

MESSAGE FROM THE DIRECTOR OF HOUSING AND RESIDENCE LIFE

Welcome to your new home away from home, Gonzaga University! I am so happy to have you live with us! I can remember my own very first day in a residence hall room, vividly. The sight, the smell, the friends I met within that first week. I still maintain those friendships, by the way, a few decades later! I loved my experience so much that I decided to devote my career to providing the same opportunity to countless others. May your experience be as fun, as challenging, as memorable as mine.



One thing I have learned along the way is that sometimes you live in a newer building, sometimes an older one, sometimes a suite or apartment and other times a residence hall. It is not so much the bed one sleeps on or the type of building to which one is assigned as the people you come to know while living in community that makes for the quality experience. Regardless of your residence, you are going to learn a lot, meet many different people, forge a few great friendships and have lots of opportunities each week to become involved in your residence hall experience in formal and informal ways.

We surround you with over 80 live in staff leaders and a vibrant elected student Residence Hall Association. Along your journey, know you are not alone and we are ready to help you make the best of this once in a lifetime experience.

Wishing you all the best this year!

A handwritten signature in black ink, appearing to read "Dennis Colestock". The signature is stylized and cursive.

Dennis Colestock, Ed. M.
Director, Housing and Residence Life



GONZAGA UNIVERSITY
RESIDENCE HALL ASSOCIATION

Want to...

Get involved?

REPRESENT YOUR SCHOOL?

Make new friends?

Plan events?

Make a difference?

BUILD A RESUME?

Join Gonzaga's Residence Hall Association! Visit your block council, which meets every week in a Residence Hall near you! Look for ads in your hall!

this
week
at



www.gonzaga.edu/thisweek

"This Week at GU" is a weekly calendar of events managed by the Office of Student Activities and will be updated on Mondays throughout the year and posted both online and around campus.

For questions or to submit an event please contact the Office of Student Activities

Crosby Room 200
studentactivities@gonzaga.edu
(509) 313-6123

OFFICE OF HOUSING AND RESIDENCE LIFE

Mission Statement

The Office of Housing and Residence Life provides management, resources, and systems which allow for the support of Gonzaga University's mission and academic endeavors. Working in concert with a number of other departments, we strive to provide well maintained facilities, modestly appointed, wherein students can come together on common ground to develop community among themselves, through which the mission of the University can develop and have an impact on the individual. Our work will be guided by industry best practices, professional ethics, values and knowledge, with fervent loyalty and devotion to the appropriate use of these in the context of the mission and values of Gonzaga University. People to Know

- ❖ **Resident Assistant (RA):** a student who lives on the residence hall wing or floor with residents. RAs are selected and trained to help residents develop a positive living, studying and social environment. RAs assist students with personal and academic concerns, organize social and educational activities and serve as general resource people.
- ❖ **Assistant Residence Director (ARD):** An experienced student staff member and leader. The ARD may assist the Residence Director with such things as RA supervision, programming efforts, and disciplinary interventions. The ARD reports directly to the Residence Director and provides for the management of the area in the Residence Director's absence.
- ❖ **Residence Director (RD):** These important staff members are full time, permanent professional level employees who possess at least a bachelor's degree and most often a graduate level degree. These individuals live in the residence halls and supervise a small area of buildings comprising between 275 to 500 residents. The RD serves as the direct supervisor of the RAs and facilitates open lines of communication between Residence Hall Staff members and residents, and is concerned with developing an overall living-learning culture within the building.
- ❖ **Area Coordinator:** The two Area Coordinators are responsible for supervising the RDs and RAs at the lower or upper division levels respectively. Programmatically they insure the accomplishment of our student development living and learning goals.
- ❖ **Graduate Assistant to the Area Coordinator (GAAC):** This is a graduate student, usually a student experienced in residence life leadership, who serves the Area Coordinator by living in one of our two largest buildings, supervising the RAs of that building and assisting with other tasks Residence Directors usually accomplish, under the live-in guidance of the Area Coordinator.
- ❖ **Chaplain-in-Residence:** The University assigns a Jesuit Priest, Religious Sister or lay person to some residence halls. Chaplains may also be full time staff, administrators or faculty members who wish to take the time to get to know students on a spiritual level. The primary reason for assigning a chaplain to a residence hall is to provide spiritual leadership to staff and students and to be a resource for faith based issues to the people living in the building assigned.
- ❖ **Faculty-in-Residence:** A faculty member is assigned to live in residence with students in the Living and Learning Center in Coughlin Hall. This person provides faculty access to the residents and works with the building staff to design meaningful programs related to specific living and learning focus.

Residence Hall Government

- ❖ Residence Hall Association (RHA) is a group of elected representatives from each of the residence halls. The elected representatives form the General Assembly. RHA is led by an elected Executive Board and is involved in residence hall programs, community service events, and the review of residence hall policies. A member of the Office of Housing and Residence Life serves as the advisor to RHA.
- ❖ Block Council is a group of students who organize and implement activities for students within a block or smaller area of residence halls. Block Council members are elected and the council is advised by the Assistant Residence Director or Graduate Assistant to the Area Coordinator. Some members of each block council sit on the RHA General Assembly. Not only is involvement in Block Council fun, it also provides an excellent leadership experience for residents. If you are interested in being involved with RHA please speak to your RA or another professional member of the housing staff for more information.

POLICIES, PROCEDURES, EXPECTATIONS, AND SERVICES: RESIDENTIAL FACILITIES

The Policies and Procedures contained within this section apply to residents and guests of all buildings operated by the Office of Housing and Residence Life. In addition to the following information, rules, and policies, all residents are advised that policies, rules and expectations contained elsewhere in this Handbook and the Student Code also apply to them.

Absences

Prolonged and unannounced absences from your room may be investigated to assure either that you are safe or that you are in compliance with your residency requirement or rental agreement. This may involve room entry, contacting emergency contacts or roommates, or even reporting the situation to the local police department. Please see the section on “Missing Students.”

Alcohol Policy

Most on-campus residential facilities are “dry.” Refer to the general University Policies and Procedures section of this handbook for a complete explanation of the Alcohol Policy.

Alcoholic Beverages in Upper Division Apartments

Please refer to the general University Policies and Procedures section of this handbook for a detailed description of how the alcohol policy is applied to upper division housing facilities. Residents are encouraged not to have under-aged guests over while consuming alcoholic beverages to avoid the appearance that they may be distributing such beverages to under-aged students. Residence Life staff may check in with apartments to ensure compliance with this policy.

Barbeques

Gas or charcoal barbeque grills are prohibited in and around residence halls, including decks and patios of University owned apartment buildings, with the exception of University provided barbeques at individual residence halls and apartment facilities. Electrical BBQs/grills are permitted so long as they do not generate an open flame.

Check-In Procedures

Students must formally sign and return their Room/Suite/Apartment Condition Report within 24 hours of checking into their assigned room. This report serves as a description of the condition of the room/suite/apartment upon check in and the acknowledgment of possession of building/room keys.

Check Out Procedures

When a student permanently moves out of his/her room for any reason (i.e. room change, end of semester, withdrawal from the University, etc.) he/she must arrange for a check-out appointment through the Residence Life Staff well in advance of his/her departure. At the time of check-out, the student must have his/her belongings completely removed from their assigned space, the furniture back in its original location, all areas cleaned and returned his/her key(s).

Courtesy and Quiet Hours

The primary objective of the University is to facilitate the academic enterprise. The nature of this enterprise involves in-class learning and out-of-class study that may take place in many forms and at many times of the day and night. There are also quite a few students with rigorous early morning schedules, necessitating evening quiet hours for adequate sleep. In addition, the University recognizes that its location, within a residential neighborhood, demands respect for the permanent residents of Spokane.

Therefore, a 24-hour Courtesy policy is in effect for all University Residences. Noise of all types is to be kept to a moderate level, and all students are required to immediately cease and desist from the generation or production of noise when requested to do so by any other individual, at any time of the day or night. All students are advised that within all Gonzaga-owned residential property and on the grounds of the University, a Quiet Hours Policy is in effect as follows:

- ❖ Seven days a week: 11:00 pm to 9:00 am the following morning.
- ❖ Last Two Weeks of Each Semester: 24 hours a day, seven days a week.

During quiet hours, it is expected that:

- ❖ Noise be confined to the individual living units (rooms in residence halls, apartment units in apartment facilities).
- ❖ Doors be closed if television or music is being played inside.
- ❖ The noise in a room should not disturb neighbors sharing common walls.
- ❖ Noise in the common areas and external to residential areas be kept at a low enough level that it will not disturb others.

Preventing disturbances is the most assured way of creating the environment on campus and in the residence facilities that is conducive to our academic enterprise and thus in keeping with our most central mission as an institution. Therefore, Residence Life and Security staff are empowered to make judgment calls regarding noise levels prior to receiving complaints.

The last two weeks of each academic term are important times for GU students. These two weeks are the culmination of an entire semester’s hard academic work. We ask and expect all students to take this time seriously and focus on academics. We expect quiet in our facilities out of deference to fellow students. Our residence hall staff will be empowered during this time to use judgment regarding disruptive behavior. We may elect to respond to such disruptions in any of the following ways:

- ❖ Use the normal judicial route to adjudicate the issue and resolve the behavior
- ❖ Place a judicial hold on the student’s registration and defer resolution until September (specific to spring term)

- ❖ Ask the student to move out within a couple of hours and spend the rest of the semester in a hotel
- ❖ Any combination of the above.

Deposit for a Room

A \$200.00 room deposit is required to confirm a housing request. This deposit will remain on the student's account during his/her residence period in the Office of Housing and Residence Life system. Regular deductions may occur related to room or common area damages. Damages will be initially charged to resident student accounts as they occur. Upon leaving the University housing a refund for the deposit will be issued. Any damage charges remaining on the student account will be deducted from the refund. An itemized list of deductions will be available upon the student's request.

Fire Alarms and Safety Devices

Please refer to the University Policies and Procedures section of the handbook.

Fire Escapes

Students are prohibited from loitering upon, or conducting any activity on or from, a fire escape or fire escape platform. Students who are found to be in violation of this policy are subject to disciplinary action under the Student Conduct Code, up to and including dismissal from the University.

Fire/Smoke Detection Equipment

All University residences are equipped with fire and/or smoke detectors, many of which operate using batteries as a primary or back-up source of power. Students are required to maintain their fire/smoke detectors in working order. If a fire/smoke detector (a) does not operate when tested, or (b) alerts the student to a failing battery, the student must contact the Plant Services department (extension 5656) to make a maintenance request for the repair of the unit.

Fires and Open Flames (Candles, Fire Pits, etc.)

The use of equipment that produces, contains, or conducts a continuous open flame – such as candles, potpourri burners, incense, sterno cans or other combustibles – is prohibited. In addition, 'fire pits' and campfires are prohibited in and on the property of all Gonzaga owned on and off campus residential facilities without pre-approval by the Residence Director.

Flammable Items and Materials

Examples of flammable items or materials which are specifically prohibited from any University property include, but are not limited to: gasoline containers (full or empty), gas-operated camping equipment (e.g., Coleman stoves), engines or engine parts, propane tanks and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include chemical compounds and components, open-coil burners, open-coil space heaters and candles. In addition, natural Christmas trees are prohibited without the pre-approval of the Residence Director of the building.

Guest Policy

Anyone visiting a student in their room, apartment, suite, or hall is considered a "guest" of that student. Guests can be any of the following, but not limited to the following:

- ❖ Other residence hall students
- ❖ Friends and acquaintances living off campus not associated with Gonzaga University
- ❖ GU students who live off campus visiting residence halls
- ❖ Family members
- ❖ "Friends of friends" who accompany a guest into a residence hall, regardless of the relationship to the hosting student

As a host, you are responsible for your guests' compliance with the University Code of Conduct, whether or not you are present in any situation where concern arises. This includes individual bedrooms, suites and apartments. Additionally, students who have been found to frequent living areas will be presumed to be "guests" of the resident(s), unless there is a determination of forced entry.

As with the visitation policy, your roommate's or apartment mate's needs for privacy supersede your right to have an overnight guest. All overnight guests are limited to one night, must be of the same gender as the host, and escorted at all times. (see escort policy below). Exceptions to the one night limitation must be discussed with the Residence Director.

Joint Responsibility for Shared Spaces

In apartments and suites with shared living space such as bathrooms, living rooms, hallways, kitchens and jointly-held storage space, all residents with access to, and control over, the shared space will be held accountable for violations of University policies and for any damage or excessive cleaning charges.

Escort Policy

Visitors to any residence hall must be escorted by a current resident of that hall while they are visiting, whether inside the room or in a common area. Visitors who are found to be without an escort may be required immediately to leave the building and/or campus.

Cohabitation Policy

The University provides and maintains its residences specifically for the use of legitimate, rent-paying students (and their spouses and dependents, where applicable). Only students registered with the Office of Housing and Residence Life as actual residents of a space may live in that space. In order to ensure the privacy and welfare of both the students and the community, please note the following examples of cohabitation violations:

- ❖ Residents who want to swap rooms without permission from the Housing Office
- ❖ Non-students (including relatives) and students who have not made arrangements for residing in that space through the Office of Housing and Residence Life
- ❖ Friends or relatives who stay more than one night
- ❖ Off campus Gonzaga students who need a place to stay for a few days or weeks
- ❖ A "significant other" who spends the night or multiple nights

Halogen Lamps

Halogen Lamps are not allowed in Gonzaga University residence halls, apartments and properties. There is extreme hazard and fire danger associated with the high temperatures at which halogen lamps burn (750-1100 degrees Fahrenheit). These high temperatures can ignite bedding, paper, posters, curtains, etc., when they come in contact with the bulb.

Health and Safety Standards Policy

In the interests of individual and collective health, welfare and safety, students are required to keep their premises clean and litter-free. Litter, trash, garbage and food remnants foster rodent and insect infestation, which in turn can lead to contamination of food products, disease, decay, and disintegration of carpet and property. To this end, the following procedures have been enacted and will be enforced:

1. The occupant(s) of any University residence who is/are found in violation of this policy may be subject to disciplinary action under the Student Conduct Code, which may include relocation to another residence, and/or eviction from the University residence.
2. A University Official may direct students and/or occupants of any room or premise to clean that room or premise at any time under this policy, and the students so directed agree to clean that room or premise within a maximum of twelve (12) hours as a condition of their Living Agreement with the University. A University Official is entitled to require immediate cleanup if deemed necessary.
3. Any room or property that has a noxious odor emanating from it must be cleaned immediately.
4. Lower-division students living in apartment style facilities may be subjected to appropriate additional scrutiny regarding these standards.

Key Possession

The possession of keys or key cards by anyone other than the person they were issued to is not allowed. Loaning and giving away room keys or key cards is an extreme security risk and is strictly prohibited. For more information, see the general University Policies and Procedures section.

Animals kept by students

Animals of any kind,(except for harmless fish in an aquarium, not to exceed ten-gallon capacity per room)are prohibited in any University residential facility. This includes off campus apartments and houses rented from Gonzaga. Service animals are restricted to students who have received prior accommodation for such through the University Office of Disability Resources, Education and Access Management. The presence of animals within University Housing poses serious health, safety and maintenance concerns. In addition to direct damage incurred by animals, many students have allergic reactions to various animals, as well. Further, damage and/or problems may become residual, posing difficulties for subsequent residents or tenants.

Privacy, Courtesy, and Visitation Policy

The right of a student to live in reasonable privacy takes precedence over the right of his/her roommate to entertain a guest in the room, regardless of gender, at any time of the day or night.

It is presumed that student conduct in the residence halls will be consistent with the Catholic, Jesuit ideals and objectives of the University. In addition, the University will manage its residential facilities in ways that provide support for academic excellence and proper and restful sleep. In order to foster such an atmosphere of study and to provide a measure of privacy, visitation (having a visitor or guest of the opposite sex in your room) is limited. This is not to be confused with announced and authorized overnight guests (see Guest Policy, Overnight Guest Policy above). Parameters for visitation (hours when men and women can be in each other's rooms) are:

Seven days a week: 9:00 am - 2:00 am.

Outside of this time period, we ask all residents to take their conversations, study groups, etc. to a public area of their building. It is expected that only residents of the living unit will be in the living unit after hours and any quiet conversation, music or television in the living unit will be occurring behind closed bedroom doors in keeping with the Quiet Hours Policy.

Release from Rental Agreement

A release from University housing is a significant action and is granted only under the most unusual of circumstance. Criteria for consideration of a request for release from the Residence Life Rental Agreement include substantial, unanticipated medical, personal or financial problems arising before or after taking occupancy of your room. Personal preference related to the housing assignment will not be considered as a reason for a release. In most instances, very substantial financial penalties have to be applied to such a release. Students are encouraged to review their Rental Agreement on file in the Office of Housing and Residence Life before making such a decision.

Residency Requirement and Qualifications

Refer to the general University Policies and Procedures section of this handbook for a complete explanation of the Residency Requirement and Qualifications Policy.

Room Change Procedure

The room change process is designed to allow students some control over their living situation. The first priority in all living situations, however, is to work with students to affect change in their current room and community. Room changes are time consuming for everyone and should be a last option. Any room change impacts many people, including the community of the hall from which the person is leaving and the community the person is joining.

A room change may not be made without consulting all affected persons. It is not permissible for students to simply “swap” rooms without assistance from the Housing Office. Every effort will be made to assure that the move is beneficial to everyone involved. Room changes within a residence hall or between residence halls are coordinated by your Residence Director. You may obtain vacancy information and the correct forms and procedures by beginning your process at your Residence Director’s office. If your RD agrees a room change is acceptable, he/she will provide you with the proper information which will guide you through the next steps up to the point of checking into your new room and checking out of your old one.

Students must clean and return their previous room in the condition in which s/he received it. Keys must be returned as directed by your Residence Director.

Room changes are limited to certain periods each semester. They may be initiated at the following periods of the Semester:

- ❖ Beginning the Friday of the sixth full week of fall semester.
- ❖ Beginning the Friday of the first full week of spring semester.
- ❖ If your roommate moves out, you should expect another roommate to be assigned by the Housing Office at some point during the academic year. Your responsibility is to keep the vacant side of your room clear and ready for occupancy, including closet, drawers, desk, and bed.
- ❖ In some cases you may have the ability to ‘purchase’ the other half of your room, making the room a “premium single.” Premium singles are available only upon approval from your Residence Director and the Housing Office.

Smoking

Residence Life policy and state law prohibit smoking inside buildings and within 25 feet of building entrances, exits, windows that open and ventilation intakes. In many cases a smoker must be more than 25 feet from the building itself in order to comply with the law and University policy. This applies not just to tobacco but to all smoking materials. Evidence of smoking, including residual odor, will be treated as a violation of this policy.

Windows/Window Screens

Window screens are not to be loosened or removed under any condition. Endangering the safety or property of others by dropping/throwing objects from windows, endangering oneself by sitting on the window ledge or by climbing in or out windows will result in disciplinary action. If your screen comes loose by itself, please place a work order to have it repaired. A missing screen at the year’s end will cost you in damage charges. Banners, flags, posters and other hangings are not allowed to be displayed outside of windows or from ledges.

COMMON AREAS AND GROUNDS

It is essential that all persons within the community – students, faculty, staff and even alumni – recognize the joint responsibility for the common good that exists at Gonzaga. The significance of a community, in part, is that individuals take an active role in the care of others. Common areas are lounges, hallways, stairwells, lobbies, kitchen areas, recreation rooms, laundry rooms, and bathrooms. If you notice damage or carelessness within your hall or anywhere on campus including grounds, we ask that you bring it to the attention of your Residence Director or the Housing Office so

that action may be taken. The University will charge the cost of repairing common area damage, vandalism, or theft of property equally to the residents responsible for the area concerned. We therefore encourage each resident to consider him/herself equally responsible for building common areas, and to intervene directly in behavior that poses a threat to the physical facilities and property. Games that involve running, propelling or throwing objects back and forth in common areas of the indoor part of residence halls are not allowed. Please take such activity outside.

Possession of Common Area Property

Under the University Ethos Statement, all students are encouraged to respect property. The University procures and provides property for the common use of all students within specific areas. Examples include, but are not limited to: furniture, fixtures, equipment and signage. Local residents and businesses also own property privately. Unauthorized possession of property is prohibited, regardless of whether it is owned by the University or a private entity. Examples:

- ❖ Taking common area couches, tables, chairs to your room
- ❖ Taking common area recreation equipment
- ❖ Street signs from on or off campus
- ❖ Traffic equipment owned by campus, Spokane, State of Washington, contractors
- ❖ Advertising materials, banners, signs and display items

The furniture in common areas (e.g., lounges, study rooms, recreational areas) is there for the use of all persons within the University Residence. Privately owned property has its own uses which are important to the owner(s). These furnishings and property are not to be removed from their locations. Students who are found to be in unauthorized possession of property are subject to disciplinary action under this policy and the University Ethos Statement and can be fined \$50.00 for each piece of property found (per occurrence).

Common Area Damage/Billing Procedure

The cost of damage due to accident or vandalism in our cities is paid by everyone through numerous taxation efforts. Likewise, our own communities on campus are asked to bear the responsibility to prevent such damage, report it when you know who caused it, and assist the University with the cost of repair.

Damage, either deliberate or unintentional, which occurs within a residence hall or on-campus apartment but for which no individual or group of individuals has taken responsibility is termed "Common Area Damage." Unaccounted-for Common Area Damage ultimately is paid for by everyone through indirect means such as increased housing costs and more directly by assessing equal charges to student housing accounts.

If Common Area Damages occur for which no person(s) are willing to accept responsibility, the following procedure will be followed:

- ❖ Upon discovery of the Common Area Damage, a representative of the Residence Life Staff will notify all residents of the following: the nature of the damage, the location of the damage, the estimated cost of repair
- ❖ The residence hall community will be allowed to propose who, individually or collectively, should be responsible for the damage. You can work with your Residence Director on this initiative.
- ❖ If no person or persons have come forward who are willing to accept responsibility for the Common Area Damage, each resident of the hall or area will be billed in equal part for the damage. This amount will be charged to the students' accounts, normally at the end of the academic term or year at Housing's discretion.
- ❖ The Residence Director, together with the staff of the Office of Housing and Residence Life, is responsible for determining the scope of responsibility in the case of a Common Area Damage situation (i.e., the entire hall, one floor, etc.).

Students who accidentally break something in a common area will not get in trouble if they report their responsibility and accept financial costs of repair/replacement. We call this our "free pass" system and hope it encourages you to be honest when those inevitable accidents occur. After all, we all have accidents, sometimes silly ones. So don't be afraid to simply own the accident.

Cleaning and Care

In residence halls custodial service is provided only for common areas such as floor shower rooms, corridors and lounges. It is the student's responsibility to maintain individual rooms, suite and apartment areas. Vacuums are available for check out in each residence hall from the Residence Hall Staff. Custodians are not responsible for excessive messes in common areas. Group billing may occur for the clean up of excessive messes in common areas.

Personal garbage and recycling, including pizza boxes, is not to be left in bathroom or common area garbage cans/recycling bins. It is each resident's responsibility to remove their personal garbage to the dumpsters and designated recycling areas. Any excessive garbage, pizza boxes, and recycling left in common areas, as well as any excessive cleaning will result in common area billing.

In caring for an apartment, please use a soft non-abrasive cleaner like Soft Scrub. Please avoid flushing paper towels, excessive amounts of toilet paper, or feminine hygiene products down the toilet. They will quickly clog the toilet. Clogged toilets have been an on-going problem for residents mainly because they have not adhered to these simple guidelines.

Courtesy Phones

Each residence hall is equipped with an outside courtesy phone. Guests of students should call their residence hall host in order to gain access to a residence hall. Please do not prop open building access doors in anticipation of a visit from a friend. Instruct your guest to call you at the door, using either the courtesy phone or their cell phone when s/he arrives.

Grounds Management (specific to the off-campus properties)

Residents are responsible for general upkeep of the grounds. This includes snow and ice removal from the sidewalks and disposing of garbage in the proper designated containers. The University agrees to mow the lawns, furnish water for the premises and coordinate removal of garbage through city garbage disposal. The University will also maintain all structural components in good repair, all electrical, plumbing, heating and other facilities supplied in reasonably good working order, excluding laundry appliances. In addition, the University will provide a program for the control of infestation by insects, rodents and other pests.

ENTRY, SEARCH AND CONFISCATION

The Entry, Search and Confiscation Procedures contained within this section apply to residents and guests of all buildings operated by the Office of Housing and Residence Life.

Entry, Maintenance/Custodial

Maintenance and Custodial personnel may access a student's room when it is clear that (a) a Maintenance Request (Work Order) requires such entry to remedy the reported problem, (b) an emergency requiring access exists, or (c) routine maintenance or safety reviews require such access. Access will normally be accompanied by a notification in advance (except in the case of a Work Order, where notification is considered to have been waived by virtue of the student's specific request). Maintenance and Custodial personnel may access common areas of the University Residences between the hours of 8:00 am and 10:00 pm, and may request access to students' rooms between 10:00 am and 10:00 pm.

Entry, University Official

Entry by a University Official may occur for a number of reasons. Examples include: (a) to insure that health and/or safety standards are being met, including safety inspections during vacation periods/Christmas break; (b) for purposes of repair, construction, or inventory; or (c) when there exists reasonable suspicion that a violation of University policy or law is being committed, or has been committed; and/or that a delay in such entry would endanger the health and safety of the resident, residential community or property, or result in the probable destruction of material relating to the violation. Where possible, notice of intent to enter a room or property will be given to the resident in advance. However, advance notice of room entry may not be practical when emergencies arise.

Entry and Search, University Official

The entering of a room and a subsequent search of that room may occur when there exists a reasonable suspicion that a violation is being committed, or has been committed, and the delay would endanger the health and safety of the resident, residential community or result in the probable destruction of material relating to the violation.

Entry Procedure

- ❖ Entry should be made by two persons, at least one of whom is a University Official, although entry may be made by a University Official alone.
- ❖ If reasonable suspicion of a violation exists but the conduct or violation is believed to be occurring behind the closed door of a student's room, the University Official must:
 - » Knock audibly
 - » Identify him- or her- self by name and title
 - » Request that the door be opened
- ❖ If, after following the above steps the door is not opened promptly, or if the University Official is refused entry, the Official will:
 - » Knock audibly
 - » Identify him- or her- self by name and title
 - » State his or her intention to enter via use of his or her master key if the door is not opened
 - » Proceed to utilize their master key to gain entrance to the room.
- ❖ If reasonable suspicion of a violation exists due to conduct or material that is in plain view, or can be plainly heard or otherwise detected, the University Official may open/unlock a door and enter the room without delay.

- ❖ The University official may open/unlock a door without delay if there is reasonable cause to believe that a delay would endanger health and safety.

Search Procedure

If the occupant(s) of the room is/are found within, the University Official will request their name(s) and student identification number(s). Falsification of such information is a violation of University policy and can subject the student to disciplinary action. The University Official may request confirmation of the student(s) identification by requiring that the student(s) produce a valid Gonzaga University ID card.

If the occupant(s) of the room is/are not found within it, the University Official will note the name(s) of all individuals who are assigned to that room as responsible for any materials that reasonably indicate a violation

If the occupant is present, he/she may be asked, at the discretion of a University Official, to stay for the search. If the occupant(s) of the room is/are not present and a search of the room is deemed necessary to insure that University policies, rules and expectations, are being upheld, the search will be conducted by at least two individuals, one of which must be a University official. The search will be conducted in a private and unobtrusive manner.

In the case of room searches wherein the target of the search is a reasonable suspicion of drug use, or the search request for items not in plain view is denied by the resident, it is desired that at least one of the University Officials involved with the search be a professional member of the Student Life division, such as a Security Officer or a Residence Life Professional Staff member. Likewise, if the occupant(s) refuse a more detailed search of items not in plain view and it is the official's decision to conduct that search without permission reasonable attempts will be made to assure a professional member of the University staff is present for the search.

Confiscation of Items

Any item within a University residential facility which is prohibited or which reasonably indicates a violation of University policy is subject to removal and confiscation. This includes, but is not limited to, items within backpacks and storage containers not owned by the University.

Removal of the item does not require express permission on the part of the room occupant(s). The University reserves the right to confiscate, retain, and dispose (at any time) of any and all illegal, dangerous, or prohibited items, regardless of value or ownership. Items confiscated under this policy are generally not available to be returned to a student. Residence and Security staff are not able to promise, guarantee or arrange for items to be returned. A written request must be made to the Student Life office before the end of the current term for consideration of extraordinary situations.

Law Enforcement Searches and Court Orders

Any searches conducted by police or civil authorities, or approved by a court, independent of the University's authority, are not covered by this policy.

FACILITIES AND SERVICES

Cable TV

Cable service is provided to each residence hall room. Through one room hook-up, students receive basic expanded cable service. Premium channels or special packages are not possible using the campus television system. If there is a problem noticed in reception or with certain expected channels, students are encouraged to call the maintenance department at extension 5656 to report this.

Key Replacement

Students who have lost their key or keys should contact their Residence Director. The student's request will initiate a lock(s) change, and new keys will be issued. A minimum fee of \$30.00 per key will be charged to the student's account when a lock change is made as a result of a lost key(s). Fees rise in apartment facilities or newer residence buildings and are associated with the actual cost to the University. The University reserves the right to raise this fee during any year to keep pace with parts and labor costs. Those students with proximity card access through perimeter entry doors may have a different fee structure for the replacement of those cards.

Laundry

Laundry facilities are available in each on-campus residential facility and many off-campus Gonzaga owned apartment complexes. The University rents the machines from a Spokane company, which is responsible for maintenance. The Office of Housing and Residence Life manages the machines and coordinates needs with this company. The cost of providing laundry facilities and the utilities that service them is included in the semester room charge, thereby eliminating the necessity for a coin-operated system. Students must provide their own laundry detergent and other supplies. In some halls, laundry time is allocated according to a laundry schedule, coordinated by the Residence Hall Staff member.

Washing machines and dryers are for resident use only. Please remember that the University does not promise security for your laundry, nor reimburse you for losses due to theft. We strongly suggest you:

- ❖ never leave your laundry unattended
- ❖ share in watching for the security of your area's laundry
- ❖ secure Renter's Insurance which can reimburse you for losses (more information available at the Housing and Residence Life office) Please report any needed repair immediately to the Office of Housing and Residence Life at extension 4103. Feel free to leave a detailed message after hours. Please be specific about the location (building/floor/wing) and the machine type (washer/dryer) and number.

Lock Outs / "Key-Ins"

It is the University's expectation that students will lock their room doors and carry their keys/keycards when they are outside their room. The Residence Hall Staff are instructed to utilize their master keys in the event of emergency, policy enforcement and/or official University business. For those very occasional accidental lockouts, students should begin by trying to find a residence life staff member to let them in. After exhausting their staff options, a resident may call Campus Public Safety & Security for assistance. Residence Hall Staff and Security Staff will record the number of times that a given student requests a key-in due to any reason. All key-ins after the second incident will result in the student being charged a \$10 fee to their student account.

Maintenance Requests (Work Orders)

Students may make requests for repair or replacement of broken, deteriorating or worn-out items within their room or property by contacting the Plant Services department at extension 5656 between the hours of 7:00 am and 5:30 pm, Monday through Friday (except holidays). In addition, a request can be made by emailing customerservice@gonzaga.edu. There is no charge for work done that is considered "routine" or "normal wear and tear."

Students are hereby advised that when they make a maintenance request, either directly as described above or indirectly through a residence life staff member, they are giving permission for University personnel to enter their room, unscheduled, at a reasonable time of day with proper announcement in order to fix the item mentioned.

Emergency repairs may be coordinated after 3:00 pm and on weekends by contacting the University Switchboard (dial "0" from any on-campus extension, or dial "328-4220" from any local off-campus telephone).

Storage: Bicycles

There are some external bicycle lockers around the residence hall areas and some indoor bicycle storage facilities in various halls for use by resident students. Non-residential students may be permitted to utilize the bike rooms/lockers at the discretion of the Residence Director and when availability permits. Access to external lockers and internal storage areas can be secured from your Residence Director. In addition to the various indoor areas for bicycle storage inside residence halls, we have a limited amount of sheltered and secured bicycle storage units accessible from the external portions of our buildings in Corkery and Dillon Hall, open for all residents on a first-come, first-served basis. All sheltered, secured or indoor storage space related to residence halls is free to residents.

The University is not responsible for loss or damage related to bicycle storage. Ninety percent The majority of bike theft at GU is accomplished on bicycles secured by "cable" locks. Please use a u-bolt type bike lock (available from Campus Public Safety & Security) to protect your bike as they are the best deterrent to theft.

Storage: Personal

The University does not allow storage of student belongings between academic years. The Office of Housing and Residence Life can provide you with a list of off site storage companies in the nearby area. Such a list is also a normal part of our closing newsletter to each resident in the late spring. Items are also not permitted to be stored in residence hall common areas. Residents will be notified and have 12 hours to remove such items before they are confiscated.

Student Lounges

Within most residence halls there is at least one lounge, created to provide space for all residents to visit and study. Pool tables and televisions are provided in some lounges. These common areas provide a place for guests to visit outside a student's room. It is important that all persons remember that these areas are available for the use of all members of the residence hall community. Behaviors that might be offensive or inappropriate, such as hosting an overnight guest in the lounge, are not permitted. Most residence halls have a common area convenience kitchen for residents' use. The cleaning of sinks, ovens and refrigerators is the responsibility of the residents. Kitchen utensils, pots and pans, when provided, are also the responsibility of the residents to clean. Personal kitchen supplies should be kept clean and in residents' own care. Refrigerators should be kept clean and storage is at your own risk.

In lounges set aside for quiet study, it is expected that study groups use other locations if individuals are using the room for study. It is also considered a violation of "24 Hour Courtesy Policy" to disturb others in the room trying to study.

Telephone Service and Voice Mail

A telephone line is provided to each student room. This service provides unlimited campus and local calling. For local calls, dial 9+ local number. Campus calls only require the use of the last four digits of the campus phone number.

Standard service includes the telephone and an internal voice mail service (Avaya). The Avaya system allows the students to establish their own voice greeting and system password. Upon check-in, all student telephones will be equipped with a temporary (“default”) password. We encourage students to establish their own password in order to prevent general access to their messages. Students will receive more information about Avaya upon their arrival to campus.

Long-distance calls from student housing facilities require the use of a pre-paid calling card. Students are encouraged to bring such a card with them or calling cards are available for purchase on campus at the Mail Services counter in lower Crosby. Other calling card plans must be set up to bill your home/permanent address. Long-distance accounts that link to a University-owned phone line are prohibited. Other billing arrangements must be made.

Students are reminded to frequently check for Avaya messages as the University uses residence hall room phone numbers as a means to deliver official messages.

Vending Machines

The University maintains contracts with local vending companies. If you experience a problem with any vending machine or the product dispensed from it, please bring it to the attention of your Residence Hall Staff member (if applicable) or the Office of Housing & Residence Life (extension 4103.)

ZagNet

ZagNet is Gonzaga’s student network. As a user of ZagNet, you have both wired and wireless high-speed access to campus computing re-sources, the Internet, e-mail and the World-Wide Web. You also have a technical support team to assist you with using ZagNet should you encounter problems. ZagNet alleviates the need to use a modem. For information on how to connect to ZagNet, call the Help Desk at extension 5550. Please remember we have an Acceptable Use Policy. Please take the time to be an informed user of this important service by reading that policy.

MODIFICATIONS TO STUDENT ROOMS

Electrical Equipment

The capacity of the electrical system is such that it is imperative, for safety reasons, that students do not overload the system. As periodic power outages do occur, we strongly recommend that students purchase surge protectors for their computer equipment, and back up work regularly. A recommended surge protector may be available from the bookstore, for purchase for your convenience.

Furniture

Modifications to rooms may include lofts, bunk beds, various wood structures, etc. Modifications must be removed and the room returned to its original condition prior to resident check-out.

The University has installed newer bedroom furniture and secured “lofting kits” that work with that particular furniture in most buildings. We prefer you use those lofting kits which can be reserved by calling Plant Services at 5656, and installed for you by Plant personnel. Prior written permission is required for special loft construction. However, University owned furniture must be incorporated into your room arrangement with the loft or bunk. You can work with your building Residence Director for this permission. Students who choose to construct or utilize “lofts” or home-made bunk beds assume all risks associated with such construction and/or usage. Gonzaga University will not assume any liability for injury or damage as a result of such construction or modification. The University does reserve the right to demand the immediate removal of any structure that it deems unsafe or potentially harmful to either persons or property. Gonzaga University will not provide storage for wooden structures or furniture. All lofts or furniture must be free standing and of sound construction. No attachment to University owned furniture or property is allowed. All furniture provided by the University must remain in the student’s room or apartment at all times. The Office of Housing and Residence Life does not authorize any other department to remove any of your furniture. The University will hold residents financially accountable for missing furniture at the end of the year.

Heating, Air Conditioning

Students who feel that the level of heat within their residence hall room, apartment or house is abnormally low or high should immediately contact Plant Services (Gonzaga extension 5656). Students may also communicate with their Residence Hall Staff member. Fire can originate from materials touching up against heating units. Thus, personal items such as clothes, notebooks, bedding, etc., as well as drapes, must be kept at least 12 inches from radiators, electric heat panel, base board heater, furnaces, and other heat producing devices.

Personal air conditioning units are not allowed within University residence halls, apartments and properties. Air conditioners are an excessive drain on electricity, may cause damage to window ledges and screens, and pose a safety risk if installed improperly. The Office of Housing & Residence Life must explicitly grant any exceptions to this policy.

Lighting Decorations

Lighting decorations such as those devices commonly used during holiday periods are allowed only if they are Underwriter Laboratories Approved (UL Approved). A manufacturer’s tag needs to be visible on such devices as proof of such

quality. With string style lighting, a maximum of three strings is allowed per wall outlet. Students are asked to allow inspection of such lighting on demand by residence life or other university staff. Compliance with removal of such lighting at the direction of the Residence Life staff is required.

Painting

Gonzaga University does not allow students to paint their rooms, houses, apartments.

Refrigerators

If a student chooses to furnish his/her own refrigerator, the refrigerator may not draw electricity in excess of 0.5 amps. For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside closets. During the semester break, all refrigerators must be emptied of perishable items to prevent spoilage over the period of the break.

Room Decoration

Students must show due consideration for the room or apartment to which they have been assigned. As part of their residence application/agreement, students agree to return the room to the University at the end of their stay in at least the condition in which they found it. Residents are urged to be creative in the hanging of pictures, posters, and other room decorations, such that the placement of these items does not leave permanent marks, holes, or other damage upon wall, door, or fixture surfaces. Students will be charged for any damages.

Waterbeds

Due to their weight and the potential for damage should leaking occur, waterbeds and other water-filled furnishings are not permitted within University residential facilities.

Student Employment Office - *where work is a noble enterprise*

Student Employment assists students in finding part-time jobs, on or off campus, while they are in school. Working is an essential part of a student's development and a necessary part of paying for school.

- **Work Study jobs** are awarded through Financial Aid and a student's eligibility is determined by the FAFSA.
 - Federal Work Study is on-campus for freshmen & non-WA residents.
 - State Work Study is off-campus for WA State resident students.
- **Institutional jobs** are on-campus jobs paid by department funds and are open to any enrolled student.
- The **Community Job Board** lists off-campus jobs in the Spokane community.

If you are looking for a job, please come to our office to discuss what options you have and what might work best for you.

Location: College Hall 126 **Phone:** 509-313-6588

Hours: Monday-Friday, 9am-5pm

Website: www.gonzaga.edu/studentemployment



SOME OF THE GREAT THINGS ABOUT

Foley Center Library

- Open until 2am Sunday - Thursday
- Research computers, iMacs and laptops to use
- 11th annual Foley Fling in September; fun and prizes
 - Group studyrooms
 - A great place to be!



*Have a great year at Gonzaga,
and remember we are here to help you!*

Scan to see more Foley features

www.foley.gonzaga.edu ♦ 509-313-5931

UNIVERSITY MINISTRY



University Ministry's mission is to support the faith development of all students, regardless of religious affiliation and tradition. We provide resources for spiritual growth and fellowship which offer students a more mature understanding of Gonzaga's Jesuit and Catholic identity as well as a deeper respect for other religious traditions.

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