University of South Dakota
Student Services - University Housing

Community Living Policies
## Contents

1. **Alcohol/Drug Containers and Paraphernalia** ................................................................. 2  
2. **Posting, Sales, and Solicitation Policy** ............................................................................ 2  
3. **Appliances** ......................................................................................................................... 4  
4. **Bicycles** ............................................................................................................................. 5  
5. **Candles/Incense** .................................................................................................................. 5  
6. **Carpet** ............................................................................................................................... 6  
7. **Chewing Tobacco** .............................................................................................................. 6  
8. **Common Areas** .................................................................................................................. 6  
9. **Damages** ............................................................................................................................ 6  
10. **Door Decorations/Tags** ..................................................................................................... 6  
11. **Escort Policy** .................................................................................................................... 7  
12. **Explosives** ......................................................................................................................... 7  
13. **Fire Alarms and Fire Safety Equipment** .......................................................................... 7  
14. **Firearms/Weapons** ............................................................................................................ 7  
15. **Guests** ............................................................................................................................. 7  
16. **Harassment** ...................................................................................................................... 7  
17. **Holiday Decorations/Lights** ............................................................................................ 8  
18. **Improper Room Changes** ................................................................................................. 8  
19. **Improper Use** .................................................................................................................... 8  
20. **Key/Card Usage** ............................................................................................................... 8  
21. **Laundry** ........................................................................................................................... 8  
22. **Lofts** ................................................................................................................................... 9  
23. **Mandatory Meetings** ......................................................................................................... 9  
24. **Missing Person(s) Policy** .................................................................................................. 9  
25. **Pest Control** ...................................................................................................................... 9  
26. **Pets** .................................................................................................................................... 9  
27. **Prohibited Activities** ......................................................................................................... 9  
28. **Quiet Hours** ...................................................................................................................... 10  
29. **Recycling** .......................................................................................................................... 10  
30. **Restrooms** ......................................................................................................................... 10  
31. **Room Care and Cleaning** ............................................................................................... 10  
32. **Room Decoration** ............................................................................................................ 10  
33. **Room Entry/Search Policy** ............................................................................................ 11  
34. **Smoking and Smoke Free Environments** ..................................................................... 12
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.

1. ALCOHOL/DRUG CONTAINERS AND PARAPHERNALIA

The South Dakota Board of Regents prohibits “The unauthorized manufacture, sale, possession, use, or consumption of alcohol, marijuana, 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). Containers 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. 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:

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. 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 THIS FORM 24 hours in advance of the desired posting start date. [http://tinyurl.com/digitalposting](http://tinyurl.com/digitalposting)

D. PAPER POSTER/FIERS
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 3 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
- Brookman Commons: 1 Floors: 3
- Burgess/Norton Commons: 1 Floors: 6

F. MAILERS/MAILBOX STUFFERS
Advertisements to be placed in residence hall mail boxes must be individually addressed. 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.

3. 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 university residence hall lounges and kitchen areas (may be stored in rooms but not used in rooms, these items may be used in room in Coyote Village and McFadden.):

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

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)
• 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 and coffee pots of solid state construction with thermostats and automatic shut-offs.
• Refrigerators and Microwaves: One (1) refrigerator per 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
• Neon signs (halogen-based)
• Stand-alone freezers/deep freezes
• Air Conditioning Units (Free Standing or otherwise)

4. BICYCLES
   Bicycles are not to be stored in residence hall rooms with the exception of McFadden and Coyote Village. Ample bike racks are provided at all of the residence halls for outside storage. Residents of Coyote Village and McFadden are responsible for any damage resulting from storage of bicycles 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.

5. CANDLES/INCENSE
   Use or possession of any type of candles and burning/simmering of potpourri and incense are not permitted in student rooms. If found 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 the Director of Native Student Services to begin this request process. The exemption must be approved by University Housing staff.

      Any student who wishes to burn a substance for religious purposes must complete and submit a Request for Exemption from Residence Hall Policy. The student must meet with the Residence Hall Director before burning any substance. The exemption must be approved by University Housing staff.

   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 or 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.

6. 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. Students may run only cable TV and Ethernet cords under carpet.

7. 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.

8. 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 clock - $99.00 - 50 residents - $1.98/resident)
- This amount in addition to a $6.00 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.

9. DAMAGES
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 may not change the residence hall facilities, nor remove or replace furniture supplied with the room. All repairs and maintenance in residence halls will be made only by the University through authorized personnel. Cost of damages will be assessed upon completion of the check-out process. 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 a $6.00 administrative processing charge.

10. DOOR DECORATIONS/TAGS
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 and are therefore not to be removed, altered, or tampered with in any way except by the University Housing Office staff. Also, no more than 20% of your hallway facing room door may be covered at any time.
11. ESCORT POLICY
Guests of residents must be escorted at all times. Guests are defined as any person who does not officially reside full-time in a residence hall facility. (e.g., a resident of Richardson visiting a friend in Olson must be escorted by that friend at all times)

12. EXPLOSIVES
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. 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 into 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.

14. FIREARMS/WEAPONS
As a safety precaution, shotguns, rifles, handguns, pellet guns, replica guns, air guns, paintball guns, 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 greater is permitted solely for the purpose of kitchen preparation. Residential students wishing to store firearms may store their firearm at the University Police Department storage facility provided they follow the Weapons Storage Policy.

15. GUESTS
A guest is a non-resident in the hall who has a resident host. A guest will be classified as an overnight guest (same or opposite sex) when they will be staying in the hall after midnight. Guests may be students at the University of South Dakota, a resident of another hall, or a non-student.

Any overnight guest must be at least 18 years of age unless they are being hosted by a relative. A guest may stay overnight in your room if you have your roommates permission for no more than 2 consecutive nights for every seven day period (Monday through Sunday). There will be no charge for overnight guests. Overnight guests will be limited to the number for which the host demonstrates responsibility. 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 the Residence Hall Director. Students are also responsible for the behavior of people using their room and may not host a guest in absentia.

16. 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.

17. **Holiday Decorations/Lights**
Live trees are not permitted in student rooms or floor lounges for fire safety reasons. Holiday lights must be UL approved, and should only be plugged in when residents are present. Holiday lights 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. No more than 20% of your hallway facing room door may be covered at any time.

18. **Improper Room Changes**
All moves 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 plus referral to the Student Rights and Responsibilities Office. There is a minimum two week move freeze during the first two weeks of every semester to allow the University to account for all students registered for housing.

19. **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

20. **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. 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) 677-5334.

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. After two free lockouts, students can regain access to their assigned space for $5.00 per occurrence which will be assessed to the student’s bill upon their check-out from their assigned space.

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.

21. **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. Use of laundry facilities is at your own risk. 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.

22. LOFTS
Residents living in Burgess, Norton, Richardson, 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. 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.

23. 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.

24. 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. Students are asked to register a confidential source who would typically know where they are in the case they are reported missing.

25. 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.

26. PETS
For reasons of health and sanitation, pets/animals of any type, except fish and those trained to assist persons with a disability, 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 University Housing Office.

27. 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. Additionally, hover boards may not be stored in the residence halls.

28. Quiet 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. At no time should there be loud talking, loud music, or TV that would be disruptive to the educational pursuits of other residents. If a resident is disturbed by your actions and asks you to quiet down it is expected that students will respectfully comply with the request. 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 10:00AM and Friday and Saturday from 12:00AM to 10:00AM. 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. Quiet Lifestyle Building is for students desiring a quieter environment. The quiet lifestyle building is Brookman Hall. They have twenty-four (24)-hour mandatory quiet hours. During the mandatory quiet hours noise should not be heard outside your room door.

29. Recycling
The University of South Dakota is committed to protecting our environment and good sustainability practices. To that end, University Housing has made recycling available in each residence hall complex. Please watch for posted information regarding specific times and locations of recycling pick-ups. There are recycling stations located near each complex front desk. USD recycles paper (newsprint, bond, computer, and pastel colored), corrugated cardboard, and #1 and #2 plastic and aluminum/tin cans. Be sure to rinse plastic and aluminum cans before you store them for recycling. Please leave cardboard at the recycling stations.

30. 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.

31. 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 is defined as pizza boxes, parcel packaging (Amazon boxes), large quantities of trash (full trash bags), etc. This is not a custodial responsibility. Personal trash found in common areas is a violation of these Community Living Policies and may result in disciplinary action. See Section 9 – Common Areas

32. ROOM DECORATION
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 20% 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, holiday lights, etc.)
- Screws, nails, thumb tacks or pins, or hooks into walls, ceilings, or woodwork
- Dartboards with metal or plastic 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 can be hung on the exterior of buildings, including McFadden balconies.

Students are encouraged to use poster putty, 3M hooks (except in Coyote Village), or masking tape to hang items on the walls. Students will be assessed for any and all damages to University property, including marks left by material used to hang posters or put carpet down.

33. 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 his/her 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.

34. 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. (See CANDLE - EXEMPTION FROM POLICY)

35. SOUND EQUIPMENT
Speakers may not be placed so music is played out windows. Stereos being used outside must conform to the quiet/courtesy hour policy. Additionally, loud bass music is strongly discouraged as bass noise will impact a large number of students in the community.

36. SURVEY DISTRIBUTION
Anyone wanting to distribute a survey in the residence halls must contact the University Housing Office in the Commons, room 100 prior to distribution. The University Housing Office will work with IRB and other offices on campus to approve the distribution of surveys that do not conflict with other surveys throughout the course of the year.

37. VACATION/BREAK HOUSING
All traditional residence halls close during semester and spring breaks. Students 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.** Students approved for break housing are assessed a daily charge. Brookman, Coyote Village and McFadden are exempt from the daily charge for break housing. 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 particular circumstances.

Residence hall rooms will be inspected during all closing times (Semester Break and Spring Break) and as needed for building monitoring during breaks.

38. VISITATION
All residence halls have twenty-four (24) hour visitation. Please reference the GUESTS and ESCORT POLICY sections for more information regarding visitors. It is recommended that roommates discuss agreeable times for
visitation within their shared room/space. Should residents require assistance in this process, they may contact their Resident Assistant or Residence Hall Director for guidance.