

**University of South Dakota
University Housing
Community Living Policies**

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INTRODUCTION

The office of University Housing at the University of South Dakota is committed to the educational and personal growth as well as safety and wellbeing of students. To that end, the following Community Living Policies are put into effect for all students residing in residence halls. As a student at the University of South Dakota, you are expected to abide by the policies. The University reserves the right to amend or add to these rules during the term of residency. All current residents will be notified of any amendment or addition to rules before they come into force.

A. UNIVERSITY HOUSING OFFICE

The University Housing Office is the central administrative and support center for all residence halls at the University of South Dakota. The University Housing Office is located in the Commons, room 100.

B. RESIDENCE HALL DIRECTORS

Residence Hall Directors are full time professional staff who live in and manage each of the various residential complexes on the USD campus. These professionals serve as a resource for residential questions or concerns.

C. RESIDENT ASSISTANTS

Resident Assistants are students who live in the residence halls and work for University Housing. These students are well versed in residential living and general knowledge of the University. Residents should seek these students for help with questions or concerns that may arise.

D. OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

The Office of Student Rights & Responsibilities (SRR) oversees the student conduct process for both academic and non-academic misconduct. It is the goal of SRR to be seen as a resource for all students and work to educate the university community in order to prevent misconduct before it happens. The University of South Dakota is committed to creating and maintaining a productive living-and-learning community that fosters the intellectual, personal, cultural, and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. In order to gain a better understand your rights and responsibilities as a member of the University of South Dakota community it is expected that you review the Student Code of Conduct, which can be accessed [HERE](#), Please do not hesitate to contact Student Rights & Responsibilities with an questions you may have regarding both academic and non-academic misconduct at 605-658-3561 or srr@usd.edu. Also, please be aware that SRR uses your official USD email address for all official communication, please make sure to check your USD email daily. All official communication sent to your USD email will require you to enter your student ID number, beginning with either an A or 101, in order to access the information.

1. ALCOHOL/DRUGS

The South Board of Regents prohibits, “The unauthorized manufacture, sale, possession, use, or consumption of alcohol, cannabis (including cannabis used or possessed for medical purposes), or controlled substances by students. Possession of drug paraphernalia will result in documentation and discipline proceedings with the office of Student Rights & Responsibilities.(reference [SDBOR Policy Manual 3:4](#) and [Approved Updates](#)). Possession of alcohol paraphernalia is prohibited. Possession of these items is a violation of the Community Living Policies. Containers (bottles, cans, boxes, etc) with the original purpose of containing or holding alcohol

are not permitted in the residence halls. Please note, being knowingly in the presence of alcohol in University Housing is prohibited, unless the space is approved through the University Housing alcohol exception process. In addition, students under the age of 21 being knowingly in the presence of alcohol in spaces that have been approved through the University Housing alcohol exception process is prohibited.

2. APPLIANCES

The capacity of the residence hall electrical system is limited. Overloading these systems can present fire and safety hazards. Use of multiple head plugs or splitters to obtain a greater number of outlets is prohibited. Students must use only UL approved power strips which contain their own fuse if they want to increase the number of outlets. Power strips must be plugged directly in to the wall outlet; they may not be plugged into other power strips. Extension cords of any type are a fire hazard and are therefore not permitted.

The following appliances are permitted in Coyote Village and McFadden or in designated kitchen areas in residence halls. Appliances may be stored, but not used in Beede, Mickelson, Richardson, Olson, Burgess, and Norton resident rooms:

- Toaster/Toaster Ovens
- Electric skillet/fry pan
- Electric Grills (e.g., George Foreman)
- Pizzazz Pizza Ovens
- Waffle irons/pancake makers
- Air fryers
- Instapots

The following appliances **ARE PERMITTED** in residence hall rooms:

- Hair dryers
- Oil Diffuser
- Curling irons/hot rollers
- Irons
- Electronics (e.g. laptops, stereos, game systems, etc.)
- Desk lamps
- Candle Warmers (candles must have wicks removed or never been lit)
- Televisions
- Other small appliances must be approved by the Residence Hall Director
- Cooking equipment: The only cooking equipment permitted in students' rooms includes microwaves, crock pots, popcorn poppers with automatic shut-offs.
- Refrigerators and Microwaves: **One (1) refrigerator per traditional residence hall room is permitted** not to exceed 5.0 cubic feet or 1.5 amps. **One (1) microwave oven not to exceed 700 watts is permitted** per student room. Microwaves and refrigerators must be plugged either directly into the wall or into a UL approved, three-prong grounded, surge protected power strip.

The following items **ARE NOT** permitted in University residence hall rooms:

- Open element appliances, i.e., space heaters, ovens, coiled hot plates (other than those provided by University Housing in their assigned spaces), kerosene heaters, grills including on McFadden balconies.
- Outside antennae (satellite dishes)

- Halogen Lamps
- Lava lamps
- Neon signs (halogen-based)
- Stand-alone freezers/deep freezes
- Air Conditioning Units (Free Standing or otherwise)

3. BICYCLES AND OTHER WHEELED PERSONAL DEVICES (ELECTRIC OR OTHERWISE)

Ample bike racks are provided at all of the residence halls for outside storage. Residents are responsible for any damage resulting from storage of bicycles or other wheeled devices in their room. The University Police Department provides free bicycle registration. Please visit UPD in the Davidson Building to complete the form and to obtain the sticker for your bicycle or outdoor wheeled device. Riding bicycles and other wheeled devices inside the residence halls is prohibited.

Charging electric wheeled devices in the residence halls should be practiced with extreme caution due to the lithium-ion batteries inside the device.

- Electric device must be Underwriters Laboratories (UL) approved
- Only use the manufactures cord and power adapter (charger) made specifically for the device
- Plug directly into the wall outlet – do not plug charger into power strip or extension cord
- Follow the manufactures instructions for charging and storage
- Keep at least 36 inches of clearance to combustibles in the area around the battery charging and storage area
- Keep batteries and devices at room temperature, do not charge below 32 degrees Fahrenheit or above 105 degrees Fahrenheit
- Do not overcharge or leave batteries charging overnight or unattended

4. CANDLES/INCENSE

Use of any type of candles or possession of a candle that has been lit and burning/simmering of potpourri and incense are not permitted in student rooms. Candles must have wicks removed if using a candle warmer, or have the wick trimmed to candle if used for decor. If found burning or having been lit in a student's possession these items will be confiscated and the student referred to residence hall staff for follow up for resolution of the incident. Items may be returned to the student pending resolution of the incident and further instructions from residence hall staff.

A. EXEMPTION FROM POLICY

In accordance with the American Indian Religious Freedom Act, students may request an exemption to burn items as part of traditional religious and cultural practices. Please contact University Housing or Director of Native Student Services to begin this request process.

Any student who wishes to burn a substance for religious or cultural purposes must complete and submit a request for Exemption from Residence Hall Policy. The student must meet with the Assistant Director of University Housing before burning any substance. A form to fill out to request this exemption can be found [HERE](#).

Respect for the Rights of Others

The religious rights of students must coexist beside the comfort and safety of all residents. Those who wish to burn in the residence halls must have strong respect for the rights of other people.

Recognizing that the University is a smoke-free environment, this policy recognizes and respects the rights of students to practice their spiritual traditions, but also recognizes and respects the rights of other students to smoke-free air. Neither non-practicing persons nor the building structure or furnishings should be exposed to excessive smoke. Students wishing to celebrate, purify, or use smoke must control excess smoke by exercising positive steps for ventilation.

5. CARPET

Placing electrical cords (extension or power strip) beneath carpet is a fire hazard increasing risk to students and property and is therefore not allowed. Using double sided tape or duct tape to adhere the carpet to the floor is prohibited.

6. CHEWING TOBACCO

Chewing tobacco is permitted only in student rooms on the condition that it is used and disposed of in a safe and clean manner. Tobacco products are not allowed in common areas at any time.

7. COMMON AREAS

Students are responsible for any loss or damage to the furniture, furnishings, equipment, buildings or grounds of the University of South Dakota whether caused by the student or that student's personal guests through their careless, accidental, or intentional actions. This loss or damage indicated above includes corridor and bathroom areas in the residence hall in which the student lives. When the loss or damage cannot be clearly identified as the responsibility of any individual or specific group of individuals, the assessed charges for this loss or damage can be charged to the residents of a hall/floor/wing as determined by the Residence Hall Director and the University Housing Office. This also includes personal trash being found in the common areas.

Damages which are going to be charged to the residents of the hall/floor/wing will be handled in the following manner:

- The damage and its cost will be posted on the appropriate floor(s). There will be five days to try to discover the person(s) responsible.
- After five days, the amount of damage still unaccounted for will be posted (e.g. broken couch - \$500.00 - 50 residents - \$10.00/resident)
- This amount in addition to an administrative processing charge will be added to the students' USD account and will therefore be subject to the regular due dates and late fees of that account.

8. COMMUNITY HEALTH POLICY

The University of South Dakota aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. The below policies and guidelines are incorporated into the Housing Occupancy Contract and are applicable to all residential students. As always, we will endeavor to update you with timely information about specific health and safety guidance important for our residential students.

- **Health and Safety.** We expect that all members of the USD Housing community—residents, staff and visitors—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residential students are prohibited from creating a health or safety hazard within USD Housing and the University may request or require a resident to leave USD Housing if their continued presence in the housing community poses a health or safety risk for community members. Residential students

are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the University or USD Housing as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine / isolation requirements (including before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, and other common spaces.

- **Quarantine / Isolation / Separation.** At any time, the University may request or require a resident to leave USD Housing when that resident’s continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests from USD Housing to leave their assigned space due to COVID or other public health emergency and failure to do so is a violation of the Housing Occupancy Contract and Community Living Policies and may subject a student to emergency removal from their assigned space. Not all USD Housing residential rooms or halls are appropriate for self-quarantine or self-isolation, for example, and in those situations where a student is recommended to self-quarantine or self-isolate, students may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Removal from USD Housing to isolate or quarantine does not constitute a termination of a residential student’s Housing Occupancy Contract.
- **De-Densifying Efforts.** Residential students are required to comply with any de-densifying efforts needed on campus due to COVID or other public health emergency, including, but not limited to, the relocation of all or some residential students to alternative housing. Relocation does not constitute a termination of a residential student’s Housing Occupancy Contract. In the event USD Housing must relocate students as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available, USD will offer impacted students fair and reasonable reimbursement as appropriate and based on information available at that time.
- **Dining Services.** Dining service, including where and how it will be offered to residential students, is subject to the discretion of the University and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the University, Dining may limit the occupancy of dining halls, limit the amount of time students may reside within dining halls, or make other operational adjustments needed to address health and safety concerns. This may include altering or limiting food options regularly offered by dining services.
- **Cleaning.** USD Housing and USD Facilities will continue to implement and modify its cleaning protocols to address COVID or other public health emergency in the interest of minimizing the spread of disease. USD Housing will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.
- **Termination.** Upon reasonable notice, USD Housing reserves the right to terminate Housing Occupancy Contracts due to public health emergency needs, including COVID.

- In the event of a conflict between this Section Community Health Policy and the remaining sections of the CLP this Section will apply.

9. DAMAGE/CLEANING

Residents of a room will be held responsible for any damage, loss, custodial, or maintenance work to the room or its furnishings above normal wear. Residents will be held fully responsible for any damage and cleaning related to animals in their space. Residents may not change the residence hall facilities (paint, affix anything to walls, etc.) No furniture may be removed from student rooms. All repairs and maintenance in residence halls will be made only by the University through authorized personnel. Assessment of damages may be completed during the school year or at the time of checkout. Reasonable efforts will be made by University Housing staff to determine individual responsibility for damage. Should staff be unable to determine individual responsibility for noted damage, charges will be split amongst all occupants of the space. All charges will be applied to the students USD account in addition to an administrative processing charge.

10. DECORATIONS

University Housing encourages individual expression through room decoration. However, we are also concerned for the safety of our residents and damage to University property. The following guidelines should be noted before you begin decorating your room. No more than 25% of your hallway facing room door may be covered at any time. If you have any questions regarding the appropriateness of decorations, contact your Residence Hall Director.

The following items are **not** allowed as room decorations, or for use in decorating your room:

- Painting in any residence hall space, public, private or otherwise
- Double-sided carpet tape
- Duct-tape is not allowed on any surface
- Decals, bumper stickers or contact paper to cover desktops, bulletin boards, closets, university property, etc.
- Items which hang from the ceiling (i.e. plants, blankets, netting, string lights, etc.)
- Screws, nails, thumb tacks or pins, or hooks into walls, ceilings, or woodwork
- Dartboards with metal tips
- Aluminum foil on windows
- Any stolen property (such as street signs, mile marker signs, University approved postings, etc.) If these items are seen by a staff member, the University Police Department will be called.
- Nothing should be displayed or hanging from McFadden balconies.

Students are encouraged to use poster putty, 3M hooks on concrete or plaster walls (not on sheetrock walls), or masking tape/painters' tape to hang items on the walls. Students will be assessed for any and all damages to University property, including marks left by adhesive materials. Even the recommend ways to hang things (3M hooks or painters tape) can still cause damage and residents will still be liable.

Fresh cut trees or wreaths are not permitted in student rooms or floor lounges for fire safety reasons. Artificial trees are allowed. Light strings must be UL approved, and should only be plugged in when residents are present. Light strings may not run under carpets, hang from ceilings or sprinklers, be placed between bed springs and bed frames, or be hung on the exterior of the room door.

Placing things in the public hallway outside of your room door is prohibited due to the fire evacuation and trip hazard. This includes, but is not limited to footwear, rugs, holiday decorations (pumpkins), bikes, etc. You may hang items on your door that does not protrude outside of your door frame.

A door decoration/tag will be provided by the University Housing Office for each resident in all residential spaces. These door decorations/tags serve important roles in emergency response.

11. FIRE ALARMS AND FIRE SAFETY EQUIPMENT

Fire safety is everyone's concern every day. Students must be aware of the location of fire safety equipment. Specific instructions for fire evacuation are posted in each hall and may be obtained through the University Housing Office. It is required that students evacuate the building whenever an alarm sounds. If it is safe to do so, staff may enter rooms to ensure residents have evacuated the building. Students who ignore the evacuation instructions may be subject to conduct proceedings.

All rooms have heat sensors, smoke detectors, and/or sprinklers connected to the building fire alarm system. Extreme care should be taken not to bump the heat sensor or sprinkler, thus setting off the fire alarm and necessitating the evacuation of the building. Do not hang anything from or place anything over the heat sensor/smoke detector/sprinkler.

Activating or tampering with emergency equipment such as fire extinguisher, fire alarms, smoke detectors, heat sensors, sprinklers and/or emergency exit signs is prohibited by state law and the Student Code of Conduct and will be handled by and turned over to law enforcement in addition to a referral to the student conduct process. Also any costs related to the above tampering will be passed on to the parties involved.

If you are a person needing an accommodation for hearing or seeing fire alarms, please contact USD Disability Services at disabilityservices@usd.edu.

12. FIREARMS/WEAPONS/EXPLOSIVES

As a safety precaution, shotguns, rifles, handguns, pellet guns, replica guns including nerf guns/water guns, air guns, paintball guns, anything that resembles a gun and/or emits a projectile, bows and/or arrows, ammunition, and other types of potentially dangerous weapons or equipment are not permitted in the residence halls. Fixed blade knives with a blade length of (5) inches or less are permitted solely for the purpose of kitchen preparation. Residential students wishing to store firearms may store their firearm at the University Police Department. Please click [HERE](#) for more information.

All types of explosives, including fireworks, gasoline, ammunition, and other combustible materials, are prohibited in the residence halls. Possession of any of these is a violation of the Student Code of Conduct.

13. GUESTS AND VISITATION

A guest is anyone that is not assigned to the building and room space being visited. Guests who are non-residents in the hall must be escorted by their resident hosts at all time A guest will be classified as an overnight guest when they will be staying in the hall after midnight

Any overnight guest must be at least 16 years of age unless they are being hosted by a relative. A guest may stay overnight in your room with your roommate's permission for no more than 2 consecutive nights for every seven-day period (Sunday through Saturday). There will be no charge for overnight guests. Overnight guests will be limited to 2 guests per room at any given time. All guests will be expected to follow all policies of the University of South Dakota. It is the responsibility of the host to inform the guest of these policies. Guests will be expected to present identification upon request from University Housing or University Police Department staff.

Students who are non-residents are subject to disciplinary action for violation of residence hall policies. Hosts are responsible for their guests and may be subject to disciplinary action as a result of the behavior of their guests. Guests may be required to leave a hall at the discretion of Housing Staff. Students are also responsible for the behavior of people using their room and may not host a guest in absentia.

All residence halls have twenty-four (24) hour visitation. It is recommended that roommates discuss agreeable times for visitation/guests within their shared room/space. Should residents require assistance in this process, they may contact their Resident Assistant or Residence Hall Director for guidance.

14. HARASSMENT

The University of South Dakota and the University Housing Office prohibits harassment. Please reference [South Dakota Board of Regents policy 3:4](#) for more information.

15. IMPROPER ROOM CHANGES

All room changes must be approved through the housing office or your Residence Hall Director. Any unauthorized room changes by a resident will result in a minimum improper move fee in addition to a possible referral to the Student Rights and Responsibilities Office. There is a minimum two week move freeze during the first two and final two weeks of every semester to allow the University to account for all students registered for housing.

16. IMPROPER USE

The use or attempt to use university property not constituted with its designated purpose is not permitted. Types of prohibited behavior may include:

- Moving, tampering or removing of ceiling tiles, closet doors, peep holes or window screens (assessed a minimum of \$25 in restitution per person involved)
- Stacking of furniture not intended for that purpose
- Sexual acts in a common area or shower or multiple occupants in bathroom stalls or shower facilities intended for use by a single individual
- Creating health and/or safety hazards such as pranks, hallway disruptions, climbing from windows, balconies or roofs

17. KEY/CARD USAGE

Keys, Coyote Cards, and any door control devices are the responsibility of the student to whom the University Housing Office and Coyote Card Office has assigned them. **Keys, Coyote Cards, and any door control devices are not to be used by or lent to any other student.** You are responsible for any damages, violations or injury occurring as a result of violation of this policy. Should you lose your room key contact your Hall Front Desk immediately to arrange replacement. If you lose your Coyote Card, contact the Coyote Card Office immediately at (605) 658-3559, University Police at (605) 658-6199 or visit [THIS PAGE](#) and click on “Log in to My Card Account” Temporary access cards can be checked out at the Front Desk of each hall for a limited time. It is in the student’s best interest to report lost keys or Coyote Card immediately to avoid resulting theft or safety concerns. Replacement key costs can be obtained from visiting the Front Desk of each hall. Coyote Card replacement costs can be obtained by contacting the Coyote Card Office at (605) 658-3559.

Students will receive assistance gaining access to their assigned space if they have locked themselves out at no cost for the first two occurrences per academic year regardless of room or hall changes.

Students are not allowed access to the roofs of the buildings for any reason. Unauthorized access to any residence hall space (room, floor, or hall) is considered a Student Code of Conduct violation.

18. LAUNDRY

Laundry is provided in every residence hall. Residents can use the machines with Coyote Cash only for a nominal fee per wash and dry. University Housing is not responsible for any lost, stolen or damaged items due to the use of the facilities. It is recommended that students do not leave their laundry unattended and to visually inspect the machines before use. If something is out of the ordinary, please notify housing per the procedures posted on the individual machines or go to [THIS LINK](#).

19. LOFTS

Residents living in Burgess, Norton, Olson, Beede or Mickelson who wish to loft their beds may rent a loft kit from University Housing. Loft kit rental fees will be billed to the student's account each semester and updated costs can be obtained by contacting University Housing at (605) 677-5663 or housing@usd.edu. Students are not allowed to use homemade lofts or lofts from outside companies. Students have until the second Friday of each semester to return the loft for a full refund. Lofts may be rented at any time during the school year; however, rent is NOT prorated. An alternative to lofting is to bunk the beds to save space. Talk to your Resident Assistant (RA) if you have questions about your loft or bunk bed.

20. MANDATORY MEETINGS

University Housing will hold mandatory meetings for residents from time to time to aid in the dissemination of important information regarding safety, security, and important processes. Generally, residents will receive at least 24-hour notice of mandatory meetings that includes the areas required to attend (i.e. 4th floor of Mickelson or 3rd floor of Coyote Village). Residents of the indicated area must attend the meeting at the posted time and location and are responsible for knowing the content of the meeting regardless of attendance. If residents are unable to attend a mandatory meeting, they are responsible for informing the organizer of the meeting in advance if possible. Residents who are unable to attend mandatory meetings are also responsible for meeting with the meeting organizer to obtain meeting content. All residents of an indicated area will be held responsible for the content of a mandatory meeting regardless of their attendance. These meetings are held to disseminate important information regarding policy, procedures, and other community living aspects.

21. MISSING PERSON(S) POLICY

Any person may report a university student as missing by filing a report with the university's chief student affairs officer or at the University Police Department. It is not necessary to wait until the student has been missing for twenty-four hours before making a report. For purposes of this policy, a student is considered missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines. *Residents are asked to register a confidential source who would typically know where they are in the case they are reported missing. These contacts may be contacted by University Housing staff in the event you are reported missing.*

22. PEST CONTROL

University Housing is committed to an effective and efficient response to reports of pests in our housing facilities. Our pest control measures include regular inspections and housekeeping controls and material treatments as needed. The materials and processes used to treat rooms and apartments are carefully selected to be safe and effective. University Housing requests the residents keep their rooms clean and place food in sealed containers. In addition, University Housing does safety inspections each semester to make sure students are keeping rooms clean and safe. USD Facilities and Pest Control services may enter resident spaces without residents present to address pest issues.

23. PETS

For reasons of health and sanitation, pets/animals of any type, except fish, Service Animals, or Emotional Support Animals, are not permitted on any of the residence halls/floors. Fish tank capacity may not exceed ten (10) gallons per room. For any questions regarding emotional support animals or service animals, please contact the Disability Services Office at disabilityservices@usd.edu.

24. POSTING, SALES, AND SOLICITATION POLICY

The University of South Dakota views residential facilities as a home to students. As such, it is the desire of the University Housing Office to ensure advertising, posting, sales, solicitation, and campaigning in residential facilities will support the student's educational endeavors while respecting their personal residential space. To that end, the following policies are enforced for all posting, sales, and solicitation within the residence halls. University Housing also follows direction from the [SDBOR 1:32](#) on freedom of expression.

A. GENERAL POSTING GUIDELINES

Groups or individuals may submit materials for posting with the purpose of promoting a campus, department, or organization, or community program/commercial advertisements in paper or electronic format. In order to maintain clean welcoming environments and decrease our overall carbon footprint while minimizing cost for those desiring to advertise, groups are encouraged to take advantage of digital posting opportunities. Posters/Advertisements must be appropriate for public areas. At no time will a sign/poster promoting the sale, use, or advertisement of alcohol/alcohol products or any illegal activity be approved. Upon approval, University Housing Staff will display these postings in designated residence hall locations. The only postings allowed in Residence Halls will be University Housing postings and University affiliated clubs/organizations. Any postings (digital or otherwise) must have the name and contact information of the sponsoring club or organization. Postings will be displayed for up to two weeks or until 24 hours after an event date, whichever occurs first. Only residence hall staff in their capacity as a staff member may post materials and items found posted that are not approved will be removed immediately and could result in conduct proceedings.

B. POSTING APPROVAL REQUIREMENTS (DIGITAL AND PAPER)

To obtain approval by University Housing for distribution and posting at designated locations in the residence halls, posters/advertisements must contain the following:

- Description of event/activity/service as well as date/time/location of the event
- Identification of the sponsoring organization or department via logo or statement of sponsorship
- Whether there is any charge for the event
- Contact person's name and phone number or e-mail address
- The poster should be no larger than 24" X 36"

C. DIGITAL POSTING

Digital, 55" kiosks are located behind the front desk locations in the North Complex that are available for digital posting. These kiosks will accept advertisement in PDF and JPEG formats. Small screens located in each of the laundry rooms across campus are also available and can accept advertisement in JPEG format. In order to submit an advertisement for digital posting, please complete the following link 24 hours in advance of the desired posting start date: <http://tinyurl.com/digitalposting>

D. PAPER POSTER/FLIERS

Paper posters/fliers should be submitted to the University Housing Office located in the Commons, room 100. Posting materials must be submitted no later than 5 days prior to the desired posting date for distribution and posting. *A sample of the proposed poster/flier should be submitted to the University Housing Office before posters are made in the event that changes must be made. University Housing approved postings will receive a stamp*

with signature and valid posting date. It is recommended that an approximately 1"x3" space be left blank for this stamp. If a space is not available, staff will attempt to mark postings in a way that is minimally intrusive on the poster. A digital version of this stamp may be obtained by request to Housing@usd.edu.

E. POSTING NUMBERS

The following counts outline the maximum number of posters that will be accepted for each facility. Please visit with the University Housing front desk to discuss targeted efforts for advertising. Should less posters be received than listed below, University Housing will attempt to divide the posters equally amongst all locations and will place them in higher visibility areas.

- McFadden Commons: 2 Floors: 2
- Coyote Village Commons: 2 Floors: 12
- North Complex Front Desks Commons: 2 Floors: 16
- Burgess/Norton Commons: 2 Floors: 6

F. MAILERS/MAILBOX STUFFERS

Advertisements to be placed in residence hall mailboxes must be individually addressed unless approved by Housing Director or designee. Mailbox advertisements that are not individually addressed to each resident will be made available at front desk locations for 48 hours and will then be recycled. For more information on posting numbers or addresses, please contact University Housing at Housing@usd.edu.

G. OTHER PAPER ADVERTISEMENT/ALTERNATIVE ADVERTISEMENT

In an effort to decrease our paper usage, other forms of paper advertising such as door hangers, handbills, banners, etc. are discouraged. Alternative forms of advertisement not expressly described above must receive approval from the Director of University Housing. Please contact Housing@usd.edu to request a review of alternate advertising options.

H. SALES/SOLICITATION/CAMPAIGNING

The sales/solicitation/campaigning policy exists to protect the rights of community members to privacy and personal security. Please contact the complex desk or Resident Assistant immediately if there is someone who is violating the following solicitation guidelines:

- Sales may not be conducted in public areas of the residence halls.
- Student organizations may receive permission from the Director of University Housing to use tables and chairs in designated public areas for the purpose of campaigning or to solicit support for their organization/cause. Tabling will not be allowed by any group during any hall opening or closing period.
- Some groups raising funds, selling services, or sharing information that is of benefit to the residence hall community and are done in connection with a residence hall program/activity may be permitted with prior approval. The University Housing Office shall review and approve these activities.
- Individual/groups may not campaign/solicit by placing advertisements under residents' doors or in student mailboxes, except as previously stated (Mailers/Mailbox Stuffers).
- Door-to-door campaigning for on-campus elected offices is permitted for the duration of the two school days immediately preceding the first day of elections from 10:00AM to 8:00PM. **ONLY the candidates themselves**, not campaign workers, will be allowed to campaign door-to-door, and they will be escorted by a member of that hall if they are not a member of that hall.

25. PROHIBITED ACTIVITIES

Activities including, but not limited to, rollerblading, skateboarding, riding scooters, water fights, bike riding, throwing Frisbees or balls, golf, basketball, hacky-sack, bouncing balls, wrestling or running in the halls, Nerf Guns etc. are not permitted in residence halls due to safety and noise concerns. Offending items may be confiscated by hall staff. Special care should be taken when engaging in activities adjacent to the buildings. Individuals will be responsible for any damage caused as a result of these activities and are in violation of the Community Living Policies. Motorized personal transportation devices (e.g. hover boards, electric long boards, etc.) are not permitted for use in the residence halls or any residence hall common area.

26. QUIET HOURS & COURTESY HOURS

As the residence halls are an academic environment, **Courtesy Hours** are in effect twenty-four (24)-hours a day. Residents are expected to be aware that their actions and behaviors do affect other community residents, regardless of established quiet hours for the floor. Concerns surrounding Quiet Hours should be presented to the floor's Resident Assistant or the Residence Hall Director for mediation.

- A. **MANDATORY QUIET HOURS** are in effect Sunday through Thursday, 10:00PM to 9:00AM and Friday and Saturday from 12:00AM to 9:00AM. Individual floors may lengthen quiet hours if they so desire through a voting process. During quiet hours noise should not be heard outside your room door. Contact your Hall Director for information on voting for extended quiet hours.
- B. **FINALS WEEK** for both semesters includes mandatory twenty-four (24) hour quiet for studying in all residence halls. Signs will be posted to let you know when this policy begins.
- C. Speakers may not be placed so music is played out windows. Stereos being used outside must conform to the quiet/courtesy hour policy.

27. RESTROOMS

Restroom stalls, both shower and toilet, may only be occupied by one (1) person at a time unless there is a medical need or an emergency. Gender specific restrooms are to only be used by people that identify as that gender.

28. ROOM CARE AND CLEANING

Room care and cleanliness are the responsibility of residents. Rooms must be kept clean for health and safety reasons. A limited amount of cleaning equipment is available at the complex desks that can be checked out with a valid Coyote Card ID. Should the cleanliness of a room be such that University Housing is concerned for the student's health or safety, said staff can mandate cleaning of the space. Upon request, should students not clean their space to the reasonable expectations of University Housing staff, the space will be cleaned for them and the cost will be charged to the student's account. University Housing staff will perform cleanliness checks minimally once a semester. Residents will receive twenty-four (24) hour notice of these checks.

A. TRASH REMOVAL

Students are responsible for taking their personal trash out to the dumpsters. Personal trash includes pizza boxes, parcel packaging (Amazon boxes), large quantities of trash (full trash bags), etc. This is not a custodial responsibility. Trash found in common spaces may result in a student fine. Trash found in common areas may result in student conduct proceedings and a fine.

29. ROOM ENTRY/SEARCH POLICY

The rights of students to be secure in their residence hall rooms against unreasonable entry, searches, and seizures are assured. Entry, search and seizure by civil officers are governed by civil law.

University Housing staff will report and respond to a prohibited act, violation of the Code of Conduct or Community Living Policy based on a reasonable suspicion or if the evidence is in plain view. If illegal or impermissible items are found after entering a student's room during a normal inspection, the items may be removed and as appropriate, either stored or disposed of; their possession may be noted for student conduct or legal processes.

A. University officials may enter a student's room only when:

- Maintenance requested by the occupant(s) or University personnel is being performed.
- Routine inspection of rooms for safety, health, and general upkeep purposes or maintenance performed upon institutional initiative is generally preceded by at least twenty-four (24) hours written or posted notice to occupant(s).
- There is perceived imminent risk to safety, health, and/or occupant(s), or institutional property.
- Entry during announced break times.
- Reasonable suspicion that a University policy is being violated.
- Turning off an alarm, loud stereo/music, or loud TV when residents are not present.
- Conducted pursuant to an administrative search permit signed by the Vice President of Student Services/Dean of Students, or their designee. Such permit must include:
 - a. The room (s) to be searched.
 - b. The regulation (s) allegedly being violated.
 - c. The item (s) being sought (if applicable).
 - d. The names of those authorized to enter/search.
- There is a search warrant being carried out by a member of law enforcement. These agencies include, but are not limited to, the University Police Department, Vermillion Police Department, Clay County Sheriff, and the South Dakota Highway patrol.

B. It is a reasonable and lawful request for staff to ask residents to fully open the door to a room in any situation. Failure to comply with the request is a Student Code of Conduct violation and will be subject to disciplinary action through Student Rights & Responsibilities.

30. SMOKING AND SMOKE FREE ENVIRONMENTS

Smoking is not permitted on the University of South Dakota campus. This policy was established by students and endorsed by the University Senate to protect and promote the health and well-being of employees, students, and visitors. This policy prohibits the smoking of any substance, including but not limited to, tobacco, cloves, and marijuana. The use of other smoking products is also prohibited, including cigars, pipes, hookahs, and vaporizers, Juul Pods and other types of electronic cigarettes.

In accordance with the American Indian Religious Freedom Act, the no smoking policy does not apply to ceremonial and traditional rites. ([EXEMPTION FROM POLICY](#))

31. SURVEY DISTRIBUTION & COLLECTION DRIVES/BINS

Anyone wanting to distribute a survey or do a collection drive in the residence halls must contact the Director of University Housing.

32. VACATION/BREAK HOUSING

All traditional halls close during semester and spring breaks. Coyote Village and McFadden stay open during breaks, but students in those spaces will still need to sign up for emergency roster purposes. Students not living

in Coyote Village or McFadden may request permission from the University Housing Office to stay in their room during a break period. **Semester room rates do not include semester and spring break periods in traditional halls.** Students approved for break housing in traditional halls are assessed a daily charge. If you must stay after the official closing time because of late classes or work commitments, speak with your Hall Director before closing time to discuss your circumstances. Students needing to stay on campus during campus breaks may request permission from the University Housing office to stay in their room. Additional fees may apply. Students will be notified about these opportunities via their @coyotes.usd.edu email address.

Residence hall rooms will be inspected during Semester Break and as needed for building monitoring during breaks.