prohibited as are deep fat fryers. Space heaters with exposed heating coils are not allowed. Students should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (i.e. paper, curtains, clothes, etc.).

Permitted Items

Microwaves (<15 amps)
Refrigerators (up to 5 cu. Feet)
Iron (must bring ironing board)
Stereo (w/ headphones)
TV/VCR/DVD Player/Recorder
Coffee Makers
Hair Dryers
Game Systems/Consoles
Computers/Laptops
Desk Lamps
Crock Pots

Prohibited Items

George Foreman Grills
Electric Heaters
Halogen Lights/Lamps
Toaster or Toaster Ovens
Neon Lights
Microwaves (>15 amps)
Sun Lamps
Chest Freezers
Portable Dish/Clothes Washer
Charcoal or Gas Grills
Waterbeds

Extension cords/Multi-Plug Adapters:

- Only UL approved three-prong grounded extension cords are permitted.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip is allowed per double outlet.

Rewiring of student rooms by non-College employees is not permitted. The Office of Residential Life nor the College is responsible for any damage to electrical equipment (computers, TVs, modems, phones, etc.) caused by power surges or lightning. We encourage residents to purchase renter's insurance if their belongings are not covered under their parent or guardian's homeowner's insurance.

30.0 Pranks

Pranks which result in disturbances or distress to others, or cause damage to College or personal property, are prohibited.

31.0 Projectiles

- 31.1 Throwing any object or trash from/toward windows, ledges, roofs, balconies, or within courtyards is prohibited.
- 31.2 The use of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons, or other related items is prohibited.

32.0 Propped Doors

Exterior doors must be kept closed and locked at all times. ***Do not prop doors.*** Propping doors will result in a \$50 charge. Residents of buildings or hallways with consistently propped doors may be disciplined as a group. Residents encountering an already propped door are responsible for un-propping and securing the door and the safety of the community.

33.0 Quiet/Courtesy Hours

In order to maintain the living/learning environments of our Residence Halls an atmosphere conducive to study and sleep must exist. Residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested to do so by another resident or staff member **at any time**. During designated Quiet Hours, sounds from your room (TV, stereo, computer, conversations, etc.) should not be heard outside the room, and you must refrain from such activities as running, loud talking, yelling, etc. in the hallways and lounges, etc.. ***During exam week, 24-hour quiet hours will be enforced.***

Quiet hours are 10:00 pm – 10:00 am; courtesy hours are 24 hours per day. 24-hour courtesy hours mean that you should be respectful of other residents' abilities to have an environment conducive to study and comfort.

- 33.1 Loud talking, music, or other disruptive activities in rooms, courtyards, balconies, lounges, stairwells, or lobby areas are prohibited.
- 33.2 Stereos, radios, TVs, and other sound systems should not be played so loudly that they are heard outside of the resident's room. TVs, stereos, and alarm clocks should be turned off before leaving the room.
- 33.3 Musical instruments should be practiced in designated College practice areas.

34.0 Roof / Exterior Walls

College building roofs and exterior walls are considered restricted College property and are off limits to students. If something is lost on a roof contact the facilities office to have it recovered.

35.0 Smoking

Menlo College prohibits smoking in all campus buildings including the Residence Halls.

- 35.1 Smoking is prohibited in all residence hall rooms and/or common areas. A minimum charge of \$50 will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space.
- 35.2 Smoking is prohibited within twenty five feet of any Menlo owned or managed facility.
- 35.3 Residents who improperly dispose of cigarette butts will be charged a \$25 littering fee.

36.0 Stairwells

Stairwells, hallways, exit ramps, etc. should not be blocked at any time; this includes trash, boxes, bicycles, etc. Persons found loitering on/in the stairwells, hallways, exit ramps, etc. will be asked to move immediately. Stairwells, hallways, exit ramps, etc. doors may not be propped.

37.0 Street / Road Signs

Street/ Road signs are considered the property of the respective government agencies where located and any inappropriate taking or possession by unauthorized individuals may result in student discipline or legal action. Individuals possessing street/ road signs may be requested to provide proof of ownership.

38.0 Swimming Pool Rules

There are two pools on the Menlo College campus, the Olympic sized pool is the property of Menlo School and Menlo College students are prohibited from using it unless they received written permission from the administration of Menlo School to do so. Menlo College has their own pool next door to the Menlo School pool.

- 38.1 Swimming pool hours are determined based on the weather.
- 38.2 Students should not horse-play in or around the swimming pool.
- 38.3 Glass/Bottles are prohibited in and around the swimming pool area.
- 38.4 Residents are required to abide by posted rules.
- 38.5 Guests must be escorted at all times.
- 38.6 Appropriate swimwear is required.
- 38.7 After the set hours for the pool, the pool is no longer available for use.
- 38.8 Unauthorized entry into or use of the Menlo School pool is prohibited.

39.0 Theft/Unauthorized Use of Property or Services

- 39.1 Theft and/or possession of stolen property, including but not limited to, government issued street signs, safety cones, and hazard barriers is prohibited.
- 39.2 Any student who takes College property for personal use will be referred to the College Police and appropriate judicial action will be taken.
- 39.3 Taking furniture from a common area of any College building may subject the individual to fees associated with the recovery of the furniture and/or student discipline.

40.0 Trespassing

- 40.1 Individuals who are not authorized, licensed, or invited to enter Housing facilities are subject to arrest for trespassing if they fail to leave after being directed to do so.
- 40.2 Individuals soliciting are considered to be trespassing.
- 40.3 Knowingly hosting an individual who has been issued a trespass notice is prohibited.

41.0 Vandalism/Damages

- 41.1 The destruction, defacement, damage, or misuse of College or private property is strictly prohibited. This includes common area damage. Actions of this nature will result in disciplinary action and restitution by the responsible party or through collective liability.
- 41.2 Upon noticing a maintenance concern in a room, it is the responsibility of the resident(s) to report the concern to their RA or the Office of Residential Life in order to initiate a Maintenance Work Request immediately. ***Failure to report a maintenance concern that results in unnecessary damage will be considered vandalism.***

42.0 Visitation/Guest Policy

- 42.1 At any time, disruptive guests may be asked to leave the building. Failure to do so will result in disciplinary action and the possible issuance of a trespass notice.
- 42.4 Entrance into the residence halls is granted only to the residents of that building.
- 42.5 Guests are to be met at the door by the resident they are visiting. Guests are to be escorted at all times (including to the appropriate bathroom), so that they are clearly identifiable as that particular resident's guest. Guests may not be left alone in a student room and/or common area.
- 42.6 Guests are expected to abide by the same rules and regulations as the residents. Should a violation occur, the host of the guest will be held accountable, disciplinary action may be taken, and the guest may be asked to leave.
- 42.7 Guests' visits may not exceed 48 hours in any 30-day period.
- 42.8 You and your roommate(s) must agree to all visitations.

43.0 Weapons

- 43.1 The display, possession, use and/or intent to use weapons (including guns, BB guns, pellet guns, water guns, cross bows, tasers, brass knuckles, sling shots, knives, martial arts weapons, etc.), fireworks, or explosive devices are strictly prohibited on campus and/or in any College-arranged housing facility. Menlo College personnel reserve the right to determine what constitutes a weapon.
- 43.2 Ammunition may not be stored in rooms.

44.0 Windows/Screens

- 44.1 Windows may not be used as an entrance or exit to rooms (the only exception is in the case of a fire or emergency).
- 44.2 Signs, pictures, banners, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the unit in time of emergency. This is to ensure the health and safety of students and rescue personnel.
- 44.3 The removal or vandalism of window screens is prohibited. There may be up to a \$50 charge for removing a window screen. Replacement of damaged or missing screens will be an additional expense of the resident.
- 44.4 Defenestration - nothing at all should be propelled, thrown, or dropped out of the window at any time or for any reason.

44.5 Any attachments outside room windows must be approved in advance by the Director or Residential Life.

45.0 Unauthorized Room Changes

45.1 Residents may change rooms **only** after **approval** by a Residential Life Coordinator/ Residence Life Administrator. Unauthorized room changes may result in a \$50 fine and/ or disciplinary action.

46.0 Unauthorized use of Vacancies

46.1 Residents spreading out to occupy more than one space are subject to fines and disciplinary action.