

ON-CAMPUS HOUSING HANDBOOK:

TERMS AND CONDITIONS

MICHIGAN STATE UNIVERSITY



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CHANGES IN INFORMATION

Although the information in this booklet is up to date when it is published, changes may occur. REHS may change the information without notice to the residents. Any updates to the text of this publication are accessible at liveon.msu.edu.

This booklet was last modified summer 2024.

MICHIGAN STATE UNIVERSITY ON-CAMPUS HOUSING HANDBOOK

**THE ON-CAMPUS HOUSING HANDBOOK: TERMS AND CONDITIONS
CONTAINS IMPORTANT INFORMATION AND RULES RELATED TO
CAMPUS LIVING AT MICHIGAN STATE UNIVERSITY, INCLUDING
INFORMED POLICIES AND PUBLIC HEALTH.**

LEGAL INFORMATION

Your Housing Contract is the document that states the contractual obligations between you and REHS. The Contract states:

The On-campus Housing Handbook: Terms and Conditions contains important information and rules related to campus living at Michigan State University. It is your responsibility to read and understand the On-campus Housing Handbook. The terms of the On-campus Housing Handbook are part of your housing contract with Michigan State University. You are equally responsible for complying with the rules, policies and regulations contained herein as you are for those directly printed on the Housing Contract.

RESIDENTIAL TERMS AND CONDITIONS

RESIDENCE EDUCATION AND HOUSING SERVICES

Residence Education and Housing Services (REHS) is a department of the Division of Student Life & Engagement at Michigan State University (MSU). REHS focuses on a variety of areas impacting students' overall on-campus living experience at MSU, including residence education, housing assignments, housing operations, conference services, facilities and maintenance.

REHS manages 27 residence halls and two apartment communities, housing nearly 15,000 students annually. REHS team members are committed to continually creating the world's premier residential experience at MSU. The organization is one of learning, development, accountability, stewardship and communication.

REHS Mission

Provide exceptional and equitable community experiences, one connection at a time.

REHS Values

- **Exceptionality:** We will work collaboratively within our diverse community to go above and beyond through open and honest communication, continuous learning and innovation.
- **Equity:** We will embrace diversity and practice a culture of inclusion and advocacy, so that every Spartan is appreciated and valued.
- **Community:** We will engage Spartans in safe, inclusive, and responsible living and learning environments that encourage personal and academic success.
- **Connection:** We will provide services, recognition and care to every Spartan, every time.

STUDENT LIFE & ENGAGEMENT

The Division of Student Life & Engagement (SLE) provides quality support and auxiliary services to Michigan State University (MSU) students, the campus community and the general public. Operating and maintaining one of the nation's largest single-campus residence hall systems, a full-service, award-winning hotel and restaurant, interior design services, golf courses, and much more, the division touches nearly every aspect of MSU's campus.

SLE Mission

Together, we provide a safe and inclusive environment while holistically enriching and advancing the life of every Spartan.

DIVERSITY, EQUITY, INCLUSION AND BELONGING

Michigan State University (MSU) works toward the creation of wider community that has overcome systemic marginalization, discrimination, harassment, and violence against historically minoritized and excluded individuals and social identity groups. It is MSU's primary goal to create spaces where there is shared power and full participation of diverse communities in determining institutional practices, policies, access, mission and values. Residence Education and Housing Services, a department within the Division of Student Life & Engagement, strives to create caring and empowered communities (locally, regionally and globally), where all community members engage on actively dismantling all forms of oppression and creating an antiracist, multicultural organization. The university community is also expected to uphold the university's commitment to nondiscrimination under the Anti-Discrimination Policy, violations of which can be reported to the Office of Institutional Equity. Learn more at inclusion.msu.edu.

SAFETY

MSU is concerned with the physical, emotional and psychological health and safety of our students. REHS, in coordination with campus partners, works to provide a safe and secure living environment for our residents. The safety and security of residents, their guests and staff is a shared responsibility. Residents agree to assist in maintaining the safety and security of the housing community. The university provides safety devices in residence halls, including room door viewers (peepholes), fire-resistant doors, fire alarms, hard-wired smoke detectors, emergency lighting, emergency phones, electronic door access and illuminated exit signs. Many halls also feature sprinkler systems for fire suppression. Regulations and procedures are developed by administrative offices to aid in maintaining a safe and secure environment. Most campus buildings are locked for safety purposes and require key card access. Security cameras are strategically placed to enhance the overall safety and security of the residence halls. Attention is paid to entries/exits, common areas, and areas where cash/credit card transactions occur. We continue to review placement as part of our commitment to safety and security. Cameras are not installed in individual rooms, bathrooms, restrooms or private spaces. REHS works with the Office of Civil Rights and other campus partners in providing support and accountability measures, through the Anti-Discrimination and the Relationship Violence and Sexual Misconduct (RVSM) policies and frameworks, to residents who experience any forms of bias, violence and oppression.

Helpful Numbers

MSU Police and Public Safety:

517-355-2221

Olin Health Center: 517-884-6546

Sparrow Hospital: 517-364-1000

Lansing Urgent Care: 517-333-9200

Office of Institutional Equity:

517-353-3922

Counseling & Psychiatric Services:

517-355-8270

Residents can visit their Service Center for the number of the on-call RA in their community.

Missing Student Emergency Contact

Students living in on-campus housing facilities have the option to identify a specific Missing Student Emergency Contact who will be notified in the event that the student is determined to be missing. To register a Missing Student Emergency Contact, please visit My Housing and click on “Submit Missing Person Emergency Contact.”

Mental Health Resources

MSU’s Counseling & Psychiatric Services (CAPS) offers confidential, same-day help to students regarding depression, anxiety, stress management, LGBTQIA2S+ issues, eating or body image, substance abuse, trauma, and other mental health concerns. Visit caps.msu.edu for information. 24/7 virtual crisis counseling is available. Students can call CAPS at 517-355-8270 and press “1” at the prompt to speak with a crisis counselor anytime.

RESOURCE CENTER FOR PERSONS WITH DISABILITIES (RCPD)

RCPD assists students by maximizing ability and opportunity for full participation at MSU. If you are a student at MSU and you have a disability that substantially limits a major life activity, you can register with the RCPD (rcpd.msu.edu) and you may be eligible to receive accommodations. This information will be kept confidential and not disclosed to anyone, unless required by law.

ON-CAMPUS HOUSING REQUIREMENT

First- and second-year students must live on campus for the first four semesters they are enrolled (summer term excluded). Students may be exempted from this policy if they are:

- married students
- students who will be at least 20 years of age by Dec. 31 of the applicable academic year
- veterans with one or more years of active service
- students living with a family member

- students taking 6 or fewer credits during the semester in question
- MSU-approved group housing, but only for those students in their second year of enrollment
- current first-year students who have earned 30 credits by the close of their first semester (this would include credits earned prior to coming to Michigan State University)

RESIDENT RIGHTS AND RESPONSIBILITIES

Resident Rights

Each resident has the right to engage in those physical, educational and social pursuits that are a necessary part of their university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents. Residents have the right to: access hall and room facilities, a clean environment, study and sleep without interference, freedom from intimidation or harm, host guests, have personal belongings, and involve staff to resolve grievances. See University Housing Bill of Rights in Spartan Life Online for complete information at studentlife.msu.edu/about/handbook/regulations/university-housing-bill-of-rights.html.

Resident Responsibilities

Each resident is responsible for arranging financial support prior to entering and signing a contract with the university. The resident will pay for room and board charges and any other fees as provided in the Contract. The Contract may be terminated when a resident does not complete enrollment or registration, withdraws from all classes, graduates and does not reenroll, or for Contract violations.

Residents are required to comply with all rules, regulations, ordinances, housing policies and administrative rulings of Michigan State University, the housing staff, the hall student government, federal, state and local laws, and the terms and conditions stated in the Contract. Learn more about University

Housing Regulations at studentlife.msu.edu/about/handbook/regulations/University-housing-regulations.html.

Residents must apply for and be granted approval to arrive prior to their assigned move-in date. Any early arrival may result in a daily rate charge.

Residents accept responsibility for the actions or omissions of themselves and others in their residence. Residents release the university, its trustees, employees and agents from any liability for damages sustained by themselves or others as a result of such actions or omissions.

The university is not liable for the theft or loss of money, property or valuables, damages to any resident's property or personal injury sustained in the housing unit.

UNIVERSITY RESPONSIBILITIES

Changes by Michigan State University

Michigan State University may change or alter the living arrangements or options in university housing when it deems appropriate.

Emergencies and Maintenance

Michigan State University (MSU) may terminate or temporarily suspend the Contract or any part of it, without notice, in case of an emergency that would make continued operation of resident housing impossible. MSU may also terminate or temporarily suspend this Contract for renovation, maintenance and construction projects.

UNIVERSITY HOUSING REGULATIONS

The following regulations are established to govern the conduct of individuals living in and visiting university housing. They shall apply to all students regardless of class level, place of residence or group affiliation when they are in or around any university-owned housing facility.

1.0 INDIVIDUAL RESPONSIBILITIES AND COMMUNITY RIGHTS

The University Housing Bill of Rights provides a clear statement of each individual's rights within the university housing community. These rights are best secured through clear statements of each individual's responsibilities.

1.1 No person shall cause or otherwise contribute to unreasonable noise in residence halls or areas immediately surrounding university housing. (Unreasonable noise is that which interferes with or has the potential for interfering with the legitimate rights of others.)

1.2 No person shall interfere with attempts of others to study.

1.3 No person shall interfere with attempts of others to sleep during reasonable and/or posted consideration hours.

1.4 No person shall interfere with the free access of another to and from their own room, suite, apartment, work area or office in a residence hall.

1.5 No person shall play any athletic games in a common area of university housing without proper authorization.

1.6 No person shall interfere with the safe or clean environment of others.

1.7 No person shall allow an animal, bird or other pet to enter a residence hall. Noncarnivorous fish, service animals and approved assistance animals are exceptions.

1.8 No person shall remain in the vicinity of an ongoing policy violation of which they have knowledge.

1.9 No person shall fail to report a policy violation of which one has knowledge where such violation causes or threatens to cause a substantial negative impact on the safety of members of the university community.

See also: General Student Regulation 2.00 and 3.00.

2.0 SAFETY OF THE INDIVIDUAL AND COMMUNITY

Fundamental to the protection of the individual is the maintenance of an environment that is physically safe and predictable. As members of a group, each individual has a special responsibility to ensure that safety hazards are eliminated, fire equipment is maintained, and fire procedures established and followed.

2.1 No person shall create, or help to create, a safety hazard.

2.2 No person shall throw or drop anything out of or off of a window or balcony.

2.3 No person shall possess or use firecrackers, fireworks, firearms, or other dangerous weapons or explosives. NOTE: Legal weapons must be stored at MSU Police and Public Safety.

2.4 No person shall possess or use in university housing, without proper authorization, any chemical or other dangerous substance, compound, or container of such substances that may injure, molest or cause damage.

2.5 No person shall set a fire in residence halls or areas immediately associated with residence halls.

2.6 No person shall falsely report a fire nor interfere in any way with emergency services or procedures nor fail to conform to established safety regulations.

2.7 No person shall tamper with fire equipment nor use such equipment for other than the prevention or control of fire. Fire equipment shall include but not be limited to thermal detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses and any other firefighting devices.

2.8 No person shall use unauthorized cooking appliances in their room, suite, floor study room or other unauthorized hall facilities in a residence hall. Residents of university-owned apartments may use appliances as outlined in their lease. Unauthorized cooking appliances include hot plates, toasters, toaster ovens, rice

cookers, woks, crock pots, and other electrical devices (excluding microwaves) intended for the preparation, heating or cooking of substantial food items.

See also: General Student Regulation 2.00, 3.00 and 4.00.

3.0 PERSONAL AND COMMUNITY PROPERTY

The protection of personal property is important to the well-being of the individual. Protection of community property protects the investment all residents make through the payment of their room and board.

3.1 No person shall tamper with or borrow without permission the personal property of others.

3.2 No person shall, without proper authorization, remove any property from its assigned place in university housing.

3.3 No resident of university apartments shall fail to keep the area immediately in front of their apartment clean, orderly and free from safety hazards.

See also: General Student Regulation 4.00.

4.0 ALCOHOL

The university housing community is part of a larger community and, as such, is not only governed by its own regulations, but by university policies and state law. The State of Michigan establishes the age at which alcohol consumption is legal. Furthermore, alcohol may not be consumed on state land, except by special exception of the body governing the land, which in this case is the MSU Board of Trustees. Because the majority of hall residents are under age, the privilege of drinking alcohol is extended only to those of legal age in their private rooms, suites or apartments.

4.1 No person shall possess open alcoholic beverages within a residence hall, except within the confines of student rooms, suites or apartments or at social events approved by Student Life & Engagement.

4.2 No person shall organize or participate in a student group event where alcohol is consumed but not approved for consumption (e.g., floor party).

4.3 No person shall allow the presence of more than five times the normal occupancy (excludes over or under assignment) in a student room, suite or apartment where alcohol is being consumed.

CAMPUS HOUSING RULES AND REGULATIONS

Access to Residential Buildings

Residents are not to give IDs, keys or any other means of building access to others. Residents shall not allow access to on-campus residence halls and apartments by others except as permitted by the guest policy. Propping open doors or allowing nonresidents who are not your guests to enter locked buildings is strictly prohibited. Residents are required to lock the room door and are strongly encouraged to identify visitors by using the door viewer (peephole) prior to admitting anyone to the room. Residents must alert residence hall staff to potential security breaches (e.g., propped doors, disabled door latches, malfunctioning safety equipment and lost room keys). Failure to report a security breach or the creation of a security breach through a willful act or through negligence is grounds for possible termination of the Contract.

Air Conditioners

Air conditioners are permitted for medical reasons only, unless REHS communicates otherwise. Residents may not bring or install their own personal air conditioner. Residents must request an air conditioner through My Housing and are expected to work with their personal treatment provider to complete and submit the required documentation for approval. Once an air conditioner is installed on behalf of a resident, it is not recommended for removal but can be removed by service request. The installation charge cannot be refunded or prorated. Reinstallation at a later date will require a new installation fee.

Animals/Pets

University ordinance 23 prohibits animals in university housing.

Animals, birds or other pets are prohibited in the residence halls. Noncarnivorous fish, service animals and approved assistance animals are exceptions. Fish tanks in residence hall rooms cannot exceed 10 gallons; tanks in apartments cannot exceed 30 gallons.

The Assistance Animal Policy in University Housing can be found at rcpd.msu.edu/disability-services/assistance-animal-policy-university-housing. The assistance animal must be contained within the resident's privately assigned individual living quarters (room, suite, apartment) except to the extent the resident is taking the animal out for natural relief. When the assistance animal is outside the resident's private living quarters, the animal must be in an animal carrier or controlled by a leash or harness. The assistance animal is not permitted in other areas of the university (e.g., other residence halls or apartment buildings, dining facilities, academic buildings, athletic buildings and facilities, classrooms, labs, libraries, etc.). For more information regarding the Assistance Animal Policy in University Housing at visit rcpd.msu.edu/disability-services/assistance-animal-policy-university-housing.

For more information on MSU's animal ordinance, visit trustees.msu.edu/bylaws-ordinances-policies/ordinances/ordinance-23.00.html.

Appliances and Electrical Items

Radios, televisions, computers, video games and music sound systems are permitted, but each resident is responsible for keeping the volume low enough to avoid disturbing others. No antennas may be installed inside or outside a residence hall.

Voltages can fluctuate within the system, so residents with stereos and personal computers should invest in a multi-rated surge suppressor. Michigan State University is not liable for damage to electrical equipment.

All printers must be installed according to the manufacturer's requirements, university policies and MSU facilities recommendations. 3D printers are prohibited.

All cooking appliances are prohibited from being used in a residence hall room, except for electrical coffee pots, electric tea kettle, or rice cookers with an automatic shut off. Residents may also use mini-refrigerators of five cubic feet or less, compact microwaves, coffee makers and fans in their rooms. They shall be UL-listed or labeled and used in accordance with the listing or labeling instructions from the manufacturer. The university strongly recommends the use of appliances with the Energy Star® rating.

Cooking is permitted only in designated kitchen facilities. Use of electrical equipment (other than items listed previously), such as toasters, frying pans, George Foreman®-type grills, hot plates, waffle irons, toaster ovens, air fryers, smores makers, ooni ovens and instant pots is prohibited except in designated kitchen facilities, as these appliances have exposed heating elements. Space heaters, fog machines, electric blankets, tanning beds, fireplaces, electronic doorbells, indoor/outdoor surveillance cameras, wireless routers and Wi-Fi adapters are not permitted. Residents may not plug one extension cord into another. All extension cords used must be a minimum of 16-gauge. The university may remove all unauthorized or potentially dangerous electrical appliances.

Athletics Games

No person shall play any athletic games in a common area, hallway or residential room of university housing without proper authorization. This includes activities involving a ball or moving object, wrestling, horseplay, boxing, water pong, unnecessary running, etc.

Bathrooms

Residents and their guests are only permitted to use public restrooms or community restrooms designated for their gender identity. If assistance is needed in identifying or

accessing an appropriate restroom for guests, please contact the floor's RA or the nearest Service Center. Only one person is permitted in each shower or bathroom stall at a time except for disability accommodations. Feces and bodily fluids should not be left in any shower stalls, elevators, commons spaces, etc. For information regarding all-gender bathrooms, please visit gsc.msu.edu/trans-msu/restrooms-housing.html.

Bystander Response

If residents are aware of activity that may violate university policy or present a safety concern, they should report the behavior to a staff member or MSU Police & Public Safety immediately. Failing to report any observed misconduct could imply involvement in the incident and result in disciplinary action.

Campaign, Canvassing and Election Information in Residence Halls

As an institution of higher education, we encourage all Michigan State University students to be engaged citizens. Groups and individuals seeking to register voters and post election information in residence halls are welcome to do so in accordance with university policies.

Groups and individuals are permitted to carry out voter registration activities in the public areas of residence halls in accordance with university policy. Groups and individuals may post election information on public posting bulletin boards in residence halls in accordance with university policy. To host a table, appropriate reservations must be made.

It is the goal of all Residence Education and Housing Services team members to assist these groups in facilitating their requests successfully, while also maintaining the safety and security of on-campus residents.

See Spartan Experiences for more information spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/index.html.

Community Spaces

Residential community spaces, such as cardio rooms, community kitchens, laundry rooms, music practice rooms, game and media rooms, and reflection rooms are accessible to current residents only. Some spaces may require residents to check out a key from their Service Center.

Conducting Business in Housing Units

Residents shall not use their room, Ethernet lines, wireless internet or any part of a residence hall to advertise, sell, solicit, or conduct or serve as an agent for a business, except as defined in the policies regarding fundraising, campaigning, canvassing, petition drives and revenue producing events. See Spartan Life Online at studentlife.msu.edu/about/handbook/regulations/general-student-regulations.html.

Controlled Substances (Alcohol and Other Drugs)

Residents will not possess, consume, manufacture, produce, sell or deliver alcoholic beverages except as expressly permitted by federal or state laws or Michigan State University ordinances, regulations and administrative rulings. Alcoholic beverages are permitted in housing facilities for residents 21 years of age or older in their rooms, suites or apartments or at social events approved by the Division of Student Life & Engagement. Alcoholic beverages are not permitted in designated substance-free rooms, floors or halls. Use of large volume or common source alcoholic beverage containers such as kegs is prohibited. See Alcoholic Beverages Policy at trustees.msu.edu/bylaws-ordinances-policies/ordinances/ordinance-21.00.html.

The possession, use, production, sale, distribution or delivery of other controlled substances, such as illegal drugs, including marijuana, is prohibited. Anyone who violates restrictions or laws concerning alcohol or other controlled substances is subject to the conduct process, including Contract termination. Misuse of other potentially

harmful chemicals or products, including bath salts, K2 herbal incense, whippets, etc., is strictly prohibited. The university's rules prohibiting the possession or use of illegal drugs include marijuana (medical or otherwise), which remains an illegal drug under federal law. Pursuant to the university's obligations under the federal Drug-free Schools and Communities Act Amendment of 1989, students may not use or possess marijuana anywhere on campus.

Get more information at

msu.edu/issuesstatements/2018-11-06-faqs-marijuana.

Drills

Residents are required to cooperate with staff and participate in fire, tornado and other emergency drills. Residents should tour their floor and the hall to know the location of all fire exits and alarm boxes.

Equipment Misuse

Residents are not to tamper with or misuse any mechanical or electrical equipment. Violators will be billed for any damages and related service costs and are subject to disciplinary action.

Explosive Materials and Weapons

Residents are not permitted to have weapons or devices that resemble or could reasonably be mistaken for weapons in the residence halls and apartments. A weapon is defined as a device or instrument designed to injure, kill or destroy. Examples of weapons include, but are not limited to, firearms, ammunition, gasoline, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, arrows, spears, swords, hunting and fishing knives, brass knuckles and any device or instrument that is prohibited by Michigan law. Except as otherwise provided by university ordinances, all weapons brought to the university must be stored with the MSU Police & Public Safety. See Spartan Life Online for complete information at spartanexperiences.msu.edu/about/handbook/regulations/general-student-regulations.html.

Fire Safety

Pulling false alarms, causing a fire, tampering with or misusing safety devices, interfering with firefighters, and tampering with or removing firefighting equipment is a violation of the housing contract, student regulations, university ordinances and state law. This includes, but is not limited to, covering or tampering with smoke detectors and sprinkler heads, and hanging items from sprinkler pipes.

Each corridor entrance is protected by a special fire door that, in the event of a fire, will help prevent the fire and smoke from spreading and residents are prohibited from propping open these fire doors. Fire and safety regulations require corridors be kept clear and unobstructed at all times. Residents shall not leave personal items (including decorative rugs) that could cause physical injury or property damage in hallways or on sidewalks. While there may be religious or cultural reasons for keeping items outside of rooms, they pose a fire safety and evacuation issue.

Candle warmers and/or wax melters are not permitted in residence halls and apartments. Setting of fires is prohibited. Lighted candles are prohibited: They are one of the major causes of fires.

No incense of any kind may be burned in the housing unit, except in special circumstances, such as religious observances, with prior approval from the REHS staff.

Room decorations are to be limited to nonflammable materials. Wooden or fake board paneling is highly combustible and is not allowed as decoration in student rooms. Residents must take responsibility for the safety of other residents and will be held accountable for damages that may be caused by any decorations, including damages to the finish of the door. Only two-dimensional paper materials that are covered by clear, self-adhesive plastic are allowed on the outside of room doors. Loose, flammable materials may be maliciously ignited, and the resulting fire may prevent residents from reaching the exit. Combustible items (e.g., memo boards, cork

boards, dry-erase boards, chalkboards) may not be attached to doors or in doorways.

Gambling

Gambling or participating in games of chance for money or other items of value is prohibited.

Gender-inclusive Housing

REHS offers gender-inclusive housing (GIH) to our new and returning students. Gender-inclusive housing means that, in select spaces, students from all gender identities and expressions may choose to live together.

Students who choose to live in GIH are expected to provide a safe, inclusive and welcoming living environment with their roommates, suitemates and floormates. Residents living in GIH recognize that their roommates and suitemates will be from all gender identities and expressions. Residents who are assigned to GIH must comply with applicable university and housing policies. See MSU's Anti-Discrimination Policy here civilrights.msu.edu/policies. Violation of such policies may lead to removal from on-campus housing. Residents may transfer to other on-campus housing if space is available. Until they move, they must continue to follow the GIH guidelines.

Grilling Equipment

Charcoal grills, lighters and propane gas tanks cannot be used or stored on campus, except by Michigan State University personnel. Grilling equipment provided is intended for community usage, and users are responsible for cleaning the item.

Guests

Michigan State University respects the rights of residents to host guests within their living environments. A guest is a anyone who does not reside within the room. The university expects roommates talk with each other and agree on guests and related issues before hosting guests. REHS staff is available to assist residents with these conversations and to support residents in maintaining their rights.

A maximum of three guests allowed per resident per visit. Residents must know their guests, and guests must present ID if requested

by staff. Residents must accompany their guests at all times when behind residential access points, which are officially closed 24/7. Visitors are permitted in public spaces of a residence hall during open hours without an escort. During times when the public spaces are closed, all visitors must be accompanied by a resident escort and are considered a guest.

While in a residence hall, guests must comply with the rules of conduct applicable to residents. Residents are responsible for the conduct of their guests and may be subject to student discipline or other legal action for violation of any policies, ordinances, regulations or laws. Guests may stay a maximum of three consecutive days and nights during any given week.

Residents are not permitted to sublet open space in a room or have permanent guests living in their rooms. Residents may not grant access to room/apartment spaces to which they are not assigned, except as set forth in the Room Entry Policy.

Guest policies may be adjusted in the event of a health and safety concern, such as a global pandemic.

Identification

The Michigan State University ID card is used for a variety of purposes, including admission to the housing and dining facilities, payroll time clock, desk services, Spartan Cash purchases, recreational facility privileges, and entertainment and athletic events. The card is nontransferable and may not be used by anyone other than the one to whom it was issued. Otherwise, it will be confiscated and students found in violation will be subject to the university conduct process and possible legal action. As outlined in university policy, students are required to present their MSU ID to staff when requested to do so. For more information, see the Spartan Life Student Handbook at studentlife.msu.edu/about/handbook/regulations/general-studentregulations.html. If a student is unable to present their ID at that moment, REHS staff may call MSU Police & Public Safety to confirm the student's identity and

appropriate level of access. Michigan State University ID cards are as valuable as a credit card and should be treated as such. The cardholders are responsible for reporting the card lost or stolen as soon as it is not in their possession. This can be done online through the Spartan Cash website at spartancash.com. Residents also have the option to notify REHS staff of the lost/stolen Michigan State University ID card in person during office hours. Please consult spartancash.com for applicable rules. In the event a student Michigan State University ID card is lost, stolen or damaged, residents may obtain a temporary meal pass from the Culinary Services staff and a temporary hall access pass from the Service Center. Charges and procedures will be explained at the time of issuance.

Intimidation and Harassment

Discrimination or harassment is verbal or nonverbal conduct that is threatening, harassing, intimidating, discriminatory or hostile based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, and weight under the MSU Anti-discrimination Policy (ADP) and Relationship Violence and Sexual Misconduct (RVSM) and Title IX Policy. Behavior, both physical or emotional, related to discrimination or harassment may result in reassignment and/or the initiation of the conduct process. This prohibited behavior includes the destruction of a person's space, such as their room door. Learn more at civilrights.msu.edu/policies/index.html. REHS will document the incident and provide support to impacted individuals. Potential violations of the ADP and/or RVSM policies are documented and reported to the Office for Civil Rights (OCR) for further review. OCR supports, responds to and investigates reports related to discrimination, harassment, relationship violence and sexual misconduct. REHS will review for other non-ADP or RVSM-related policy violations. Visit the Office of Civil

Rights website for more information on supportive resources.

Keys

Resident must not give their key to anyone else. Residents may borrow a lockout key from their hall's Service Center for up to 24 hours if they have been locked out or temporarily misplaced a key. The resident must be identifiable within the housing system. If the original key has been lost, the locks will be replaced and parts and labor will be charged to the resident. If a lock change is required, the resident will be issued a temporary lock change key to use until the lock is changed. Locks may only be installed by authorized university personnel. Loaner/temporary keys are not intended for resident's guests and may not be checked out for this purpose. Keys must be replaced by an MSU entity. Once a lock change has been requested, it cannot be cancelled, even if keys are returned. REHS will not accept keys through the U.S. mail or other carriers. If a resident misplaces any university key, REHS staff should be notified immediately. Due to safety concerns, misuse of keys or a pattern of key loss could result in the initiation of a conduct process. Theft of or tampering with or altering locks is prohibited.

Mobility Devices

Electric mobility devices may be used on campus but are not allowed to be stored, charged or operated in any campus building except for assistive devices used by persons

SAFETY AT MSU

In the event of an emergency, dial 911. Michigan State University takes safety and security very seriously. It is recommended that students:

- Always lock their room doors
- Never prop or hold exterior doors open
- Travel in groups on campus at night
- Always make sure someone knows where they are going and when they will be back if they are going to be away

with disabilities. Electric mobility devices are any device with an electrical propulsion system, including but not limited to electric bicycles, electric skateboards, hoverboards, electric scooters and mopeds.

Moped users must abide by all university public safety expectations. Storage of gasoline for mopeds is prohibited (see explosive materials and weapons).

Roller skates, in-line skates, skateboards, bicycles or similar devices are not to be used inside university housing buildings.

Noise

Noise standards are in place to maximize each resident's opportunity for academic success. Residents are not to create noise or amplified sound that disturbs other residents or classes or, if directed out of windows, disturbs people outdoors or in other buildings. Upon request, the resident will reduce the noise. Under university disciplinary action, repeated violations may result in the removal of the stereos, instruments or any type of amplifying equipment.

Living in a community is about respecting those around you. As a result, courtesy hours are in place at all times. If a resident believes noise from another person/room is impacting their ability to sleep or study, they can ask that community member to minimize the noise. Disruption to any individual or the community can result in REHS staff initiating the conduct process.

Finals weeks are an important part of all students' academic success. As a result, quiet hours may be implemented in each community to support the overall success of the community members. Finals week quiet hours may be posted throughout the community leading up to and throughout finals week. If quiet hours are established by floor/community, residents must also adhere to those standards.

Posting

Designated public posting boards are available in university housing. All public posting must follow the outlined guidance posted on the public posting board.

Recording

Residents are prohibited from installing, placing or using any device for observing, recording, transmitting, photographing or eavesdropping in areas in which there is a reasonable expectation of privacy and without the consent of the persons entitled to privacy in that place. Such places include, but are not limited to, restrooms, showers, bedrooms, residential hallways, locker rooms and other residential areas.

Responsibility of Your Room

Residents assigned to a residential room or apartment are responsible for the items, behaviors, and damages of their room or apartment. Residents are responsible for violations of policies that occur inside their room, including those done by guests visiting the room unless they can demonstrate that they were unaware of the violation or had previously reported it to university officials.

Roofs, Roof Decks and Ledges

The presence of individuals or objects on a roof, roof deck or ledge is prohibited. Use of doors and windows that lead to roofs, decks and ledges for purposes other than maintenance or university staff entry is prohibited.

Roommate Conflicts

Michigan State University strongly encourages roommates resolve any conflict themselves. If needed, assistance can be given by the residence hall staff and the REHS Diversity, Equity and Inclusion (DEI) unit. Roommates will complete a Roommate/Suitemate Agreement form as a means of communication and compromise across differences, including intersecting social identity groups, personality and/or lifestyle conflicts that need to be discussed and resolved. Failure to abide by an agreed upon Roommate/Suitemate Agreement will require revisiting the Roommate/Suitemate Agreement. If a Roommate/Suitemate Agreement continues to be disregarded, the university conduct process may be initiated, and the roommate not following the agreement may be relocated. The residence

hall staff can provide students a copy of the Roommate/Suitemate Agreement.

If conflicts cannot be resolved between roommates, it is the responsibility of the students to contact an REHS staff member and/or the REHS DEI Unit for additional follow-up and intervention to occur. If they do not feel comfortable reaching out to the staff on-site, residents should contact the REHS DEI office for support and assistance. In situations where roommates are unable or unwilling to resolve conflicts, it is the prerogative of the community director (CD), resident director (RD), assistant community director (ACD) and/or neighborhood assistant director of residence education to relocate one or both residents to other housing spaces, if space is available.

This alternative is considered only after residents have already tried to resolve the conflict between themselves, with staff intervention, and the conflict remains unresolved. Relocation will be considered when both roommates are violating each other's rights or when one of the roommates is violating their roommates' rights. In situations where one roommate ends up living in a double room alone, the student may be charged double the rent if the remaining roommate seems determined to be unwilling to accept a new roommate and/or resolve a roommate conflict, and the Student Conduct process may be initiated. The neighborhood assistant director of residence education will make this determination on an individual basis. If problems arise with a roommate or a guest during a student's time as a resident at Michigan State University, these suggestions may be helpful in resolving concerns:

- Address concerns directly with the individual(s) involved. Residents should be specific about what they want to happen or change as a result of their concern and their expectations for the future.
- If they do not get the results or change they desire, residents should take their concerns to their resident assistant (RA). They should explain the steps they have taken to resolve their concern and be

specific about what action they want their RA to take. RAs have a variety of tools at their disposal to help residents.

- If they are still not satisfied, residents should take their concerns to their CD, RD or ACD. They should be specific about what action they want them to take.
- Concerns will be addressed in the proper manner. If the requested action is a move, this will be dependent upon available space. Residents should understand that some things they share (e.g., hazing, suicidal statements, statements to harm self or others, criminal act, etc.) may not be held confidential and must be acted upon.

While this section speaks to roommate conflicts, the same process applies to suitemate conflicts.

If residents have concerns that are of a sensitive nature and do not feel comfortable sharing their concerns directly with their residence hall staff, they should contact the REHS DEI unit for support or call or send a note marked "personal and confidential" to: Residence Education and Housing Services Housing Assignments Office, 550 S. Harrison Road, East Lansing, MI 48823.

Smoking

MSU is a tobacco- and smoke-free campus to ensure the MSU community enjoys a healthy campus.

BE A GOOD ROOMMATE

Whether roommates are best friends or students who have just met, the best way to have a successful relationship is through open, honest and respectful communication.

If students have concerns or are struggling with a roommate, their resident assistant (RA) or intercultural aide (ICA) is there to help. RAs have received significant training in communication, mediation and conflict management. They will work with student residents to build open communication and, ultimately, a mutually agreed upon set of standards in the room for all roommates to follow.

The ordinance applies to all property governed by the Board of Trustees and includes not only the main campus but also all MSU sites across the state, nation and globe.

In addition to traditional tobacco products such as cigarettes and chewing tobacco, the ordinance also prohibits the use of e-cigarettes and vaporizers. All FDA-approved nicotine replacement therapy products are permitted for cessation use. For more information, visit tobaccofree.msu.edu.

Substance-free Housing

Substance-free Housing includes halls, floors or rooms in which residents agree that alcohol and other drugs of any kind will not be possessed or consumed in the area. While marijuana and other drug use and possession are not permitted on MSU's campus, and most on-campus residents are not of legal age to consume or possess alcohol, this housing option supports students who want to maintain a substance-free lifestyle. 2024-25 substance-free housing is in Abbot and Mason halls.

Guidelines establishing substance-free areas include:

- The resident, even if 21 or older, will keep designated areas free of alcohol, marijuana, and other drugs.
- The resident will ensure that no guest, even if 21 or older, brings alcohol, marijuana, and other drugs into the substance free area.
- If a resident or their guest violates this provision, the resident may be removed from the substance-free space.
- If a resident or their guest violates this provision, you may be subject to disciplinary action through the university's accountability processes.

All students and their guests must comply with university ordinances, policies, and state or local laws governing the possession and consumption of alcohol, marijuana and other drugs on the Michigan State University campus. Marijuana and other drugs are not permitted to be used or possessed anywhere on MSU's campus. Learn more on the MSU tobacco- and smoke-free website.

Residents who are assigned to a substance-free area must abide by this provision. They may transfer to other on-campus housing if space is available. Until they move, they must continue to follow the substance-free provision.

If you selected Substance-free Housing in error, please contact the Housing Assignments Office as soon as possible at liveon@msu.edu or 517-884-5483. Once room assignments are made, they are final.

Windows

Residents are prohibited from removing window screens or suspending items from windows.

Window screens are to be left in at all times. The residents will be charged if the screen must be reinstalled or is damaged or missing.

Objects are not to be thrown into or dropped out of windows.

Residents may not use windows as a means for entry to their rooms or exit from their rooms.

Windows should remain locked when residents are not in their rooms.

RESIDENTS UNDER AGE 18

When a student under the age of 18 applies for on-campus housing, the parents/legal guardian must sign the housing agreement.

ROOM ASSIGNMENTS

Room Assignments

Michigan State University reserves the right to make all hall and room assignments and to make any subsequent changes considered advisable or necessary. Once a contract is offered and signed, the university guarantees students a space (not a particular room or residence hall) on campus. During all semesters, the university reserves the right to require single occupants of rooms (except those who have reserved their rooms as a designated or permanent single) to move in together.

Transitional Housing

Residents may be temporarily assigned to transitional housing rooms that have been converted to house one additional student. Residents assigned to transitional housing will be reassigned to another room as quickly as space becomes available. Residents will be given the option to remain in their transitional space or accept an offer for a non-transitional space as they become available.

Open Space in Under-assigned Housing Unit

When an open space in a room becomes available, the residence hall staff will notify the current residents of that room of their options in writing. The Housing Assignments Office will provide options that could include, depending upon current occupancy needs, the following:

- Pay a prorated single room rate for the remainder of the academic year and keep the room voluntarily under-assigned. This option is available when there are not occupancy needs for space.
- Select a roommate by moving into another room or having another resident move in to the room. This move must be properly completed with in-hall staff.
- Keep the room and maintain it ready for a new roommate with 24-hours' notice. This includes a clear desk, bed, dresser and closet. The room must be kept in a reasonable condition that would allow a student to move in. Those selecting this option will not be permitted to purchase the room as a single once they're given notice a new roommate is arriving.
- REHS staff will move any items to be ready for a roommate.
- If a room is not ready for a roommate, the university conduct process may be initiated.

Residents will not be permitted to terminate this Contract or relieve themselves of Contract obligations due to claims of conflict or incompatibility with residents. Moving expenses are the responsibility of the residents.

In the University Village and 1855 Place Apartments, when one or more bedrooms become unoccupied in an apartment, REHS

may place residents in unoccupied bedrooms within the apartment or relocate residents to other unoccupied premises throughout University Village and 1855 Place. If new residents are to be assigned to vacant bedrooms, occupants of the other bedrooms within the apartment will be provided a minimum of three-days' prior notice, unless necessary for emergency relocation or needs.

Residents are not permitted to use an unoccupied space not assigned to them within the residence hall or apartment, including adjoining suite rooms, and unoccupied apartment bedrooms, etc.

Open Space at the End of the Semester

During the last two weeks of the semester, staff will use any open space in the housing unit to assign new residents for the upcoming semester, accommodate room and housing unit transfer requests, and resolve issues. Some living areas are reserved for residents in a designated Living-learning Community and/or those requiring accessible housing. If space is underutilized, other residents may be assigned to these living areas with the university reserving the right to relocate residents if the need for space arises.

It is expected that students with open space at the end of fall semester leave the room in a clean, ready condition to accept a new roommate for spring. Failure to do so may result in charges for cleaning and readying the space and initiation of the university conduct process. If the room is not ready, REHS will move items to one side of the room to prepare room for a new resident.

- Ready condition includes a clear desk, bed, dresser and closet. If there is one dresser and/or closet, half of the space must be ready for a new roommate. The room must be kept in a reasonable condition that would allow a student to move in.

STUDENT ROOMS

Room Furnishings and Decorations

Residents assume responsibility for damages they cause to their room and to the room furnishings. Residents may not paint their rooms. Residents may not drill holes or permanently attach any object to walls, floors, ceilings or doors. Combustible items (e.g., memo boards, cork boards, dry-erase boards, chalkboards) should not be attached to doors or in doorways.

Hate has no home here at Michigan State University. If residents decorate their room windows or doors, they should give consideration to the uniqueness and diversity of the university and the public it serves. Many times, language and objects acceptable within the university community are objectionable to visitors. Residents are not permitted to write on other people's door decorations without express permission from the resident. Unit housing staff will contact residents regarding inappropriate objects or decorations in the windows and/or on doors.

Room Maintenance and Cleaning

The resident assumes responsibility for the care and cleaning of their room and suite bathroom (if applicable) in conjunction with suitemates, this also includes cleaning and care for any supplied appliances/furniture (AC filters). The residence halls provide vacuum cleaners, trash bags, dustpans and brooms at the Service Centers. University Village and 1855 Place also provide vacuum cleaners, dustpans and brooms.

Residents are also responsible for removing waste and recyclable materials to specific disposal or collection areas regularly as well as for maintaining sanitation and safety conditions acceptable to the university. Disposal and collection areas vary by community, visit your RA or Service Center to learn about your specific locations. Trash and recycling should never be left in hallways, common areas, stairwells, lounges, etc. Trash should never be placed in recycling containers. Outside cleaning services are prohibited.

Damages

Residents shall comply with and be bound by the residence hall and apartment community damage policy. Persons responsible for causing damage should notify the REHS staff as soon as possible and pay the damages.

If the damage is deliberate or the resident is found responsible for damage, they are subject to disciplinary action by the university.

Residents are expected to complete and return a Room/Apartment Furnishing Inventory Checklist upon move-in. Apartment residents must complete one as part of their lease agreement. If the room or its furnishings, including both sides of the door, are damaged, unless those responsible assume the full charge, the costs will be divided equally among the room's last residents of record. The residents will have 10 days to discuss the charges with REHS staff, after which time the charges become final and payable.

Before a resident changes to a different room/hall or moves off campus, each student must participate in the room checkout process to determine whether the resident is responsible for existing damages. The resident responsible for the damage must accept responsibility by notifying the REHS staff.

WHAT'S PROVIDED?

The following items and services are provided by Residence Education and Housing Services in all residence halls:

- bed
- mattress
- dresser
- desk
- chair
- overhead lights
- window blinds
- weekly exchange of university provided linen packet of two white sheets, a pillowcase and two towels.

Owen Hall provides weekly bathroom cleaning for all rooms.

Furnished apartments are also available to students. Residence Education and Housing Services provides overhead lights and window blinds in all apartments.

Removal and Modifications of Furnishings from Resident Rooms

Residents may not substitute or remove furnishings from their rooms. Provided room furnishings are to remain in the student rooms. Furniture or equipment permanently attached to floors or walls may not be modified or removed. Students may not bring their own mattress. Residents have the responsibility to clean and return the room to its original condition when they vacate the room. Service costs to reassemble or replace furniture will be charged to the residents.

Room Entry Policy

Michigan State University respects residents' privacy and control over their environments. The university is also responsible for providing quality facilities at reasonable costs to present and future residents.

Therefore, university staff may enter rooms and apartments to ensure they are maintained in safe and sanitary conditions and to make necessary repairs, whether the resident is present or not. You will be notified if your room or apartment was entered and maintenance was completed.

The university reserves the right to enter a resident's room or apartment at any time including but not limited to the following reasons:

- to ensure sanitary conditions,
- to inventory university property,
- to silence unattended alarms and music,
- if possible danger to life, health or property exists,
- if reasonable cause to believe violations of university or housing policy exists,
- to search for missing university property,
- to provide requested maintenance services,
- at the end of each semester to verify safety and security prior to winter break closure.

No room will be searched except by appropriate legal agencies with a warrant or with the resident's permission, except as set forth in the Room Entry Policy.

COMMON AREAS

Lounge Usage

Lounges are community spaces and considered public areas. Lounges provide space for residents to study, work on class assignments, visit with friends, watch TV and hold community events. Lounges are not intended to be reserved for club meetings or used as personal quarters including storage of personal items. All supplied furniture must stay in the lounge and cannot be removed. Sleeping is not permitted in lounges. Items left in lounges are considered abandoned property and turned into lost and found.

Laundry Facilities

Laundry facilities are located in each residence hall and apartment community. A common laundry room is available for Van Hoosen Hall residents in Owen Hall. There is one laundromat located in Spartan Village. Washers and dryers are free of charge to use, though residents provide their own detergent. Laundry machines in Spartan Village are coin-operated. Residents are responsible for following the operating instructions. Overloading the machines (washers and dryers) may cause damage to the machine and/or laundry. Damages that result from improper usage will not be reimbursed to the resident.

Responsibility for Common Areas

Furnishings, wall treatments and equipment in the common areas such as study lounges, corridors and storage rooms are for the use of all residents. Residents assume collective responsibility for damage to common areas unless individual responsibility can be assigned. Residents should provide any knowledge they have regarding damages, cleanliness or theft to avoid the collective charges. Individual halls may enact further common-area damage guidelines. The removal of any of these items deprives others of their use and will be considered theft and treated as such. Residents are responsible for cleanliness of the area and must clean up after themselves.

PACKAGES, MAIL AND DELIVERY GUIDELINES

General

Service Centers in REHS receive packages, mail, and deliveries during occupied periods in fall, spring and summer academic calendars. It is the expectation of REHS that residents follow all applicable local, state and federal laws when receiving items at the Service Centers. Mail and packages can only be picked up by the person to whom the item is addressed.

Prohibited Items

Packages that are delivered in packaging that may reference delivery of a potential prohibited item will be documented and a sticker outlining policy will be placed on the package. Students will receive an email regarding next steps and a reminder of university policy. If the package includes a prohibited item, the item may not be brought to the residents room and must be brought immediately outside of the building. If the potential contents of the package presume a potential safety risk, MSU Department of Police and Public Safety will be contacted.

Addressing Packages

Mail and packages must be addressed with the resident's full name as it appears in their My Housing account, street address, building (including wing: N, S, E, W) and room number to be delivered properly. Missing information may result in packages and mail being returned to sender.

Recognized Carriers

The Service Centers located in residence halls and apartments at MSU traditionally accept items, such as packages and flower arrangements, from businesses and established carriers that include tracking. For the safety of residents in the halls and to ensure proper handling and accountability, the Service Centers will not accept items from individuals. This includes friends, family members, guests or outside companies that provide food delivery services. Because items that do not come from established carriers have no documented chain of custody and

may be perishable, it is in the best interest of students to accept those items in person. Students who use services like pizza, grocery or laundry delivery will need to meet providers in the main lobby unless otherwise noted by REHS. REHS is not responsible for third-party deliveries and the receipt of materials for residents.

Perishables

The Service Centers will only hold perishable deliveries for a reasonable period of time. If perishable deliveries are left at the desk for a period of time that could result in their spoilage, they will be discarded. As a reminder all residents receive notifications to their MSU email that their deliveries have arrived. It is expected that these items are retrieved. In the event we are forced to discard a perishable delivery, the resident will be given 24-hour notice electronically to their MSU email address before we are forced to discard.

Unclaimed Packages

Any package or U.S. mail that is unclaimed after 7 days will be returned to the sender or sent to MSU Surplus Store.

Forwarding

Students are responsible for updating their address in the Student Information System and in their My Housing account at liveon.msu.edu prior to move-out. Apartment residents must also update their address with USPS. They should also change their address with all companies that they receive regular mail from six weeks in advance of the move-out. Mail will be forwarded up to six months as long as both have been updated. International mail will not be forwarded.

Resolution

In the event a resident believes a package or piece of mail has been misplaced, lost or not properly handled, they should immediately contact the neighborhood administrative coordinator (NAC) for their area. They should include a description of the item, tracking number and delivery confirmation if possible. The NAC will respond within one business day.

LOST AND FOUND

All items found in and around residence halls and on-campus apartment communities will be held at the Service Center for a brief period of time before being transferred to the MSU Department of Police and Public Safety (DPPS) by university ordinance. Items to be sent to DPPS include, but are not limited to:

- wallets
- eye glasses
- electronics
- USB drives
- jewelry
- cell phones
- coats/jackets

Only items having significant value will be held to be claimed. Other items will be sent to MSU Surplus Store.

Illegal items found will be confiscated and transferred to MSU DPPS. If a person is identified to be involved with the illegal item, they are subject to the conduct process.

To claim lost items, please visit MSU Police & Public Safety
1120 Red Cedar Road
East Lansing, MI 48824-1219
Phone: 517-355-2221

VACATING

Closed Periods

Residents agree to vacate the residence hall by the announced hall closing time for the semester. The right to use residence halls for other purposes during these periods is reserved by REHS.

Holiday Periods and Winter Break Housing

Residents may not occupy their rooms at the conclusion of the fall semester and before the spring semester commences without prior approval, except in University Village Apartments, 1855 Place Apartments and Spartan Village Apartments.

Students living in all other halls who are interested in staying on campus can apply for a Winter Break Housing Plan. Information

on Winter Break Housing is available at liveon.msu.edu. Services will be reduced during breaks. Short-term housing is also available for students between fall and winter semesters at the Kellogg Hotel & Conference Center at a reduced rate. Information and rates are available at kelloggcenter.com.

All residents may stay in their assigned rooms during fall break, Thanksgiving break and spring break.

All university policies and procedures, including those outlined in the On-campus Housing Handbook: Terms and Conditions and Spartan Life, are in effect throughout students' on-campus stay. REHS staff and MSU Police & Public Safety will manage violations of expectations through established university procedures.

Checking Out

At the end of the Contract period, all residents must check out in a manner consistent with applicable hall rules. These rules are communicated in email and posted at the Service Centers. Keys must be returned to a Service Center representative. Mailing keys or leaving them with roommates, friends or staff is not acceptable and will result in a lock change charge billed to the resident's student account. If the Contract is terminated prior to the expiration of its term, residents will be notified of the time frame during which they must check out.

Residents who are still enrolled at Michigan State University and leave their housing unit during the Contract period continue to be liable for room and board charges that accrue until they have properly checked out of the hall and their Contract has been released or terminated.

No resident may remain in the halls without Michigan State University's prior written consent after termination of the Contract.

Fall residents who do not enroll at Michigan State University for spring semester must properly check out of the hall by removing all personal belongings and returning their keys at check-out by 8 p.m. the Friday of finals week.

Spring or summer semester residents without a Contract for the next semester must check out of the hall properly by removing all personal

belongings and returning their keys at checkout by 8 p.m. the Friday of spring finals week.

Students are encouraged to check out within 24 hours of their last final. To support the academic success of the community, students found to be disrupting the community more than 24 hours after their last final may be asked to vacate their room prior to the Friday of finals week at 8 p.m.

Staying past the move-out date set by REHS may result in an additional daily charge to the student. The charge may be waived at the discretion of REHS. All late-stays must be applied for and approved.

Room Conditions at Checkout

All residents are responsible for cleaning the room and returning it to its original condition prior to moving out regardless of the time of year the vacancy occurs. Room and board charges will continue to accrue until keys are returned and personal belongings removed.

At the end of fall, spring and summer semesters, REHS staff inspects each vacant resident room. Additionally, a pre-move-out inspection may be completed before final checkout of the room. Anything needing repair or replacement will be charged as “damage” unless caused by normal wear or previously noted on the room inventory checklist at move-in. All charges will be divided equally among the last residents of a room unless the person causing the damage accepts full responsibility.

Room Damage Charges

The following are approximate costs for common room damages. Prices depend on the cost of materials and labor, and actual costs may differ than listed below based on scope of work.

- bathroom cleaning \$150
- residence hall door repair \$200
- apartment door repair \$250
- closet door repair \$200
- fire door repair \$1,000
- broken light fixture replacement \$200
- window screen replacement \$60
- mirror rehang \$30
- window blinds cleaning \$60
- removal of carpet \$100

- removal of tape/residue \$20
- painting of wall(s)/ceiling \$100 each
- trash can replacement \$40
- window screen repair \$30
- mirror replacement \$60
- window/blinds replacement \$565
- general room cleaning \$200
- cleaning of walls \$60

Other Charges that May be Assessed

- lost or overdue temporary meal card \$20
- lost or overdue temporary access card \$20
- lost or overdue key/lock change \$75
- lost key fob \$240
- emergency lock change (lost ID & key(s)) \$185
- other charges for borrowed items that are not returned or overdue are billed for replacement cost, which varies by item

When one or more occupants move out of the room, the individual vacating the room and the remaining residents are responsible for:

1) cleaning the room, setting up furniture, clearing drawer and closet space, and cleaning the bathroom (suite-style halls) and 2) creating space within the room so new residents may move into a clean and properly set-up room. Charges will be assessed if all of the above expectations are not met and the REHS staff has to clean the room and arrange space.

At the end of the Contract period, residents must thoroughly clean the room and return it to its original condition so new residents or conference guests may occupy it. Summer operation of the housing unit contributes significantly to keeping room and board rates low. Conferences begin right after spring semester ends. Residents must reassemble all furniture, remove materials from walls, doors and ceiling, empty wastebaskets, place all trash in waste bags provided and deliver them to the designated areas, sweep floors and in-suite arrangements, and clean the bathrooms.

Move-out details, reminders and instructions are included in the end-of-year checkout information. Charges will be assessed for extra work and costs caused by dirty rooms, unassembled, missing or damaged furniture, and wall, ceiling or door damage.

STUDENT CONDUCT

Residential Care and Community Expectations

Each Michigan State University student is afforded various rights and responsibilities as outlined in Spartan Life, including specific guidelines for on-campus living outlined in this handbook, General Student Regulations and University Housing Regulations. The regulations and policies aim to provide on-campus students a safe and inclusive environment.

Contract Violations

REHS may elect to initiate the accountability processes if a resident violates any contract provisions, university ordinances, regulations, housing policies, administrative rulings, or federal, state or local laws. The accountability processes could include a contract violation review or a conduct process initiation.

Read more about the residential student conduct process at liveon.msu.edu/REHS-Care-Conduct.

Throughout the accountability processes, no person shall abuse, threaten, harass or exhibit behavior that intimidates any complainant, respondent, counsel, witness or hearing board member.

Procedures for Contract Violation

In situations involving a violation of terms of the Contract, the following procedures may apply:

- REHS staff will review cases in which a resident allegedly violates the terms and conditions of the Contract.
- REHS will notify the resident in writing of the alleged violation.
- The resident has up to 24 hours to respond.
- Based on the information gathered, the resident will be given written notice of the REHS action.

REHS action may include:

- reassignment
- contract termination

Procedures for Policy Violation

In situations involving a violation of university ordinances, regulations, housing policies, administrative rulings, or federal, state or local laws, the following procedures may apply:

- The observed behavior is documented in an incident report.
- Staff will review the incident report and determine appropriate next steps.

Next steps may include:

- policy reminder letter
- meeting with staff member
- intervention or sanction

Examples include:

- warning
- reassignment
- educational learning opportunity
- removal of prohibited item from residence
- restorative conversation with affected individuals
- restitution for damages or payment of charges due
- referral to the formal university conduct process (Office of Student Support and Accountability)

Removal

In situations that may cause loss of life or harm to a person or to property, REHS may initiate immediate removal (Interim Removal from Housing). Residents shall generally have a minimum of seven-days' notice of contract termination; however, in these circumstances, REHS staff is empowered to decide that a 24-hours-or-fewer notice of termination is sufficient. Some examples of this include:

- sale, distribution or purchase of illegal drugs
- physical acts or verbal threats of violence, intimidation, coercion or harassment of other people
- damage, destruction or theft of University property or the property of another resident
- tampering with or misusing elevators
- tampering with or misusing fire suppression or warning equipment
- tampering with other safety equipment

- use or possession of firearms, explosives, fireworks or dangerous weapons
- use or storage of flammable liquids or other dangerous substances
- setting fires

CONTRACT ENDING PROCESS

Temporary Suspension of Contract

Upon application, the Contract will be temporarily suspended for a resident in field experience training, enrolled in a study abroad program or student teaching away from campus. If a resident withdraws from Michigan State University for one semester or drops to part-time student status (an undergraduate taking six credits or fewer, or a graduate student taking three credits or fewer) and, the following semester, enrolls as a full-time student, the Contract will be reinstated and the resident must return to a residence hall or apartment community. Reassignment to the same residence hall is not guaranteed.

Contract Cancellation

The Contract may be canceled by a resident for any reason within 14 days of the date signed without payment of cancellation fee, if the resident has not moved into the residence hall or apartment community. However, contract cancellation does not relieve a resident from complying with MSU's on-campus housing requirement (subject to the exceptions described above under "Exceptions to On-campus Housing Requirement"). Failure to adhere to the on-campus housing requirement may result in termination of enrollment.

Contract Buyout

If more than 14 days have passed since a resident signed a housing contract or moved into their residence hall or apartment, they may obtain relief from the obligations of their housing contract upon payment of 60 percent of the remaining room and board fees for the remaining portion of the contract term. The resident should notify the Housing Assignment Office in writing of their intent to exercise the buyout, but will continue to

be responsible for the full amount of the room and board charges until they have properly checked out of the residence hall or apartment community. The buyout option is not available the last two weeks of the spring semester. If a resident exercises the buyout in accordance with this paragraph, the on-campus housing requirement will still apply to them (subject to the exceptions described above under "Exceptions to On-campus Housing Requirement"); failure to adhere to the on-campus housing requirement may result in termination of enrollment.

Contract Release

If a resident cannot comply with the terms of their housing contract due to significant changes in circumstances beyond their control, they may apply for a contract release by completing the application, located in their My Housing portal at liveon.msu.edu. Applying for a contract release will not automatically result in the termination of the housing contract. If a resident obtains a release from their housing contract in accordance with this paragraph, the on-campus housing requirement will still apply to them (subject to the exceptions described above under "Exceptions to On-campus Housing Requirement"); failure to adhere to the on-campus housing requirement may result in termination of enrollment.

Contract Termination

The Contract may be terminated when a resident: does not complete registration, is not enrolled for any reason, withdraws from all classes, graduates, fails to check in to a housing assignment, or violates the terms of the Contract.

CULINARY SERVICES

Entrance to Dining Facilities

Students with dining plans use their Michigan State University IDs to enter the dining facilities. Students will scan their MSU ID card upon entrance to ensure they are authorized to purchase a meal.

A student with a dining plan may eat in any dining hall. Entrance to dining facilities is limited to students with dining plans and to visitors who have purchased entry at the host station, a valid guest dining plan or guest meal ticket as well as those who are scanned as a guest of a student with guest meals available (Platinum or Gold dining plans only). Students and guests can also pay at the register. Dining locations and hours can be viewed at eatatstate.com.

Students are not to allow any other person to use their Michigan State University ID to access dining services. A violation of the dining entrance provision by a resident or their guest could result in disciplinary action through the university conduct system and/or the university exercising remedies under this Contract, including possible confiscation of a student's MSU ID. Per health code standards, a shirt and shoes are required to dine in the dining halls.

On-campus residents with a service animal or assistance animal, as defined by the MSU Resource Center for Persons with Disabilities (RCPD) at rcpd.msu.edu/services/serviceanimal, must abide by the Assistance Animal Policy in University Housing.

Service animals are permitted within dining facilities. The service animal must accompany a person with a disability and the animal must meet the definition of a service animal.

All other animals including assistance animals are not permitted in dining facilities. For more information, please review University Ordinance 23.00 at trustees.msu.edu/bylaws-ordinances-policies/ordinances/ordinance-23.00.html and Assistance Animal Policy in University Housing at rcpd.msu.edu/sites/default/files/2021-08/assistance-animal-policy-in-university-housing.pdf.

Dining Service Behavior and Dress Standards

Each resident agrees not to engage in behavior that disrupts the operation or interferes with the use of the dining room by other people.

Residents and their guests must follow health code regulations for dress, including wearing a shirt and shoes to enter the dining facilities. Dining customers are prohibited from filling personal food or beverage containers in the dining room.

Dining Service

Sit-down dining is available in the all-you-care-to-eat dining halls. Food and dishware must remain within the dining halls. No outside food or drink is allowed. Grab & Go dining is available from select retail locations offering both hot and cold selections.

INFORMATION TECHNOLOGY RESOURCES

Access to and usage of Michigan State University information technology resources entails certain expectations and responsibilities for users. The array of institutional electronic business systems, computing services, networks, databases and other resources Michigan State University owns and provides are intended primarily to support the mission and business functions of the university. Any other use should be incidental in nature. To view the Acceptable Use Policy for Michigan State University Information Technology Resources, visit tech.msu.edu/about/guidelines-policies/aup/.

PUBLIC HEALTH CRISIS

Residence Education and Housing Services (REHS) at Michigan State University (MSU) strives to meet our mission of providing exceptional and equitable community experiences, one connection at a time. The below policies and guidelines are incorporated within the On-campus Housing Handbook Terms and Conditions to protect the health and safety of our students. These policies and guidelines are applicable to all residential students and staff living in all residence halls and apartments, including 1855 Place, University Village and Spartan Village.

Health and Safety

Each resident has the right to engage in those physical, educational and social pursuits that are a necessary part of their university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents. All members of the MSU Live On community — residents, staff and visitors — must respect the rights of those around them, including considering the health and safety of the community. Residents are required to comply with Health and Safety rules, regulations, ordinances, policies and administrative rulings of Michigan State University or REHS as it relates to public health crises such as COVID-19. This guidance will evolve as the public health crisis evolves.

Dining

Culinary Services is dedicated to providing delicious meals that meet the needs of all Spartans while ensuring guest safety. As a public health crisis evolves, operations such as where and how dining services will be offered are subject to change to address health concerns at the discretion of the university. Residents and visitors may experience limited occupancy of dining halls, limited amount of time students may reside within dining halls or other operational adjustments as deemed necessary.

Housing Assignments and Contracts

On-campus Housing Requirement

First- and second-year students who elect to remain at their permanent residence during a public-health crisis through a Learn from Home option (if offered) will be granted an exemption from the on-campus housing requirement on a per semester basis. Any other requests for exemptions will need to utilize the contract release process outlined at liveon.msu.edu.

Relocation

At any time, the university may need to take action to ensure health and safety during a public health crisis. A resident may be asked to relocate or leave on-campus housing if their presence poses a health and safety risk. Not all of our residential spaces are appropriate for self-quarantine or self-isolation and may result in alternative housing arrangements if deemed necessary for ensuring community health and safety. Removal from residential living to isolate or quarantine and relocation do not constitute a termination of the resident's housing contract. In the event that alternative housing is not available, impacted residents will be offered reasonable reimbursement based on the information available at that time.

Contract Termination

REHS reserves the right to terminate housing contracts due to public health emergency needs. In the event that contracts are terminated due to public health concerns, impacted residents will be offered reasonable reimbursement based on the information available at that time. If there is a conflict between the above section on Public Health Informed Policies and the remaining sections of the On-campus Housing Handbook, this section will apply.

ADDITIONAL RESOURCES

The Live On website (liveon.msu.edu) provides a variety of additional resources for Spartans under these webpages:

CAMPUS LIFE

Dining

eatatstate.com

Diversity, Equity and Inclusion

liveon.msu.edu/campus-life/diversity-equity-and-inclusion

Fitness

liveon.msu.edu/campus-life/fitness

Hall Life

liveon.msu.edu/hall-life

Housing Options

liveon.msu.edu/neighborhoods

Living Learning Communities

liveon.msu.edu/campus-life/living-learning-communities-and-residential-colleges

Move-In

liveon.msu.edu/move-in

On-campus Safety

liveon.msu.edu/campus-life/campus-safety

Rates

liveon.msu.edu/rates