



# Residence Life Policy Guide

## BUFFALO STATE UNIVERSITY



**BUFFALO STATE**  
The State University of New York

## Residence Life Policy Guide Introduction

The Residence Life policy guide serves as an extension of the Housing License (“License”), the set of terms and conditions that each resident signs before moving into Buffalo State University’s residence halls and apartments. In signing the License, the resident agrees to all of the policies outlined in this Policy Guide. **Violation of the Policy Guide may result in immediate disciplinary action up to and including termination of the License and dismissal from the university.** Additionally, the Policy Guide supplements but does not replace the Student Code of Conduct, which applies to all Buffalo State University students. The Student Code of Conduct can be found here: <https://studentconduct.buffalostate.edu/student-code-conduct>

In addition to being an extension of the Housing License, all individuals who enter a Residence Hall, including apartments, whether they be a guest of a current occupant, a conference guest or any other individual who is within the building, is held to the standards set forth in this Policy Guide.

This Policy Guide can be made available in alternative formats. Please contact Residence Life at (716) 878-3000 or [reslife@buffalostate.edu](mailto:reslife@buffalostate.edu) for alternate format requests.

**PLEASE NOTE THAT CHANGES TO THIS GUIDE MAY BE MADE AT ANY TIME AND FOR ANY REASON BY AUTHORIZED RESIDENCE LIFE STAFF. Please review the latest version of this Policy Guide periodically to ensure that you remain in compliance. The most updated version can always be found on the Housing Website.**

## Philosophy for Policies

Living at the University is an opportunity to learn and grow. Everyone brings with them many different beliefs and value systems that add to the diversity and vibrant community that is Buffalo State University’s campus. With differing beliefs and practices it is easy to find someone who has different beliefs or practices than your own. In an effort to provide an environment that promotes the growth and development of all that live in the residence halls and apartments, these policies have been developed to make sure all residents can meet and exceed their academic potential.

## Values

Every policy within this Policy Guide will be guided by at least one of the following values.

- Health and Safety
- Preserving an Environment to Facilitate Academic Success
- Protection of Property
- Optimal Service as Requested

## Rights and Responsibilities

As a resident of Buffalo State University’s residence halls or apartments, you possess specific individual rights which your roommate(s) and those living around you must respect. These rights carry with them a reciprocal responsibility on your part to ensure that these same rights exist for your roommate, suitemates, floor mates, and other residents.

The following is a list of your rights – things to which you are entitled as a student living in one of

Buffalo State University's on-campus living environments – and some of your responsibilities – things that are expected of you as a member of a residential living unit and community.

**YOU HAVE THE RIGHT** to a safe and secure living space as is reasonably possible;

**YOU HAVE THE RESPONSIBILITY** to keep your room or apartment door and hall doors locked, to not allow strangers into the building, and to report concerning behavior to university staff or University Police in a timely manner.

**YOU HAVE THE RIGHT** to a reasonably peaceful and quiet place in which you can sleep and study;

**YOU HAVE THE RESPONSIBILITY** to observe quiet hours, to keep your music, electronic devices, and your voice at a reasonable volume, and to remind others that you expect the same of them.

**YOU HAVE THE RIGHT** to reasonable expectations of privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;

**YOU HAVE THE RESPONSIBILITY** to let your roommate(s) know of your wishes and preferences for hours of sleep, study, and visitation, and to work through any differences you may have in a respectful manner within the guidelines established in this Policy Guide.

**YOU HAVE THE RIGHT** to safely and respectfully confront another person's behavior that infringes on your rights;

**YOU HAVE THE RESPONSIBILITY** to examine your own behavior when confronted by another and to work toward resolving conflicts, and to monitor your own behavior to ensure it is not impacting the rights of other students to live in a safe environment free from disruption.

**YOU HAVE THE RIGHT** to the assistance of your Residence Life or other University staff members when you need help with a reasonably communicated problem;

**YOU HAVE THE RESPONSIBILITY** to notify a staff person of your problem in a timely manner and to be cooperative with those involved as they work with you to resolve your problem.

**YOU HAVE THE RIGHT** to know what behavior is expected in your living group;

**YOU HAVE THE RESPONSIBILITY** to read and abide by the information provided for you by Residence Life, especially the Housing License, this Policy Guide and the Student Code of Conduct.

It is important that these items and the concept of others' rights and responsibilities be discussed throughout the year. The Residence Life staff does not, nor can it, guarantee you will attain these rights at all times. You share the responsibility. You can help ensure that everyone's rights will be honored through thoughtful discussion and open communication with roommates, suitemates, floor mates, and other residents.

The Residence Life staff is committed to offering you an environment which will allow you to grow; the extent to which you take advantage of these opportunities is up to you. There are risks associated with programs and activities within the University setting. Please take the time to recognize the voluntary nature of these activities and programs that are offered.

The Residence Life staff hopes you will invest in your own development and growth. This investment will pay off many times over. The staff is available and wants to help you accomplish this goal.

# Residence Life Policies for Residence Halls

## Alcohol

1. Residents and their guests must abide by all applicable laws and the University's rules, including this policy and the Student Code of Conduct, regarding alcohol possession and consumption. Residents are responsible for informing guests of applicable rules regarding alcohol and can be held responsible for any violations of these rules by the guests.
2. Residents and their guests who are under the age of 21 may not possess or consume alcohol.
3. Residents and their guests may not consume alcohol in the presence of those under the age of 21. It is a violation of policy for anyone under the age of 21 to be present in a residential space where they know that alcohol or alcohol containers are present (empty or full), or in a common area where violations of this policy are occurring.
4. Residents who are 21 years of age or older, may possess alcohol, if they follow the requirements listed below:
  - a. Residents who are at least 21 years of age may not consume alcohol in the room in the presence of individuals, including roommates, who are under the age of 21.
  - b. Residents of legal age must discreetly transport alcohol to their rooms.
  - c. Residents of legal age cannot possess more than 144 ounces of beer, 25.4 ounces of wine, or 25.36 ounces of hard liquor.
  - d. Residents of legal age may only store their alcohol out of view in their assigned area of the room.
  - e. Residents who are at least 21 years of age may not possess alcohol or store it in their room if any roommate is under the age of 21.
5. It is a violation of housing policy to provide alcohol to anyone under the age of 21 or to anyone, regardless of age, who is visibly intoxicated.
6. It is a violation of housing policy to be publicly intoxicated in the residence halls, including apartments. By way of example, students who are 21 or over who are disruptive because of the use of alcohol may be considered in violation of this policy.
7. Individuals who are under 21 years of age, regardless of age, may not display and/or possess or store alcohol containers (empty or full).
8. Any person suspected to be consuming or possessing alcohol may be required by a member of Residence Life staff to produce identification and proof of age.
9. Open containers of alcohol are not permitted in public or common areas either inside or outside of University housing. Common areas include but are not limited to, outside entry or adjacent sidewalks, all lounges, lobbies, kitchenettes, recreation rooms, entertainment areas, hallway, bathrooms, stairways, fire exits, elevators, laundry rooms and a residential room with the door open.
10. Games of chance, imitation or actual drinking games, contests, and other activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited. Items used for drinking games or other activities that encourage the excessive or rapid consumption of alcohol (e.g. keg, beer pong tables, beer bong, funnels, etc.) are prohibited.

University officials, including student staff, will instruct any individuals present when a potential violation of this policy occurs to dispose of all alcohol and alcohol bottles (even if empty) in their possession. Students who violate the alcohol policy may be referred for disciplinary action. University officials have discretion to call police. Residence Life staff will dispose of alcohol found abandoned in

public areas. Residence Life staff will direct students to dispose of alcohol that is determined to have been in illegal possession of any individual. Any individual who does not follow these directives will also be subject to the 'Failure to Comply' policy.

If you have questions or concerns about alcohol use, you are encouraged to talk with a medical professional or counselor at the Weigel Health Center.

## Animals

No animals or evidence of animals, including animal food, cages or supplies, are permitted in any residence hall, including apartments, at Buffalo State University except for service animals, emotional support animals (ESAs) that have been approved in accordance with SUNY and applicable Buffalo State University policy and approved by both Student Accessibility Services and Residence Life. Each room is permitted to have one aquarium for fish and the aquarium may be no larger than 10 gallons.

Residents who are found with unapproved animals in their assigned residence hall room, suite or apartment will need to remove the animal immediately. Residents found responsible for having an unapproved animal will be responsible to the University for all costs and damages caused by the animal, including without limitation cleaning fees, extermination costs and/or replacement and repair expenses.

If you notice stray animals in or around the living groups, please notify a staff member so that the animal can be appropriately assisted or relocated. You must not abuse, feed, or bring the stray animal into University housing for any reason.

## Building Security

Residence Life and Buffalo State University have taken reasonable steps to install safety and security equipment for the purpose of keeping our residents safe and secure. However, safety is ultimately the responsibility of those who live in the community. Residents will be subject to disciplinary action if they attempt to bypass any security safeguards and are responsible for adhering to the following rules:

1. All external access doors to residential spaces are to be locked 24 hours a day. Propping doors jeopardizes the safety of students, staff and property. Residents are prohibited from propping exterior doors or leaving doors propped open.
2. Residents may not open doors for non-residents of the hall or allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building.
3. Residents are responsible for proper use of the key(s) and electronic access devices (ID or fobs) issued to them by the University or Residence Life.
  - a. Residents may not loan keys, ID cards, or fobs to any other person.
  - b. Residents may not duplicate University-issued keys, and/or electronic access devices.
4. Residents are prohibited from tampering with or otherwise altering any security device, including University security cameras and alarms, on campus.
5. Residents are prohibited from forcing open locked doors.
6. Theft, Burglary and Robbery are all prohibited.

Residents are encouraged to keep their room doors locked at all times, including when they leave their room (even for a short while) and when they are sleeping. Residents are encouraged to keep their keys and electronic access devices on them at all times to allow for rooms to be locked. The University will not be responsible for any theft from the resident's room/apartment.

## Cannabis

Cannabis remains prohibited on SUNY campuses, including University housing, in accordance with SUNY and University policy. Residents are responsible for informing guests of applicable rules regarding cannabis and can be held responsible for any violations of these rules by the guests.

1. Residents and their guests must abide by the University's rules, including this policy and the Student Code of Conduct, which prohibit cannabis use anywhere on University property, including University housing.
2. The possession, use or distribution of cannabis is prohibited. This is regardless of age or medical marijuana cardholder status.
3. It is a violation of policy for anyone to knowingly be present in a room, suite or apartment where cannabis is present, or where violations of the Drug Policy portion of the student code of conduct are taking place.
4. It is prohibited to be under the influence of cannabis in any form. Individuals who exhibit behaviors that appear to have been influenced by cannabis use may be subject to the disciplinary process. Such behaviors may include but are not limited to smelling like cannabis, claiming to be high, or engaging in disruptive behavior as a result of cannabis use.
5. Residents and guests may not possess cannabis paraphernalia, which includes equipment, products and materials of any kind which are marketed for or designed for cannabis use. This includes but is not limited to bongs, smoking pipes, vaporizers and cannabis cigarettes.

If you have any concerns about drug use, you are encouraged to talk with a staff member at Weigel Health Center. The staff at Weigel are able to provide information and referrals to resources regarding the use of cannabis.

## Conflict and Community Responsibility

Choosing to join the Buffalo State University community as a student obligates each member to a code of responsible behavior. Policies support the health and safety of the Buffalo State University community, support a learning environment that is free from disruption, further the educational pursuits for the community members, and limit property damage.

Residents are encouraged to hold each other accountable and report concerning behaviors to create a community that protects the safety, wellness and educational focus of students. Residence Life also upholds these standards and prohibits interpersonal behavior that is disruptive, harassing, threatening, or violent in the residence halls.

### Roommate Conflicts

1. Roommates are asked to complete and participate in a room discussion and agreement with all individuals they live with at the start of each semester and whenever a new roommate or suitemate joins in order to address any potential issues that may arise in such close proximity.
2. Residents should make every effort to resolve minor interpersonal conflicts within the room-

mate or suitemate group. Residents are encouraged to request staff assistance if there is any impediment to open discussion of roommate conflicts or if the interpersonal conflicts escalate.

3. When roommate conflicts arise, residents are encouraged to engage in open discussion of issues, assumptions and habits that are creating or exacerbating the conflict. Resident Assistants, Assistant Complex Directors, Complex Directors and the Restorative Justice Center are available as resources for these conversations.
4. Residents requesting room changes based on interpersonal conflicts may be asked to participate in a conflict resolution conversation with a Complex Director or other University Staff.

### Interpersonal Conflicts

1. No resident may attempt to force or influence (via harassment, bullying coercion or other means) another resident to request a room change once a room has been assigned or to prevent another resident from moving into a room they have been offered/assigned.
2. No resident may, through intentional or willful force or influence, make a current or prospective roommate feel unsafe or unwelcome in their shared space, including but not limited to by installing cameras in residence hall rooms or apartments, the use of room furniture while occupancy is lower than its expected maximum, knowingly engaging in behaviors that were prohibited in the roommate agreement, making threats toward or intimidating the roommate, or using items belonging to the roommate without the permission of the roommate.
3. Residents may not create or participate in situations that deny roommates their reasonable rights to sleep or study in the room. This includes passive aggressive behavior intended to antagonize their roommate.

## Decorations

Residents are encouraged to decorate their space in ways that do not cause damage to the facility or furniture in the room, subject to the following:

1. No permanent changes may be made to the room when decorating the room.
2. Painting of the walls, ceilings or other university property is not permitted.
3. Decorations such as posters and pictures may be mounted using methods that do not damage the walls or doors such as painter's tape or sticky tack. The following items are not permitted to hang items:
  - Command strips
  - Finishing nails
  - Thumbtacks
  - Duct tape
  - Packaging tape
4. Items using an adhesive surface to attach to the wall or doors are also not permitted. Examples of items that are prohibited for this reason are:
  - LED strip lights
  - Removable wallpaper
  - Stickers (including glow stickers)
5. Only 10% of a single wall or surface of a door can be decorated. This means that the total square footage of all posters, flags, tapestries and more can not be more than 10% of the wall or door's surface. If the room has a fire sprinkler installed in it, then the percentage may

increase to 50% of the wall or door's surface.

6. Use of cinderblocks is not permitted in the residence halls.
7. Residents may not hang any items in or place any items on or outside of the windows of their room. Only university provided blinds are permitted to be used on the windows.
8. Decorations must not interfere with fire safety equipment, must comply with the fire code and may not create a health/safety hazard in any way.

## Disruptive Behavior

Residents and their guests shall not obstruct or disrupt the University living environment. Disruptive behavior is any behavior that interferes with the University living and learning environment, or that interferes with the other students' rights to sleep or study. Disruptive behavior of all types, including without limitation the following, is prohibited:

1. Any act that poses a reasonably perceived danger to health, safety or property is prohibited.
2. Targeting or harassment of neighbors and/or community members related to pranks, practical jokes, or other actions in a manner that may not be deemed illegal or threatening in nature, but nonetheless reasonably provokes the victim.
3. Any violation of federal, state or local laws.
4. Impermissibly infringing upon another person's right to privacy, including by means of electronic surveillance. .

## Drugs

Illicit drugs are prohibited on SUNY campuses, including University housing, in accordance with SUNY policy. Residents are responsible for informing guests of applicable rules regarding drugs and can be held responsible for any violations of these rules by the guests.

1. Residents and their guests must abide by all applicable law and the University's rules, including this policy and the Student Code of Conduct, which prohibit illicit drug use anywhere on University property, including University housing.
2. The possession, use or distribution of illegal drugs is prohibited. The illegal possession, use or distribution of prescription drugs is also prohibited.
3. The use of substances outside of their intended purposes and in a manner not prescribed by a physician is prohibited. Prescription drugs are permitted on campus if accompanied by an authentic medical prescription (except for cannabis). Use of legal medication outside the parameters of the medical authorization is prohibited.
4. It is prohibited to be under the influence of federally controlled substances in any form. Students who exhibit behaviors that appear to have been influenced by the use of a federally controlled substance may be subject to the disciplinary process. Such behaviors may include, but are not limited to, slurred speech, smell or odor, lack of balance or swaying. Students are reminded that being under the influence of drugs, including legal substances, is not an excuse for disruptive behavior or other violations of university policy or rules.
5. Students may not possess drug paraphernalia and no such paraphernalia is permitted in University housing. Drug paraphernalia includes equipment, products, and materials of any kind which are marketed or designed for drug use. This includes, but is not limited to bongs, smoking pipes, vaporizers, syringe needles, and cannabis cigarettes.
6. It is a violation of policy for anyone to knowingly be present in a room/suite where illegal

substances are present, or where violations of the Drugs section of the Student Code of Conduct are taking place.

Opioid use and abuse has had a significant impact across the country. To help guard against the loss of life due to an overdose, staff may have access to Naloxone kits. Naloxone is also carried by UPD Officers and can be obtained at the Weigel Health Center. While intended as a safety measure, Naloxone may not prevent the loss of life or substantial injury and its potential availability does not excuse any violation of applicable rules and/or laws.

If you have any concerns about drug use, you are encouraged to talk with a staff member at Weigel Health Center. The staff at Weigel are able to provide information and referrals to resources regarding drug use.

## Electronics and Electrical Appliances

1. Residents may not plug power strips into other power strips .
2. The following items may never be used or possessed inside of the residence halls or apartments:
  - Extension cords
  - Air conditioners (unless approved for use by Student Accessibility Services and Residence Life)
  - Barbecues and Grills
  - Deep Fryers
  - Sandwich Makers/presses
  - Fog, Smoke or Haze machines
  - Gasoline
  - Electric or Gasoline powered scooters and/or e-bikes.
  - Space heaters
  - Wireless network routers
  - Wireless access points
  - Any appliance that produces steam, smoke, mist, fog, or grease laden vapors
  - Any device with light bulbs that produce excessive heat, including halogen bulbs and/or incandescent bulbs that exceed 60 watts
  - Any device that would exceed the electrical load of the outlet
  - Any transportation device that uses lithium ion batteries to power the device may not be used and the battery must be removed from the device while inside University housing. Charging of lithium ion batteries can only occur when the individual is present in the room with the battery.
3. The following devices are allowed in specific circumstances, provided that their use is performed in the physical presence of the resident:
  - Coffee makers that do not use a warming plate or an external carafe are permitted. Those that use an external carafe or have an exposed heating element are not permitted.
  - One air fryer is permitted in apartment kitchens. Air fryers are not permitted in residence hall rooms or suite common areas.
  - One microwave is permitted in apartment kitchens or the common area of a suite only. Microwaves that are part of a micro-fridge unit rented from the university sanctioned provider, are allowed in any residence hall room, one per room. Microwaves not part of the micro-fridge unit rented from the university sanctioned provider are not permitted in

- residential rooms.
- One rice cooker is permitted in apartment kitchens only. They are not permitted in residence hall rooms or suite common areas.
  - One toaster is permitted in apartment kitchens only. They are not permitted in residence all rooms or suite common areas. Toaster ovens are not permitted.
  - One slow cooker is permitted in apartment kitchens only. They are not permitted in residence all rooms or suite common areas.
  - One electric kettle that does not have an external heating element is permitted in apartment kitchens or the common areas of a suite only. Electric kettles are not permitted in residential rooms.
  - Clothes irons, curling irons, hot curlers and flat irons are permitted as long as they are used according to the manufacturer's instructions and are UL listed.
  - Power strips are permitted as long as they have a built in circuit breaker/surge protector and it is labeled on the device
  - One mini-fridge is permitted in each residence hall room as long as it is 3.2 cubic feet or less, draws 11 amps or less and is energy star rated.

## Evacuation

When a fire alarm is activated, all persons inside the residence hall are required to leave the building immediately, even if it is believed to be a drill or false alarm, unless otherwise directed by a University official, the fire marshal or emergency responders.

1. It is a violation of policy to remain in a residence hall during a fire alarm unless fire or smoke prevent you from navigating to the exit safely.
2. Knowingly activating a fire alarm when no emergency exists, arson, attempted arson, or engaging in behavior that could reasonably start a fire are all prohibited, and may all be referred to the disciplinary process and/or the district attorney's office for prosecution.

All residents are encouraged to become familiar with the fire evacuation plan, including participating in scheduled drills, knowing the closest and alternate exits and the outside meet-up site. If there is a fire, residents and anyone else in the building is authorized to pull the fire alarm.

When an alarm sounds:

1. If easily accessible, grab your keys, phone, shoes, any prescription medications, a coat, and a towel. Leave everything else.
2. Close your room door and windows, but do not lock them.
3. If needing to move through a smoke filled area, cover your nose and mouth with the towel.
4. Do not panic. Move quickly but safely to the nearest stairwell and exit the building. Do Not Use the elevators.
5. Proceed to your building's designated meet-up point and follow the instructions of Residence Life staff, emergency personnel including UPD or other officials responding to the fire alarm.
6. If you have any relevant information regarding the alarm (cause of the alarm, location of the issue, knowledge of a resident who needs help evacuating), you should relay that information to Residence Life Staff or UPD

If you find yourself trapped in your room due to smoke or fire:

1. Close your door and seal it off with a towel or blanket. Call University Police at 716-878-6333 and report your exact location to the dispatcher. Do not hang up until directed to do so.
2. Hang a brightly colored sheet or towel from your window to alert emergency crews to your location.
3. Open your window for fresh air if necessary. If smoke enters the room from the outside CLOSE your window immediately.
4. Wait for rescue. You can be safe inside your room for a long time as long as you don't panic, open the door or prematurely jump from your window.

Students with difficulties navigating or cannot use stairs must report their condition (whether permanent or temporary) to the Complex Director of their building. These students should proceed to their room or closest stairwell, call University Police at 716-878-6333 and report their location and their need for assistance during the evacuation. Residence Life staff will alert first responders of individuals in the building they believe to need assistance, however they will not know your exact location so it is important to call.

## Facility and Common Area Use

1. Residents are prohibited from:
  - Damaging any Buffalo State University owned property or property owned by other residents.
  - Permanently altering Buffalo State University owned property or space.
2. Residents are required to report any individuals they witness damaging property.
3. Each shower or toilet stall cannot be occupied by more than one person at a time, unless medically necessary.
4. Residents and their guests are not allowed to sleep in public or common areas, including residence hall lounges, or the common areas of a suite or living room of an apartment.
5. Residents must keep their assigned spaces clean and free of health and safety hazards.
6. Residents must clean up after themselves in community spaces within the residence halls. These include lounges, community kitchens, study rooms, computer labs, hallways, bathrooms, laundry rooms or any other space that can be used by any resident in the building.
7. All trash and recycling must be deposited in the appropriate receptacle in the trash room.
8. Room and common area furniture may not be removed from their designated rooms. Lost or damaged furnishings will be charged to the residents of the room, floor or building the furniture was lost from or damaged unless a responsible party is identified. In that case, the responsible party will be charged for the damaged or missing property.
9. Buffalo State University facilities, furniture and property must be used in the manner for which it was intended. Improper use of facilities, furniture or property includes but is not limited to stacking common area furniture, misusing fire escapes as entrances, urinating or defecating in a room other than a bathroom, and more.
10. Students may not remove window screens or throw any item out of the windows. This includes but is not limited to lounge and resident room windows.
11. Residents may not climb, stand or otherwise be on the exterior surfaces or roof of the residence halls. This includes hanging out of or entering into the building through windows.
12. Residents can be held responsible for the damages or misuse they have caused to Buffalo State University's or another resident's property. In the event of damage being done to a

residence hall room during joint occupancy, all roommates will be charged for all damages in a room unless one roommate comes forward to claim responsibility for the damages.

If a resident is found responsible for damaging property or excessive uncleanliness they may be billed for the cost to repair/replace/clean the item damaged or area impacted. Damages or messes that are unaccounted for may be divided and charged proportionately to each individual in that living area, depending on the circumstances and the extent of the damage.

Maintaining cleanliness will help prevent pests from entering the living space. Please do your part to help maintain an optimal living environment for everyone.

## Failure to Comply

1. Residents and their guests must comply with directions of University officials or law enforcement officers, including Residence Life student staff, acting within the scope of their job and performance of their duties.
2. Residents and their guests must identify themselves to University officials or law enforcement officers when requested to do so.
3. Residents and their guests may not knowingly give untrue statements, hinder, delay or obstruct any officer or University employee or representative in the discharge of their official duties.
4. Residents are expected to complete required sanctions by the assigned deadline or face further disciplinary action, including but not limited to, being removed from housing with the responsibility for all appropriate charges or fees, and being required to complete additional sanctions.
5. Residents who assist anyone in a policy violation or a crime may be in violation of housing policy themselves.

## Fire Safety

Fire safety is a critical component to living in residence halls where large numbers of people live in a condensed space. All individuals are required to abide by fire safety policies while in the residence halls.

1. Residents may not tamper with, disable, cover or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler systems, fire doors, fire extinguishers, heat sensors, and fire safety signage. Residents who tamper with fire safety equipment may face disciplinary action, a monetary fine, and/or immediate removal from University housing with the responsibility for all appropriate charges or fees. Residents found in violation of tampering with fire safety equipment, including covering smoke detectors, may be referred to law enforcement authorities, receive a \$500 fine, termination of the residence hall license and referral to the Student Conduct process.
2. Residents may not hang items from the sprinkler heads, cages covering sprinkler heads, or pipes associated with sprinklers.
3. Residents may not possess any items that require active burning, fuel intended to burn, or exposed heating elements. Any items meeting this description will be confiscated by University staff. These include but are not limited to:

- Candles (lit or unlit)
- Incense (lit or unlit)
- Appliances with exposed heating elements or generate excessive heat (see electronic appliances for more details).
- Wax warmers or other devices that are intended to melt

## Firearms, Weapons, Destructive Devices, Fireworks, Explosives and Combustibles

1. Possession, use or threatened use of firearms, ammunition, dangerous chemicals, weapons and destructive devices are prohibited.
  - “Firearm” means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and is readily capable of use as a weapon.
  - “Weapon” means any object that may be used to threaten harm or injure. Not all weapons can be listed here. Some common weapons that are prohibited include, but are not limited to, knives having a blade that projects or swings into position by force of a spring, by centrifugal force, or by gravity and is commonly known as a switchblade knife; or any knife longer than 3 inches and is not intended for kitchen use. Kitchen use knives can be considered weapons if used in a manner that is intended to threaten harm or injure an individual. Weapons also include, but are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/taser or any similar instrument by use of which injury could be inflicted upon the person or property of any other person.
  - “Destructive Device” means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.
2. Firearms, are not allowed in any residence hall or apartment, even if the individual has a permit to possess the firearm. Law enforcement officers acting in the performance of their duties are exempted.
3. Weapons and Destructive Devices are not allowed in any residence hall or apartment. Law enforcement officers acting in the performance of their duties are exempted.
4. Items that appear to be weapons, including but not limited to parts of weapons, pellet guns, and air soft BB guns are not allowed in the residence halls or apartments.
5. Any device that projects items, including but not limited to, slingshots, blowguns, nerf or nerf-like guns and air soft guns are prohibited.
6. Explosives or highly combustible or corrosive materials may not be used or stored in or near the residence halls or apartments. This includes, but is not limited to, fireworks, any kind of explosive device (whether it uses combustible or non-combustible fuel), gasoline, propane, kerosene, lighting fluids, laboratory chemicals, photography chemicals, gun powder, car batteries, tear-gas, and paint thinners.
7. Equipment and motors and engines of all types that use combustible fuel are also prohibited inside the residence halls and apartments.
8. Setting off firecrackers and other explosive devices on campus property, including in and around University housing, is prohibited and may be subject to temporary removal from housing pending a conduct hearing.

## Gambling

Residence life prohibits gambling in the residence halls and apartments, which is participation in games of chances where money or other items of value are exchanged and/or at risk. This includes online gambling from one's room using the Buffalo State University internet network. Games of chance where real money is not at risk (i.e. a Casino Night program by Residence Life staff) are allowed.

## Noise and Quiet Hours

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound that is disturbing to any resident. In an effort to reduce the amount of noise in the residence halls, specified quiet hours are established.

Quiet hours are designated as 10:00 PM to 8:00 AM on Sunday to Thursday nights, and Midnight to 8:00 AM on Friday and Saturday nights. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep without disruption.

Outside of quiet hours, all residents observe courtesy hours. Courtesy hours allow all residents to sleep, study, relax or host visitors without distracting noises from neighbors. If any resident makes a reasonable request that another resident reduce the volume of their music, talking, or another device, they must comply with the request. Residents must comply with staff requests to reduce noise. Retaliation against the person requesting may result in further disciplinary action. University staff and Residence Life staff, including student staff, are authorized to confiscate devices amplifying sound during quiet and courtesy hours if the device is disruptive to the community and the amplification is not ceased immediately.

During the last week of the semester and CEP week, the Residence Halls adjust the quiet hours period to be 24 hours a day. This is commonly referred to as "24 Hour Quiet Hours". This is to promote an environment conducive to studying and preparation for finals. Violations of quiet hours during the 24 Hour Quiet Hours period may result in immediate action and a referral for student conduct disciplinary proceedings.

## Room Entry and Search

Room entry and room search may be necessary under certain circumstances. Accordingly, the University may exercise its right to enter any assigned room, giving consideration to the students' desire for privacy.

Residence Life specifically reserves the right to enter any room or apartment, including to:

- Provide maintenance and custodial services
- Prepare a vacant space in the apartment, suite or room for an incoming new resident or to inspect the room conditions upon vacancy of a recently departed resident
- Inspect the room, suite and apartments during announced room checks at the start of each academic year break (Thanksgiving, Winter and Spring), or at the request of Fire Safety personnel conducting state or local mandated inspections.
- address sanitary, security or safety risks.
- Eliminate an excessive nuisance such as alarm clocks or music disrupting others when no

- residents are responding to requests to eliminate the nuisance.
- Address a reasonably suspected or reported violation of established conduct or health and safety standards.
1. Not all reasons for entry into Resident spaces are listed above. For example, law enforcement may also enter Resident spaces under the bounds of applicable law.

## Smoking and Tobacco Use and Possession

Buffalo State University is a [Smoke-Free, Tobacco-Free and Cannabis-Free](#) campus and as a result, no individual is allowed to smoke or possess tobacco products in the residence halls or apartments. Additionally, paraphernalia with the intent to smoke tobacco is also prohibited, including but not limited to cigarettes, electronic cigarettes, vaporizers or vape pens, hookahs, cigars or pipes.

## Solicitation

For the protection, privacy, prevention of the interruptions of studies of residents, solicitation, advertising, promotion, and commercial transactions are prohibited in the residence halls and apartments. Exceptions are made for Buffalo State University programs who follow the [Residence Life Marketing and Promotions Policy](#).

## Sports and Recreation

1. Residents may only lock bikes to designated bike racks
2. No stunts, jumps, tricks, or other such activities are permitted in or close to the residence halls or apartments. This includes, but is not limited to jumps, stunts, and tricks using skateboards, rollerblades or bicycles; parkour; or slack lining.
3. Drones may not be used inside residential facilities or in a manner that violates other institutional policies or applicable law.
4. Any device or vehicle with wheels may not be ridden while inside the residence halls or apartments. This includes but is not limited to bikes, scooters, skateboards and rollerblades.

## Unauthorized Entry

Upon Check-In, Residents will be issued a key to their residence hall room door (except in Bishop Hall) and will be provided electronic access to their suite (if applicable) and building on their ID card. A student is only granted access to their assigned space. If a student's key is lost or stolen, this should be reported to Residence Life staff immediately. Students whose ID card has stopped working should submit a [Residence Hall Access Ticket](#).

1. Residents and their guests are not permitted to go into other residents' rooms without permission from a resident assigned to that room.
2. Residents and their guests are not permitted to enter residence halls other than their assigned residence hall, unless they are escorted by a resident of that residence hall.
3. Residents and their guests may not enter into spaces that are designated as staff only.
4. Residents and their guests may only use the bathroom that is designated as the same gender as their own. Gender neutral bathrooms may be used by anyone of any gender.

## Visitors and Guests

1. Guests and visitors are defined as any individual who is not assigned to the room or building in question.
2. Residents are responsible for the behavior of their guest(s). Guests must comply with all state, federal and University rules, standards and policies, including Residence Life policies.
3. Only individuals assigned to a room may live in that apartment, suite or room.
4. Residents may not provide independent access to common spaces (i.e. laundry rooms).
5. Guests must be escorted by their host at all times.
6. Guests under the age of 18 must be escorted by their legal parent or guardian at all times.
7. Overnight guests are permitted on the following terms:
  - A resident is limited to one overnight guest in a given night.
  - A resident must have the permission of their roommate to have an overnight guest. The roommate may revoke this permission at any time and the guest would need to leave.
  - A resident is permitted to have a guest in their room for a total of three consecutive nights, after which the guest must leave. This includes anyone who is not assigned to the room.
  - Residents are restricted to having an overnight guest a total of ten days over the course of a semester.
  - Overnight guests must be signed in at the front desk each night. The front desk opens at 7pm each night and closes at midnight. Guests who are not signed in will be asked to leave.
8. Visitors and Guests are not permitted in the residence halls during CEP week and during academic year breaks (Thanksgiving, Winter, Spring and Summer).

Having guests or visitors is a privilege afforded to residents and if a resident is found in violation of the Visitor and Guest policy, they may be sanctioned, including by not being allowed visitor and guest privileges. Residence Life reserves the right to revoke visitor and guest privileges from the entire residence hall should there be an ongoing significant disruption to the academic residential environment.

## Processes and Procedures

### Check-In

Upon arrival to the Residence Hall or apartment, students must check-in by obtaining the key for their room or apartment from University staff, or using their ID card on the door. Students who move items into a room they have been assigned will also be designated as checked-in and will be responsible for picking up their keys. Students who claim to have 'not received keys' will still be charged the appropriate lock change charges once it has been determined that the key assigned to the Resident is missing.

Residents who are subject to the On-Campus Housing Residency Requirement will be checked-in on the first day of the semester if they have not formally checked-in.

## Room Damage Upon Check-In

All residents are responsible for damage done to their residence hall room or apartment during the term of their housing license. Residents will acknowledge a Room Condition Report upon check-in and students who observe damage in their room upon check-in must immediately submit a work order as documentation of the damage. Additionally, residents have the right to review the room inspection that was completed prior to arrival to confirm all damage is properly documented. If upon check-out, there is damage beyond normal wear and tear found in the room, all roommates will be charged for the damage unless one roommate comes forward to claim responsibility for the damage.

## Check-Out

Residents will need to follow specific steps in order to check-out of their room properly. Before check-out occurs, the Resident must have an approved cancellation request, their license terminated by Residence Life, an offer to change rooms, or it is the end of the License period. Once one of the previous stipulations is met, the Resident must:

1. Remove all of their belongings from the Residence Hall room or apartment
2. Clean their assigned space and return it to the condition it was in upon check-in
3. Contact a Residence Life staff member to review the room. The staff member will verify that all items are removed from the room.
4. Surrender their room keys and any electronic fobs issued to them from Residence Life.

Residents who do not turn in their room key as part of the check-out process will be charged a lock change fee.

Residents who do not cancel their housing license before moving out, will be charged an improper check-out fee.

Residents who do not meet with a staff member as part of the check-out process will be charged an improper check-out fee.

Residents who do not remove their items prior to check-out, will be charged the abandoned property removal fee.

## Agreement Verification

By signing the housing license, and as a member of the University housing community in Residence Life at Buffalo State University, I agree to comply with the rules and regulations of the State University of New York, the University, including as set forth in the Student Code of Conduct, the Housing License and this Residence Life Housing Policy Guide, Fire Safety Regulations, and any applicable city, state or federal laws. I agree to respect the individual rights of my fellow residents by creating and upholding an atmosphere that is conducive to the successful pursuit of an academic degree.

I understand that any alleged infraction of these rules and regulations will be subject to disciplinary action, including potential removal from University housing or dismissal from the University, and, as applicable, handled in accordance with the policies and procedures set forth in the Residence Life Housing Policy Guide, the Housing License, or the Student Code of Conduct.