

# Residence Life Office

## Housing License Agreement

**This is a legally binding document. Any request to cancel this license must be received by close of business May 1, 2024. If the license was executed AFTER May 1, 2024, no request to terminate will be considered unless the request is received within 48 hours of the submission or under specified circumstances outlined within the scope of this license.**

**NOTE:** Throughout this License Agreement (hereinafter “Agreement”), Director of Residence Life refers to the Director or their designee. The information in this Agreement is subject to change as determined by the Residence Life Office. It is understood that by signing the Housing License Agreement: Terms and Conditions residents agree to abide by the and policies and requirements set forth in these terms and conditions, including any Buffalo State University policies and procedures referenced within this license, and to meet all financial responsibilities associated with this license, including but not limited to room and meal plan charges.

Notices in connection with this Agreement shall be given by Buffalo State University via email. It is each student’s responsibility to monitor and respond, on a timely basis, to messages sent through Buffalo State University email.

### Terms and Conditions of Residence Hall Living

- I. **This Agreement creates a license allowing the resident to occupy campus housing. It is not a lease. The relationship between the University and the resident is that of a licensor-licensee and not that of landlord-tenant.** The written terms and conditions of the Agreement supersede all previous licenses, as well as any oral statements or telephone conversations related to this license. Executing this Agreement constitutes acceptance of all terms and conditions and related provisions.
- II. Student residents must be registered full time in a Buffalo State University (the “University”)-affiliated educational program to be eligible for campus housing. Exceptions may be made for students who are enrolled part time and request an exception to live on campus with the Director of Residence Life. **Residence hall occupancy is for the entire academic year; residence halls must be vacated at the end of spring semester, excluding “Family College.” Exceptions for graduation, transfers, early withdrawals, study abroad, or other extenuating circumstances may apply in accordance with the terms of this Agreement.** Room rental charges are billed on a semester basis. Residents who remain enrolled and vacate the halls prior to the expiration of the Agreement without approval, remain liable for room and board charges which accrue against their account.
- III. Incoming first-year students whose permanent address is more than 35 miles from campus are required to live on campus for two years unless exemption criteria are met (see Buffalo State On-Campus Residency Requirement).
- IV. All undergraduate resident students with less than 60 academic credits must purchase a meal plan each semester (excluding residents of Moore Complex Apartments and the Student Apartment Complex).
- V. All residents must have a health history, physical examination, and complete immunization record on file at the Weigel Health Center.
- VI. Full payment or deferment for room and meal plan fees must be received by the University deadlines. Resident students are responsible for the financial obligation of living on campus and any balance not covered by financial aid. Note: Any student who has an outstanding financial obligation to the University may have their housing affected or terminated and/or further action may be taken by the University in accordance with SUNY policy.
- VII. To receive first preference for on-campus housing, requests must be received by June 1. Applications will be accepted after June 1 on a space-available basis. If space becomes limited, the University reserves the right to give priority to housing those students who live more than 35 miles from the campus.
- VIII. Residents agree to read and abide by all University rules and regulations, policies and procedures, including but not limited to the Handbook of Student Policies (<https://deanofstudents.buffalostate.edu/handbook-student-policies>) and the Student Code of Conduct (<https://studentconduct.buffalostate.edu/student-code-conduct>).

- IX. **Subletting** - Residents shall not assign or sublet this license for any part or all of the premises. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as Airbnb, Craigslist, or Couchsurfing. Assigning or subletting will result in discipline and/or license revocation without compensation.
- X. **Force Majeure** - If the University is unable to perform its obligations hereunder, or if such performance is hampered, interrupted, or rendered impossible, hazardous or interfered with by reason of fire, casualty, lockout, act(s) of God, riots, strikes, labor difficulties, epidemics, pandemics, earthquakes, any act or order of any public authority, administrative or judicial regulations, order or decree or by any local or national emergency, or any other cause or event beyond such licensor's control, then such party shall be excused from performance of this License Agreement and will not have any liability in connection herewith.

## Buffalo State On-Campus Housing Residency Requirement

All full-time first year and second year students whose permanent residence is beyond a 35-mile radius of the University are required to reside on campus FOR 4 CONSECUTIVE SEMESTERS OR UNTIL 60 CREDITS HAVE BEEN EARNED AT BUFFALO STATE, whichever comes first. Pre-University credits, advanced placement credits, CLEP credits, and the like are not considered. Exemptions from this requirement include married students, single parents, veterans, students over the age of 21, and students commuting from the home of their parent(s) or court appointed guardian(s) if within a 35-mile radius of the University. The home address must be the address listed on the University application. Living with a family member that is not a parent or legally appointed guardian does not meet the requirements to live off campus. Additionally, students cannot change their address to that of local housing entity and provide that as proof without two forms of proof (e.g., utility bill, medical bill, current paystub) indicating it is a permanent residence.

Students who feel that they have legitimate reasons to request off-campus residency may apply for an exemption by submitting a Request to Terminate Residence Hall License via the Residence Life website (<https://residencelife.buffalostate.edu/forms>). All requests will be reviewed by the Residence Life office and the student will receive a decision in writing within five (5) business days of when the request was received.

## Financial Responsibilities

- I. Room rental is for the full academic year with payment on a semester basis.
- II. **Fees:** All room fees are payable on a semester basis. First-year students may be housed three students to a room as needed. Housing fees may be adjusted for residents occupying a three-person room during the duration of their stay. The fee adjustment period ends once an offer of a double occupancy assignment has been made. Requests for single rooms due to medical or disability related reasons are contingent upon availability and the approval of the Assistant Dean of Residence Life, the Student Accessibility Services Office, and substantiating documentation. The University reserves the right to maintain rooms at their designed occupancy or increase occupancy if needed.
- III. **Payment of Fees:** A \$125 non-refundable application fee is required of all students and due at the time the Agreement is signed. The application fee is deducted from the student's housing charges for the semester in which they apply. The balance of room and meal plan charges must be paid by the date stated on the University bill, or the room reservation will be canceled. The application fee must be paid online.
- IV. **Withdrawal and Refund Policies:** Residents who decide to withdraw from the University must terminate their residence hall license by notifying the Director of Residence Life in writing. Failure to terminate occupancy in the prescribed manner may result in additional room rental charges. Residents who withdraw from the University must vacate the residence hall and remove all personal belongings from the premises no later than 48 hours from the date on which the withdrawal becomes effective. Residents may be charged additional housing-related charges if they withdraw after hall opening and based on the University's Tuition Refund Policy. That calendar can be found here: <https://studentaccounts.buffalostate.edu/refunds-and-financial-liability>.
- V. **License Cancellation Policy:** Residents who reserved a room for the following academic year are liable to the Room Cancellation Schedule below:
- Approved cancellation prior to May 1; resident is charged a \$300 termination fee.
  - Approved cancellation after May 1: resident must be separating from the University (i.e., leave of absence, withdrawal, transfer) to gain approval. If an exception is made by the Director of Residence Life, the resident is charged a \$300 termination fee.

- c. If the Agreement is signed *after* May 1, a request to terminate the license must be received within 48 hours of the signature timestamp. A \$300 termination fee will be assessed if appropriate.
- d. No housing charge refunds will be granted in accordance with the full liability for tuition and fees date set by the Student Accounts Office. For specific information and dates please visit:  
<https://studentaccounts.buffalostate.edu/refunds-and-financial-liability>

- VI. **Check-out Procedure (Mid-year):** To check out of campus housing, residents must first provide proper documentation from the University of their separation from the University (leave, withdraw, exchange, dismissal, graduation, etc.) and then notify the Residence Life Office. Proceed as follows to properly terminate residence hall occupancy:
- a. Fill out the Request for Housing Termination form located on our website:  
<https://residencelife.buffalostate.edu/forms>
  - b. Complete room inventory and return all key fobs, keys, and/or cardkeys to hall staff.
  - c. Remove all personal belongings and clean room/suite/apartment; any items left behind may be assessed a \$150 removal fee.
  - d. Residence Life will hold your belongings for 15 days from your move out date. If you do not come to retrieve them within the timeline, Residence Life will donate or discard any items abandoned.
  - e. Failure to follow these procedures may result in improper check-out fees, damage charges, and lock change charges.
- VII. **Room Inspections:** Room inspections are conducted before occupancy, during University breaks, at termination of occupancy, and during the academic year. Damage beyond normal wear and tear that occurs to the room, suite, furnishings, or bath area between inspections shall be the financial responsibility of the occupants. Charges for damage in public areas shall be the responsibility of the resident or residents involved. All appeals concerning damage bills must be received by the Director of Residence Life in writing within 30 days of the invoice date. Payment for damages must be made by the student to the Student Accounts Office. Delinquent accounts will be forwarded to the State Attorney General's Office for collection.
- VIII. **Dining Services Meal Plan Changes:** All requests to change meal plans must be reviewed and approved by Chartwells (Dining Services). Chartwells information can be found on their website (<https://dineoncampus.com/bsc/>).

## License Termination Policies

Once a student completes a housing application they are committed to on-campus housing for the duration of the academic year and will be financially responsible for the cost of housing. A request to terminate this license must be received by close of business May 1, 2024. If the Agreement was executed AFTER May 1, 2024, no request to terminate will be considered unless the request is received within 48 hours of the submission. Students are advised to not enter into any alternative housing lease or license until after receiving written notice and approval of this Agreement being terminated by the Residence Life Office. Residents will continue to incur housing charges until that time.

- I. **Request to Termination Housing**
  - a. Permission to terminate this license is requested by submitting a Request for Housing Termination form located on our website. This request, if granted, is typically obtained at such time when the documented reason for the request is graduation, withdrawal from University, study abroad, or a similar situation. The Director of Residence Life may at their discretion approve or deny a properly completed Request to Terminate Residence Hall License. A termination fee, plus any related housing charges, may be assessed to any student requesting and receiving approval for termination for reasons other than graduation, transfer, withdrawal, or study abroad program. A resident's failure to obtain approval in advance of moving out may result in the request being denied, and a full room charge liability will be incurred. Requests other than graduation, withdraw, study abroad, or transfer are not normally approved.
- II. **Conduct Reassignments and/or Termination of Housing License**
  - a. The Residence Life Office may assign and reassign rooms at their discretion and may revoke residents' licenses if their behavior is deemed inappropriate. Residents whose licenses are revoked by the Residence Life Office, or the University Conduct System, are not eligible for a refund of any room charges.
- III. **University Withdrawal/Mid-Year Graduation and your Housing License**

- a. Residential students who withdraw from the University or graduate in December must complete a Request for Housing Termination to be released from the Agreement. Proof of withdrawal or mid-year graduation will be required. Failure to do so may result in additional room rental charges. Residents who withdraw from the University must vacate the residence hall and remove all personal belongings from the premises within 48 hours of withdrawal from the University.

## Housing Assignments

- I. Requests for any hall or room assignments/reassignments based on race, religion, ethnicity, sexual orientation, or veteran status background will not be honored.
- II. Room assignments are confirmed upon receipt of application materials.
- III. Whenever possible, resident students will be notified of specific hall assignments in advance of campus arrival.
- IV. The University reserves the right to:
  - a. Reassign or terminate a resident's housing based upon, but not limited to, violation of Residence Life Policies and Procedures and the most current Code of Student Conduct.
  - b. Assign and reassign rooms at the sole discretion of the Director of Residence Life and terminate such assignment.
  - c. Terminate a resident's eligibility for residence hall living when mandated by the University conduct system.
  - d. Conduct routine health and safety inspections of resident rooms and living areas.
  - e. Enter a room when there is reasonable cause to believe that health, welfare, or security is endangered.
  - f. Contact Emergency Contacts in case of an emergency or serious incident regardless of resident's age.
  - g. Assign a resident to over-occupancy housing (on-campus) or off-site (off-campus) housing, as determined by space availability.
- V. **Room/Hall Change Requests:** Room changes are subject to the discretion of the Residence Life Office and the Director of Residence Life or their designee. There is a formal process that must be followed first before a room change can occur. In the case of emergencies, the Director may move any resident temporarily or permanently at their discretion.
- VI. **Room Selection:** Each spring, returning residential students will have the opportunity to pre-register for the room and roommate of their choice for the following academic year. Requests for medical housing accommodations must be provided to the Student Accessibility Services Office for review and accompanied by supporting documentation from a health care provider. If approved for a medical accommodation, the Residence Life Office will be notified and provide the appropriate accommodation if able. If a medical single is requested, one will be assigned based on medical need and space availability. Singles are not available for first-year students for any reason other than medical need. STAC and Moore Complex singles are given to those that have completed their housing application first and have the most cumulative credits here at Buffalo State with seniors getting priority then juniors and so on.
- VII. **Room Consolidation:** Within double occupancy rooms, if the semester begins and there is only one student occupying the room that student may be reassigned or another student may be reassigned to the space, excluding "Family College". Additionally, within suites or apartments, if the maximum occupancy is not reached students may be reassigned to the space.
  - a. If the maximum occupancy of a room, suite or apartment is not met, Residence Life may deem it necessary to move residents through a consolidation process. Residence Life retains the right to relocate students at any point during the timeframe of this license. Additionally, new incoming students may be added to open assignments to achieve maximum occupancy.

## Residence Life General Policies & Procedures

The following are the policies and procedures governing residential life at Buffalo State University. The University reserves the right to change the policies affecting residential students and visitors to the residence halls. Additional policies and procedures will be posted in the residence halls as they are enacted. Each residential student and visitor to the residence halls are expected to have knowledge of, and abide by, the information contained in this license, the Student Code of Conduct, and policy/procedure postings found in the residence halls.

- I. **Assistance Animals Policy and Agreement:** Buffalo State University (BSU) recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Assistance Animals" under the Fair Housing Act that provide physical and/or emotional support to individuals with

disabilities. The University is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the University's programs and activities. The University is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing. The Policy explains the specific requirements applicable to an individual's use of an Assistance Animal in University housing. The full policy and request form is available on the Student Accessibility Services website (<https://sas.buffalostate.edu/housing-and-animal-accommodations>). BSU reserves the right to amend this Policy as circumstances require.

## II. **Break Periods**

Although residence hall occupancy is for the academic year, it shall be expressly understood that Winter Break is not included, with some exceptions (\*see below). The residence halls will remain open for students during Thanksgiving and Spring Breaks on an approved basis. Students that are approved to stay on campus will be charged the nightly rate of their residence hall room for the duration of the break period. The cost of the break period will be for the entirety of the break; students will not be permitted to choose specific nights. At the discretion of the Director of Residence Life or designee, students approved to stay for break periods may be consolidated into one hall for the duration of the break period. If provided a temporary assignment, students are required to move back to their permanent housing assignment at the end of the break period. The Residence Life Office is not responsible for housing residents during University breaks without prior request and approval; residents must vacate halls at the commencement of breaks according to the published Residence Life Office schedule. The University reserves the right to change break periods to coincide with the academic calendar.

*\*Moore Complex and Student Apartment Complex residents: These halls may remain open during break periods at the discretion of the Residence Life Office. The office will notify residents of these apartment buildings if the hall remains open during break periods and how to request to stay in the halls during break periods. Family College residents are permitted to maintain 12-month occupancy. If approved, additional room charges may apply for residents wishing to remain on campus during University breaks.*

## III. **Closing at Breaks and Year End**

### a. Halls Open during Break Periods

- i. All halls (except for Moore Complex and STAC) are closed during Winter Break. Residents requiring housing in residence halls other than noted above may request authorization to remain in their room during the break.

### b. When leaving for Thanksgiving Break, Winter Break, and Spring Break, residents are expected to:

1. Clean their room
2. Remove all trash. Trash must be taken to the appropriate trash disposal locations for each building.
3. Unplug all electrical appliances (except fridges for Thanksgiving Break).
4. Lock windows and doors.
5. Furniture must be reset to arrangement prior to occupancy for any new resident who may be assigned to a vacated space during a break period.
6. Failure to abide may result in disciplinary action or charges for any necessary work to permit occupancy of another resident.

### c. Hall Closing in May

- i. All residents must vacate their rooms 24 hours after their last final examination or by the date and time posted on the Residence Life website. Requests to remain after the designated check out times must be approved, in advance, by Residence Life Professional Staff. You must meet with a staff member in order to properly check out of the residence halls. Additional information will be provided near the end of each semester regarding check out procedures.
  1. Remove all personal belongings from the assigned room, suite or apartment; any items left behind may be assessed a \$150 removal fee.
  2. Clean out desks, dressers, closets, etc. of all personal belongings.
  3. Move the furniture back to its original location.
  4. Broom clean floors and remove all trash. Trash must be taken to the appropriate trash disposal locations for each building.
  5. Remove all posters and tape from ceilings and walls.
  6. Clean windows if painted.

7. Complete the room inventory forms and return all keys to a staff member.

#### IV. **Damage Billing**

- a. Residents are responsible for any damage to their assigned room/suite/apartment, bath area, and furniture/equipment, as well as for any damage they cause to any other part of the residence hall and/or premises. Residents and their roommate or suitemates/apartment mates, complete a Room Condition Report at the beginning of the occupancy period, indicating the condition of the room/suite/apartment and its furnishings at the start of occupancy via the myHousing website. This form will be used to determine all damage charges assessed. Failing to complete this form will indicate the resident agrees to the status of the room as is.
- b. Residents will be charged for all damage they cause. When the individual responsible for damage is unknown, all residents of the room/suite/apartment will be held responsible. Charges for damages are based upon anticipated costs of repairs or replacements, including labor. Unpaid bills will be turned over to and addressed by the Student Accounts Office in accordance with SUNY Policy.
- c. A resident who causes or hosts an individual causing damage will be held responsible for the damage.
- d. Damage to public/common areas will be the financial responsibility of all residents of the area (wing, floor, section, or hall) unless someone accepts responsibility, or the University determines who the responsible party is. The resident who causes or hosts an individual causing damage will be held responsible for the damage.
- e. Only fire-resistant decorations deemed appropriate by the Residence Life Office are permitted. Any damage caused by decorations will be assessed accordingly to the student responsible.
- f. The Residence Life Office will determine charges for damages. All damage assessments must be paid to the Student Accounts Office by the date noted on the student bill or additional late charges will be assessed.
- g. The Room Condition Report is the sole document to be used in billing for damages. Residence Life staff will bill residents for those damages not included in the Room Condition report at the start of occupancy. Charges for damages will be determined after a resident has checked out of their assignment.
- h. The University shall not be liable either directly or indirectly for any loss or damage caused by insufficient heat, irregular electrical current, flooding, fire, or theft to any article or property belonging to residence hall occupants wherever situated. Therefore, residents are advised to carry personal property insurance.
- i. Residents who feel wrongly billed for damages and other charges assessed by Residence Life staff have the right to appeal. Appeals must be submitted in writing to the Director of Residence Life within 30 days from the date of invoice.

#### V. **Fire Alarms, Drills and Equipment**

- a. According to the New York State Fire Code, a building must be completely evacuated during a fire alarm or drill. The Department of Environmental Health and Safety conducts four scheduled fire drills per academic year. Failure to evacuate during an alarm not only places residents and others in mortal danger, but also may lead to University and criminal charges. To prepare for drills, as well as a real fire, residents are expected to learn where the exits nearest to their assignment are and review evacuation procedures with Residence Life Staff. When the alarm sounds, residents are expected to:
  - i. Keep calm.
  - ii. Close and lock their door on their way out
  - iii. Take a coat, shoes, and wallet, and carry a towel. Use the towel to cover their nose and mouth if needing to pass through a smoke-filled area.
  - iv. Take the stairway closest to the exit. Do not use the elevators.
  - v. Go to the designated assembly area and stay there until fire or University Police officials say they can go back in.
- b. For everyone's protection, the halls have a complete system of alarms, extinguishers; pull stations, heat and smoke detector/sensors, and exit signs, lights, etc. Since it is critical that all equipment be present and working, tampering with any of it is a violation of the New York State Penal Code. **Persons found guilty of misusing fire equipment can receive up to a year in jail, a \$500 fine, termination of their residence hall license, and referral to the University Conduct System.**
- c. In case of fire or the need to evacuate disabled persons from the building, the complex director/assistant complex director or resident assistant will inform University Police of the following information.
  - i. Whether or not the residents with disabilities have left the building.

- ii. If residents are still in building and their location.
  - iii. University Police will communicate to the Buffalo Fire Department the location of the student's room.
- d. Student residents with disabilities, either temporary or permanent, are encouraged to notify hall staff at check-in so appropriate emergency response procedures can be implemented if needed.

#### VI. **Furnishings**

- a. Each residence hall room is furnished with beds, mattresses (twin, extra-long, 33 1/2x80), desks, chairs, dressers, a mirror, and a floor lamp. Residents may rearrange this furniture any way they and their roommate like, but must keep all of it in the room, and maintain egress out of the room (e.g., furniture cannot block room doors)
- b. Kitchenettes with microwaves are provided within each residence hall. Microwaves are provided in some lounges in the traditional residence halls (Cassety, Bishop, Bengal, Neumann, and Perry Halls). Students residing in the apartment and suite style residence halls (Moore Complex, Student Apartment Complex, Towers 1-4 and North Wing) may keep **ONE** microwave in the kitchen or suite area only. Microwaves and many other appliances (hot plates, George Foreman grills, etc.) are prohibited within any residence hall room due to their danger to the health and safety of our students.
- c. Microfridges are allowed and are a specially designed product that is a combination microwave/freezer/refrigerator that minimizes safety concerns during its use. Microfridges are permitted in all residence halls. Microfridge ordering information can be obtained by contacting the Residence Life Office by visiting our website <https://residencelife.buffalostate.edu/campus-essentials>.
- d. For more details on decorating your room and what items you may have on campus, please refer to the Residence Life website. <https://residencelife.buffalostate.edu/what-bring-what-not-bring>

#### VII. **Heat/Air Conditioning (STAC only)**

All rooms/suites are heated, and all attempts are made to maintain the residence hall rooms at a reasonable temperature. Should residents have a heating/air conditioning problem the following steps should be taken before requesting maintenance service:

- a. Ensure desks, dressers, and beds do not block the windows (especially in the Towers and Moore Complex) or that books, TVs, etc. are not stored on top of the room window ledge. This will inhibit air flow which will result in heat loss. For STAC, please make sure that boxes or items are not blocking the air handling unit at the end of the hallway
- b. Ensure all windows are closed and locked. If these steps do not resolve the issue, residents must complete a work order via the Residence Life website. <https://residencelife.buffalostate.edu/maintenance-and-custodial-services>

#### VIII. **Inspection, Room Entry & Confiscation of Prohibited Items**

- a. **Room Inspection:** Residence Life, University Police, and/ or the Fire Marshall staff will inspect resident rooms on campus a minimum of once per semester for illegal electrical appliances as well as other fire/ safety hazards. Inspectors check closets but do not open desk or dresser drawers unless they are doing so in order to address a specific concern. Dates of the inspections are not publicized, and the room will be checked whether occupants are present or not. Prohibited items will be confiscated at the time of the inspection and notification of the confiscated items will be provided to the resident. The confiscated item will only be returned when the resident student checks out of the residence hall at the end of the semester in which it was confiscated. Any items not retrieved by a resident student will be disposed of within three (3) business days after the end of the semester.
- b. **Room Entry:**
  - i. Rooms may be entered by residence hall or University staff during any fire alarm or other building evacuation, when a device is left on unattended and is disrupting the community, or during inspections.
  - ii. Rooms may be entered by Custodial/Maintenance Staff during each vacation period to prepare a room for a new occupant.
  - iii. Rooms may be entered by Custodial/Maintenance Staff may enter to perform any service related to the maintenance and upkeep of the facility.

- iv. Resident rooms may be entered if there is a concern for a student's health and safety. When staff enters a resident's room, the staff member is required to announce their need to enter and clearly identify themselves.

#### IX. **Keys/Key Cards/FOBs**

Upon arrival residents may be issued keys/keycards/FOBs for their assigned room/suite, apartment, and building entrance. Residents are responsible for these and will be charged should they be lost or stolen. Duplication of provided keys/keycards/FOBs or giving them to someone else is not permitted. This is an unnecessary risk to individual property and personal safety of all residents. Giving keys/keycards/FOBs to individuals they are not issued could result in termination of housing.

- a. **Key Replacement** - If there is a problem with the provided keys/keycards/FOBs, residents are expected to contact residence hall staff immediately. Minor damages due to normal use will not be billed to the resident. Residents will be charged for lost, damaged (due to misuse or neglect), and stolen keys/keycards/FOBs. If these items are lost or stolen, residents may be charged for a lock change and replacement items. The key/keycard/FOB charges are as follows (subject to change):
  - i. Room key lock Change \$75/ core + \$10 per key
  - ii. Suite key Lock Change \$75/ core + \$10 per key
  - iii. Apartment key Lock Change \$75/ core + \$10 per key
  - iv. Room Key cards \$25.00
  - v. Entry key FOB \$25.00

#### X. **Lock Outs**

If a resident is locked out of their assigned room/suite/apartment, assistance to regain entry will be provided by Residence Life staff. Residents may seek out support by calling the Residence Life office at 716-878-3000 or by the posted building number found within their assigned hall. Residents must produce proper ID to establish and verify the assignment of your room. For the protection of all residents, no one will be admitted to a room if that person is not assigned to that room. There will be a service fee assessed for multiple lock outs.

- a. First lock out of the academic year there will be no service fee assessed.
- b. Second lock out of the academic year a \$10 service fee may be assessed.
- c. Third lock out of the academic year a \$25 service fee may be assessed.
- d. Fourth lock out of the academic year (and any additional lockouts thereafter) may be assessed a \$50 service fee along with a report through the conduct processes.

XI. **Pets:** No pets, except for fish in a ten-gallon tank or less, are permitted in or around the residence halls. Exceptions are made for approved Service and Assistance/Companion Animals. Please see "Assistance Animals Policy and Agreement" section above for more information.

XII. **Prohibited Items:** Residence Life maintains a list of acceptable and prohibited items that can be found on the departmental website. These items and activities are prohibited in the residence halls due to health & safety concerns they present to residence hall students. Health & safety and Fire Marshall (Office of Fire Prevention and Control) inspections will be conducted on a regular basis to ensure that residents are following the health and safety related policies in this license. The items listed may be confiscated and kept in storage until the end of the semester in which it was confiscated in the paraprofessional office. Items deemed illegal under State or Federal law/policy/guidelines will not be returned. Please visit the Residence Life website for the most up to date list:  
<https://residencelife.buffalostate.edu/what-bring-what-not-bring>.

#### XIII. **Resident Responsibilities**

- a. Residents are responsible for:
  - i. The care and cleaning of assigned rooms and surrounding areas.
  - ii. Maintaining health and safety standards.
  - iii. Providing a complete address to correspondents in order to expedite mail delivery.
  - iv. Providing their own pillows, linens, blankets, mattress covers, and rugs.
  - v. Checking campus email account daily for University correspondence.
  - vi. Abiding by all state and federal laws; University and residence hall policies and the student Code of Conduct.
  - vii. Providing emergency contact information and missing person contact information.
- b. **Renters Insurance:** The University shall not be liable directly or indirectly for any loss or damage caused by insufficient heat, irregular electrical current, flooding, fire, or theft of any article of property belonging to



residence hall occupants wherever situated. Therefore, residents are strongly advised to obtain personal property insurance.

#### XIV. **Storage & Discarded Items**

There is no resident storage on campus, other than in student rooms. The University assumes no responsibility for lost, stolen, or damaged personal belongings. Residents are encouraged to insure personal belongings through a parent/guardian/family's homeowner's insurance or through a separate insurance policy. Items left behind at the end of the spring semester will be discarded immediately. If storage between semesters (typically summer months) is needed there are several local public storage facilities that work with University students.

#### XV. **Structural Modifications**

- a. Residents are not permitted to structurally modify or to authorize the structural modification of their room, suite, apartment or any other part of any building. This includes, but is not limited to, the application of wallpaper, adhesive paper, or paneling, the changing of fixtures, etc. Residents may not alter, disable, replace, or install locks or other security devices.
- b. Residents are not permitted to spackle or paint their room, suite, apartment, or any other part of the building.
- c. Screens may not be tampered with or removed, other than in the event of emergency egress.

#### XVI. **Summer Housing**

Housing in the residence halls may be available to existing students registered for Buffalo State University summer sessions. Pre-registration for summer housing with the Residence Life Office is a requirement. Information will be communicated to all students near the end of the spring semester regarding summer housing. Summer housing is a separate additional cost incurred for the duration of the housing period.

### Family College Housing

Family College is a comprehensive program designed to provide on campus accommodations for single parents with dependent children and/or married/domestic partners with children in an apartment setting in addition, students who are married or are legal domestic partners are also eligible to apply for the Family College program. Family College residents must provide documentation of at least partial custody of their child(ren) to live in Family College. The basic principle behind the Family College Program is to create a conducive and supportive environment for students with children to attend University who might otherwise not be able to. A separate license for Family College students is provided when a student requests this style of housing.

### Residence Hall Community Policies

Residence Life has adopted "community policies" for all residence halls to abide by Federal Law, State Law and the University Code of Conduct. These policies do not supersede the aforementioned laws or policies but are meant to enhance the residential experience for all students. Students found in violation of these policies may have their housing affected or terminated. Students and guests who are present for violations will be held responsible for contributing to those violations if they knowingly had the opportunity to stop the violation and did not, or if they make the conscious decision to not remove themselves from the situation and/or report it to a staff member.

- I. **Alcohol Policy:** The Residence Life Office has formulated policies that foster an atmosphere conducive to individual choice and the responsible consumption of alcohol. Students in violation of alcohol policy will be required to dispose of alcohol under supervision of Residence Hall staff or the University Police Department. Additionally, students who violate the alcohol policy may be required to attend an alcohol and/or other drug educational program. Students involved in alcohol violations may have their parents/guardians notified by the Dean of Students or his/her designee. All use of alcohol within the residence halls must be consistent with New York State law as well as Buffalo State University policies. Guests of underage students may not possess, be under the influence of, or consume alcoholic beverages in the residence halls.
  - a. Residents under the age of 21 are prohibited from being under the influence of, possessing, and/or consuming alcoholic beverages in any residence halls.
  - b. First-year halls are "dry areas" wherein no alcohol is allowed. First-year halls include Bengal, Bishop, Neumann, and Perry Halls.
  - c. A room and/or suite where all residents are under 21 years of age will be considered a "dry area" where no alcohol or alcohol containers are allowed, regardless of the age of guests.
  - d. No alcohol containers/collections/paraphernalia may be kept in resident rooms/suites/apartments, regardless of whether or not it is a dry area.
  - e. Residents 21 years of age or older may consume alcoholic beverages in their room/suite/apartment only.

- i. Individual possession of alcohol by a student 21 or over in his or her student room is limited to 1 liter of spirits/wine or 1 twelve-pack of beer.
      - ii. If all the residents of a resident student room are not of legal drinking age, those residents over 21 may keep alcohol in the room; however, these residents are prohibited from drinking with, serving, or in any way providing alcohol to those residents who are not of legal drinking age.
      - iii. Residents who are 21 or older and who reside in a room with resident students who are not yet 21 may be held responsible for violating this section if they do not take reasonable steps to ensure the underage residents do not gain access to the alcohol they possess.
    - f. No consumption of alcoholic beverages will be permitted in any public areas, including lounges, corridors, elevators, stairwells, etc.
    - g. Activities that promote binge drinking or heavy/episodic drinking such as drinking games and funnels, kegs and beer balls are prohibited in residence hall facilities.
    - h. No alcohol is permitted at events sponsored by the Residence Life Office or the Residence Hall Association.
    - i. An individual's use of alcohol, whether on/off-campus, which results in a disruption to the residence hall community (e.g., vandalism, hospitalization), is prohibited.
- II. **Community Behavior:** In order to create a safe, respectful, academically conducive environment for all residents, the following acts are prohibited in the Buffalo State University residence halls:
- a. Disruptive behavior including, but not limited to, being loud, aggressive, intimidating, or constituting a nuisance or danger to persons (including oneself) or property.
  - b. Removing room, suite, apartment, or lounge furniture from its designated locations.
  - c. Playing sports, including but not limited to skateboarding, Frisbee, hacky sack, running, ballthrowing or bouncing, lacrosse, hockey, roller skating, or weightlifting.
  - d. Gambling
  - e. Throwing objects out of or into windows.
  - f. Willful destruction of University property.
  - g. Unauthorized access to hall roofs, storage/trunk rooms, electrical closets, mail cabinets, offices, etc.
  - h. Propping open outside doors and fire doors.
  - i. Failure to present photo identification and/or cooperate with University staff as requested, including failure to attend mandatory meetings with residence hall staff (including but not limited to floor/hall, conduct, or general meetings).
  - j. Displaying items from windows or public areas that are inappropriate or offensive to an academic environment.
- III. **Drug Policy:** Possessing, selling, using, or distributing illegal drugs or cannabis on University property or off campus where a nexus between the off-campus location and the University exists under this code. Using, offering for sale, distributing, possessing, and/or being under the influence of or manufacturing any controlled substances and/or paraphernalia, including prescription medications, except as expressly permitted by law. University Police will confiscate illegal drug paraphernalia and illegal drugs. Violations of this policy may result in referral to the University conduct system, dismissal from the Residence Halls, and arrest under the applicable New York State laws. Students who violate the drug policy may be required to attend a drug education program.
- IV. **Guest and Visitation Policy:** Residential students and guests must comply with all escort and visitation policies and procedures. Guests may be directed to vacate the residence halls at any time for failure to abide by Residence Life or campus policies and procedures. The Residence Life Office reserves the right to ban individuals from the residence halls if they are suspected of living on campus illegally or of abusing the visitation privilege. The Residence Life Office may restrict all visitation privileges throughout a residence hall as necessary.
- a. All residential students will be required to show a validated photo ID card when requested.
  - b. Guests and visitors of residents must also have proof of identity at all times.
  - c. Contact University Police if you believe a suspicious person is in the hall.
  - d. The hosting resident shall be responsible for the actions of any guests/visitors he/she escorts in the hall and must accompany the non-residents at all times. Unsupervised guests/visitors may be asked to vacate the residence hall immediately.
  - e. Guests/Visitors should be registered with the staff on duty during desk hours. Any guest or visitor in the building after desk hours is considered an overnight guest and should be registered with the hall staff. Guests/visitors not registered with the hall staff after desk hours may be asked to vacate the residence hall immediately.
  - f. Guests/Visitors may stay for up to 72 consecutive hours, or a total of five days a month, with permission of

roommates. This includes siblings and children of residential students (excluding Family College residents).

- g. Guests/Children under the age 18 cannot be left unsupervised within the residence halls, including Family College. Guests under 18 must be registered with Residence Life staff upon entry into the hall. Guests under 18 can be registered in advance at: <https://residencelife.buffalostate.edu/campus-residence-life-policies>. Family College residents must supervise any/all children and their guests at all times.
- h. In order to maintain an environment conducive to studying and sleeping, each resident student may host no more than two guests/visitors at one time, provided their roommate has agreed to the visitation request. Requests to exceed this limit should be presented to the complex director or assistant complex director in advance.
- i. Residents who wish to sign in additional guests during the same evening must have initial guests sign out before new guests can be signed in.
- j. Guests/ Visitors are prohibited from entering a residence hall where guest/visitation privileges have been restricted.
- k. During each semester's Critique and Evaluation Period (CEP) and the weekend proceeding it a temporary ban on guests will be enacted for each residence hall.

V. **Noise & Quiet/Courtesy Hours:** The Residence Life Office supports each resident's right to be able to sleep and study. Those who violate quiet or courtesy hours may be referred to the appropriate conduct process.

- a. Specific hours have been designated as quiet hours, during which noise and loud activity is to be kept to a minimum and no noise should be heard outside of a resident's room, suite, or apartment. Quiet hours are Sunday –Thursday from 10 p.m. - 10 a.m.; Friday and Saturday from 12 a.m. - 10 a.m.
- b. Courtesy hours, which require that individuals are appropriately responsive to requests that noise levels be lowered, are in effect 24 hours a day.
- c. During the final two weeks of the semester (prior to examination week) as well as during exam week, quiet hours are in effect 24 hours a day. Violators may be immediately suspended from living on campus.
- d. Additional noise prohibitions include:
  - i. Noise out windows, including yelling, loudspeakers, speakers facing windows, public address systems, etc.
  - ii. Use of amplifiers
  - iii. The practicing of musical instruments in a manner that violates quiet hours or courtesy hours.
  - iv. Moving furniture during quiet hours.

VI. **Physical Abuse and Harassment:** Physical abuse and harassment are strictly prohibited by the policies and procedures within the Code of Student Conduct. Such behavior may also result in immediate dismissal from the residence halls, referral to the University conduct system, and arrest under the applicable New York State laws. Residence hall students who are transported to the hospital for "behaviors that result in a determination that the student is a danger to himself/herself or others" (e.g., psychiatric evaluation, alcohol overdose) are required to meet with a staff member of the Buffalo State University Counseling Center within a timeframe specified by the Director of Residence Life or their designee. **Sexual harassment is also a violation of state and federal law.**

- a. Harassment: any student who intentionally threatens or intimidates residence hall students and/or staff (including but not limited to all paraprofessionals, complex directors, assistant complex directors, cleaning and maintenance personnel, University Police officers or others) in person, third party, or by using social media agents.
- b. Physical abuse- any student, who intentionally commits acts of physical violence towards oneself or others, including, but not limited to, fights (engaging or initiating), domestic altercations or violence, sexual abuse, or use of weapons of any type.

VII. **Respect for Others:** Those living in or visiting the residence halls are expected to be tolerant and respectful of diversity within our community. Further policy guidelines are included in the Student Code of Conduct.

VIII. **Responding to University Official:** It is expected that all students will respond to directives given by Residence Life staff or other University officials. This includes but is not limited to emergency instructions and instructions to cease certain behaviors or activities.

IX. **Security:** Duplication of keys for any reason is strictly prohibited. Giving keys, keycards, or fobs to another person, for any reason is strictly prohibited. Residents are required to lock their doors when they leave their residence hall room. Residents and their guests will be subject to disciplinary action if they attempt to bypass the security system in the following manner:

- a. Failure to respond to requests by designated personnel, such as night hosts and student security personnel
- b. Propping doors

- c. Entering a secured area behind someone
  - d. Allowing access to someone you do not know
  - e. Forcing open locked doors
  - f. Lending keys, keycards, or key fobs
  - g. Tampering with security cameras
  - h. Entering or leaving a residence hall via a window or unauthorized door.
  - i. Theft or use of another person's property without their written consent is prohibited.
  - j. Burglary, the unlawful entry (trespass) within a structure with the intent to commit a felony or theft is prohibited
  - k. Robbery, the unlawful attack on a person with the intent to take their property is prohibited.
- X. **Smoking:** Buffalo State is a tobacco free campus; therefore, smoking, and smoking paraphernalia is prohibited in and around all residence halls within 15 feet.
- XI. **Solicitation and Sales:** To protect your right to privacy, external canvassing or solicitation of funds, sales, memberships, or subscriptions are not permitted in the residence halls (e.g., conduct business from their rooms or sponsor commercial activities). This prohibits:
- a. Door-to-door sales and solicitation.
  - b. Using your room, campus computer, or campus address as a place of business for commercial solicitation.
- XII. **Weapons:** In order to ensure the safety of our residents, other Buffalo State University students, and staff, weapons of all kinds are prohibited on campus. A violation of this policy may result in dismissal from the residence halls. Some of the prohibitions include, but are not limited to:
- a. Firearms
  - b. Knives
  - c. Air- or spring-loaded rifles and pistols (e.g., BB guns)
  - d. Any other weapon or projectile-firing devices.
  - e. Decorative or martial arts weapons
  - f. Bows and arrows
  - g. Tasers

**BY CLICKING "I AGREE" I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR THE HOUSING AND MEAL CHARGES FOR THIS ACADEMIC YEAR. I AM ALSO RESPONSIBLE FOR ABIDING BY THE HOUSING LICENCE TERM AND CONDITIONS, RESIDENCE LIFE POLICIES AND PROCEDURES, AND THE UNIVERSITY CONDUCT CODE.**