

RIGHTS & RESPONSIBILITIES

HOUSING CONTRACT

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This contract, the regulations, policies and procedures summarized within this Housing Handbook, the Contract Acceptance Form and Rate Schedule constitute the University of Wisconsin-Green Bay residence life service contract for single student housing. The services described in this agreement are offered under the terms and conditions stated in this document.

To indicate acceptance of this offer of University residence services, complete and sign the enclosed Contract Acceptance Form and return it with the appropriate advance deposit to the Office of Residence Life, University of Wisconsin-Green Bay, 2420 Nicolet Drive, Green Bay WI 54311-7001, on or before the date indicated on the Contract Acceptance Form. Your signature means that you have read, understand, and agree to all of the terms and conditions of the contract. The act of paying the advance deposit also shall secure the contract and will serve as indication that you have read and agree to abide by the terms of the Residence Life Contract.

This document will become legally binding on both parties when your signed Contract Acceptance Form and advance deposit are received and accepted by the University of Wisconsin-Green Bay Residence Life Office on or before the due date or after the due date if an extension is granted by the Office of Residence Life.

1. ELIGIBILITY: Generally, you must be an enrolled student taking at least a half-time academic load of on-campus courses at the University of Wisconsin-Green Bay or be determined to be otherwise eligible by the Residence Life Director or his/her designee. Eligibility may be extended to students of other than University education programs through Regent approval. Preference will be given to full time students. The Residence Life Office reserves the right to terminate your contract if you are registered for, or your credit load is reduced to, six credits or less unless continued residency is determined warranted by the Residence Life Director or his/her designee.

2. CONTRACT TERMS: This contract is for the full academic year or summer session as indicated on the Contract Acceptance Form and cannot be terminated or cancelled except under the conditions cited in Item 11, Termination of Contract. If entered into after the start of the academic year, this agreement applies only to the balance of the current academic year.

3. UNIVERSITY AGREES: The University Residence Life Office, hereinafter called "the Residence Life Office," an agent of the University of Wisconsin-Green Bay, agrees to furnish you housing under the terms and conditions stated herein and described in the informational materials accompanying this document, which are by reference made a part of this agreement.

4. RESIDENT AGREES: You agree to make payments of all housing fees specified in Payment section of this agreement, to observe all rules and regulations of the University of Wisconsin-Green Bay and the Residence Life Office that are by reference a part of this contract, and to honor the terms and conditions stated in this contract. University regulations are presented in the New Student Handbook, in the University of Wisconsin-Green Bay Housing Handbook, on the Residence Life Website:

<http://www.uwgb.edu/housing> and on the Dean of Students Website:

<http://www.uwgb.edu/deanofstudents/>.

5. RATES: The Residence Life Office reserves the right to adjust contract rates during the term of this contract and you agree to pay the rates as adjusted. Adjustment in rates will not be greater than \$100 for the academic year.

6. PAYMENT: Payment will be made in accordance with the Rate Schedule.

7. INDEBTEDNESS: Failure to satisfy the financial obligations accrued under this agreement may result in the denial of issuance or transfer of grade transcripts and/or enrollment; denial of reassignment; and/or eviction, pursuant to University rules and regulations governing the imposition of these sanctions.

8. ASSIGNMENT POLICY: The Residence Life Office will not discriminate in assignment to University residences on the basis of race, color, religion, disability, national origin or ancestry. The Residence Life Office will assign students admitted to the University to rooms based on their date of application for housing. Failure to honor assignment preferences will not void the contract. The Residence Life Office reserves the right to change apartment, room or building assignments, to assign roommates, or to consolidate vacancies by requiring residents to move from single occupancy of double rooms to double occupancy. The Residence Life Office also reserves the right to consolidate students together in temporary housing accommodations in the event of unforeseen emergency.

9. APARTMENT OR ROOM CHANGES: Changes are generally not permitted during the academic year. However, in unusual cases you may change apartments or rooms only at designated times during the semester with prior written authorization from the Residence Life Office. Unauthorized changes or failure to move out of an accommodation at the designated time may result in a \$50.00 service charge to you, being required to move back to your authorized assignment and/or disciplinary action.

10. DEPOSIT: An advance deposit of \$225 must be submitted with the signed Contract Acceptance Form. \$25 of the advance deposit will be retained by the Residence Life Office as a contract processing fee. The remaining \$200 of the advance deposit will be transferred from one contract period to the next upon reapplication, or returned after final checkout unless it becomes necessary to withhold the advance deposit to cover other obligations incurred by you or arising under the terms of this Agreement.

11. TERMINATION OF CONTRACT: This contract is not cancelable except as provided in this section. Financial penalties associated with cancellations are specified in Item 12, Refund and Forfeiture Policies of this Agreement. Consequently residents are advised to not sign lease agreements with off-campus landlords until officially released from an on-campus housing contract.

A. Mandatory Termination. Termination of this contract is mandatory if you lose eligibility as defined under Item 1, Eligibility.

B. Requested Termination. You may apply to the Residence Life Office for release from your contractual obligation, however the Residence Life Office retains the right to grant or deny any release. A request for contract release must be in writing to the Residence Life Director.

C. Termination by the University. The Residence Life Office may terminate the agreement under the following circumstances:

(1) Exigency. The Residence Life Office may terminate or temporarily suspend performance of any part of this agreement without notice in the event of an exigency making continued operation or student housing not feasible or when the Residence Life Office believes a resident of a temporary assignment cannot be placed within a reasonable time period.

(2) Violation of Rules and Regulations. The Residence Life Office may terminate this agreement if you are found to have violated rules or regulations listed or referred to in this agreement and/or the Housing Handbook or in the New Student Handbook. Disciplinary dismissal from the University or University Housing will subject you to forfeiture. If your contract is terminated for disciplinary reasons any time during the academic year, you may not return to University residences the following academic year without permission from the Residence Life Director or his/her designee.

(3) Failure to Comply with Contract. If you fail to comply with any portion of this agreement or a prior contract you held with the Residence Life Office, the Residence Life Office may terminate this contract with appropriate notice. The Residence Life Office may also terminate this contract if you have unpaid charges from a previous agreement with the Residence Life Office.

(4) You may lose your employment with the Residence Life Office if your housing contract is terminated.

12. REFUND AND FORFEITURE POLICIES: Students leaving the University and the University residences without being granted a "contract termination" by the Residence Life Office are responsible for the full cost of the original contract.

A. A contract termination granted after the start of the contract date for any of the following documented reasons subjects you to forfeiture of your advance deposit as a Contract Termination Fee: a waiting list situation permits a release; withdrawal from the University; being dropped from the University at the end of the first semester or summer sessions; transfer to another college or university; or, serious financial problems which prevents you from attending the University of Wisconsin-Green Bay.

B. A contract termination granted for any of the following reasons will subject you to no forfeiture: denial of admission to the University; being dropped from the University at the end of the academic year; assignment to, or participation in, a University-sponsored internship, research, or exchange program which requires living a minimum of thirty (30) miles away from the UW Green Bay campus (2420 Nicolet Drive); serious illness or injury to yourself or a member of your immediate family or death in your immediate family which prevents you from attending the University of Wisconsin-Green Bay; or, armed forces conscription.

C. Students granted a contract termination after the start of the contract will be refunded any unused housing payments on a prorated basis according to the Rate Schedule provided. Appropriate checkout procedures must be observed in accordance with Item 18, Check-In and Check-out of this Agreement. No refunds will be made for departures during the last four weeks of the first or second semester.

D. A contract termination because of administrative dismissal or disciplinary dismissal from the University and/or University residence may subject you to forfeiture of your advance deposit as a Contract Termination Fee. These charges may be in addition to items F and H in this section.

E. A portion or all of any contract payment may be forfeited as full or partial payment to cover unpaid charges from present or previous Residence Life agreements or the cost of repairs, replacement, or labor caused as a result of damage by you.

F. If new on-campus students cancel a residence life contract after May 1, they forfeit the entire advance deposit amount. Returning on-campus students will forfeit their entire advance deposit upon cancellation.

G. The advance deposit will be transferred from one contract period to the next upon reapplication, and will be returned approximately six weeks after formal non-returning check-out procedures. Returning students granted permission by the Residence Life Office to terminate their Residence Life contracts after reapplying to live on campus, will forfeit the entire advance deposit amount.

H. You may be assessed damage and/or cleaning fees based on the condition of your apartment/room at any point during the contract period and upon checkout.

13. CONTRACT ASSIGNMENTS: This contract cannot be assigned by you to any other person. You may not sublet any part of the premises. You may not allow another person to reside in your room/apartment who is not contracted with the Residence Life Office to do so.

14. LIABILITY: The Board of Regents of the University of Wisconsin, its officers, employees, and agents and the UW-Green Bay Residence Life Office are not liable for property belonging to you which may be lost, stolen, or damaged in any way anywhere on the premises, including storage facilities, unless caused by negligence of a University employee. You agree to hold harmless the University, the Residence Life Office, its officers, employees and agents and to indemnify them for, any claims for damages sustained by you or others in your room as a result of acts or omissions relating to any changes or modifications made by you to your room or furnishings such as the construction of lofts, bunk beds, bookshelves, partitions or other structures. This makes you financially responsible to the University, in the event a person who is injured by a hazard constructed by you claims that the University is liable for damages. You cannot modify the basic apartment/room or furniture structure at any time without prior permission from the Residence Life Director or his/her designee, except as described on the bunk/loft information pertaining to your specific building.

15. DAMAGES AND COSTS: You agree to pay for any damages to the building, including fire damage, and for damaged or missing furniture, lost University property, or service costs caused by you to University residences because of your actions, neglect or intent. You will be billed for damage to the furnishings,

buildings, or other University property or equipment. Such charges must be paid within 15 days after billing. Where two or more residents occupy the same apartment or room and responsibility for damage or loss in the room cannot be ascertained by the Residence Life Office after giving you an opportunity to explain the damage or loss, the cost of damage or loss may be divided and assessed equally between or among the residents of the apartment or room. Damage and theft to common areas of a building may be divided among all residents of that building or portion of the building. Advance deposits will be used by the University and applied to any outstanding accounts.

16. SEMESTER BREAK PERIODS AND SUMMER: You may occupy your apartment/room during winter, spring, and other recess periods during the academic year at no additional charge to the academic year housing contract. You may also contract to live on campus during the summer period, for an additional contract fee, regardless of whether or not you are enrolled in summer courses, as long as you are either graduating at the end of the summer term, enrolled in courses for the fall semester, or with the permission of the Residence Life Director or his/her designee. All policies of the academic year housing contract, including termination and forfeiture policies, apply to the summer housing contract. Services provided by the staff may be at a reduced level during recess and summer periods.

17. VACATING: You will vacate the premises within the time frame indicated in your assignment letter. Special consideration may be given to graduating seniors if there is a conflict with the date of commencement. The Residence Life Director or his/her designee can only make other special exceptions.

18. CHECK-IN AND CHECK-OUT: Upon moving into your room/apartment, you must check-in and complete a Room Condition Report using Express Check-In, which will be an accurate and complete record of the contents and condition of the assigned room. When vacating your room/apartment, you must check-out and report any changes online with Express Check-Out, which will serve as the basis for charges or refunds if appropriate. You agree to follow the proper check-out procedures when vacating the premises, which include removing waste and debris and leaving the room in an acceptable, clean condition. Failure to officially check-in, complete a Room Condition Report, check-out, and/or report changes in your Room Condition Report, will result in a \$50 assessment. Should extra cleaning by Residence Life personnel be required because of poor housekeeping by you, a service charge will be made.

19. ROOM ENTRY: University officials may enter your room for serious life or health-threatening emergencies at any time including over break periods. Authorized personnel may enter your room to perform requested, preventative, prescheduled or emergency maintenance, or, in the absence of occupants of the room, to silence a disruptive noise. When possible, advance notice of room entry will be given. Residence Life employees are required to report any violations of the terms of this agreement they may observe when in your room. Rooms may be searched by appropriate legal agencies with a warrant or with your permission. Room inspections will be limited to those times when you have given your permission or when staff have reasonable evidence to believe a search is necessary to resolve a serious life or health threatening situation. Property may be seized and removed from your room when it constitutes an imminent danger or when it is University-owned property.

20. RULES AND REGULATIONS:

A. Safety and Security: For the safety and security of all residents, you are required to comply with safety and security procedures in University residences. Specifically, you may not block

open or tamper with locked doors, give your personal identification number or access card out to other persons, or admit unauthorized people into buildings. Failure to comply with this requirement will result in a \$50 assessment. In addition, disciplinary action may be taken for repeated violations.

B. Room Decoration and Care: You are responsible for regularly cleaning your own apartment/room, removing waste materials regularly, properly disposing of recyclables, and for maintaining sanitation and safety conditions acceptable to the Residence Life Office. Room arrangements and decorations which violate State Fire Code and/or pose a potential danger to you and others will not be permitted. Furnishings attached to the floor or walls may be removed only with prior permission from the Residence Life Office. Furniture or equipment must not be removed from the apartment/room to which it has been allocated. Failure to comply with this provision will result in charges to you.

C. Bed Bunking and Lofting: The construction of non-University lofts/bunks is not permitted. Alterations to University bed-setups may be made by submitting a bunk/loft request to the Residence Life Office, or in areas where they can do it on their own by obtaining and following instructions provided by the Residence Life Office (see bed bunking and lofting guidelines located on the Residence Life website). Residents must read and understand the terms of such instructions before attempting to modify room arrangements. Beds must be returned to their original position upon checkout or resident will be assessed a \$50 service charge. Residents agree to hold harmless the Board of Regents, University Village Housing Inc., the University and their officers, employees and agents and to indemnify from any claims for damages sustained as a result of student acts or omissions relating to any modifications made by the student to the room or the furnishings such as the construction of loft beds or bunks.

D. Guest and Visitors: You are responsible for the conduct of your guests and visitors including fellow residents and students. You may be subject to disciplinary action for their misconduct, and you may be liable for any damages caused by them. Guests of the same or opposite gender as their host or hostess may be housed overnight under the written policy expressed in the Housing Handbook. See Rights and Responsibilities section. Overnight guests are permitted to stay a maximum of 72 hours, must be registered with the Office of Residence Life, and may be subject to roommate approval.

E. Substance Use: All state laws and published University Housing and University policies pertaining to alcohol use will apply. All residents in the possession of alcohol should have age bearing and picture identification at all times. The possession of marijuana and other drugs is prohibited. Smoking is not permitted anywhere in the University residences including student rooms and public areas such as lounges, hallways and bathrooms.

F. Use of Information Technology: You are required to comply with University and University Housing Guidelines for acceptable and fair use of University and Residence Life computing and information technology resources. You may not tamper with, alter or otherwise change parts of the data, voice or video network. Because of the limitations of the network, you are not to operate services that make high demands upon the available shared bandwidth. If your bandwidth negatively impacts others, you will be expected to modify your content and/or cease service.

G. Community Atmosphere: Disruptive, dangerous, excessively noisy behavior or behavior which intimidates, harasses or hazes other people or interferes with the quiet enjoyment of the premises by residents is prohibited. Residents who engage in the behaviors listed below will be subject to serious disciplinary action on a first offense, including immediate temporary suspension and restriction from campus residences, permanent dismissal and restriction from campus residences, or suspension or expulsion from the University. University Police will be notified in most instances and civil and criminal charges may be made in addition to University disciplinary action.

- (1)** Possessing and/or hosting a party in which a keg, barrel or common source of alcohol is present.
- (2)** Possessing, using and/or intending to deliver marijuana, narcotics or dangerous drugs.
- (3)** Possessing and/or using firearms or any other item designed for the purpose of being used as a weapon, including mace, stun guns, tasers, knives, swords, nun-chucks, and bows and arrows.
- (4)** Inappropriate use of pepper spray.
- (5)** Possessing and/or using fireworks or explosives. Violations of this rule include, but are not limited to, discharging or in any way attempting to discharge types of manufactured or homemade fireworks or explosives in, out of, or adjacent to a residence.
- (6)** Persons placing false fire alarms, interfering with a fire alarm system, fire suppression system, interfering with firefighters, or tampering with or removing firefighting equipment, are subject to prosecution under Wisconsin Statutes and disciplinary action by the Residence Life Office or the University.
- (7)** Setting fires.
- (8)** Interfering with the security system, tampering with door locks, tampering with elevators, altering or duplicating University keys. Violations of this rule include, but are not limited to, jamming/tying doors shut; taping open door locks; giving your access card to others; tampering with elevator control panels; forcing doors open or preventing them from opening.
- (9)** Causing significant damage to residential facilities.
- (10)** Hacking or attempting to disrupt computer networks at the University or University residences.
- (11)** Throwing or dropping objects out of windows, or climbing in and out of windows.
- (12)** Theft from roommate or community property.

(13) Assault/battery against another individual. Violations of this rule include but are not limited to, threatening another person with physical harm verbally or physically, or touching another person with or without a weapon, in a manner that is aggressive and threatening.

(14) Interfering with a staff member engaged in the performance of his/her duties. Interference includes, but is not limited to, verbal abuse, physical intimidation or use of physical force, and the display of demeaning or humiliating visual materials.

(15) Any other conduct threatening the physical health or safety of self or others.

21. DISCIPLINARY ACTION: If you are involved in formal disciplinary action for a violation of the rules and regulations that could cause a room change or dismissal from the University residences, you will be accorded the following: a) a written notice of the charges against you; b) sufficient time to prepare a response to the charges; c) a timely hearing; and, d) an opportunity to appeal to a higher administrative authority.

22. PERSONAL PROPERTY: The Office of Residence Life shall, without liability, have the right to dispose of any personal property left on the premises 60 days after the end of this contract. During such 60-day period, the University of Wisconsin Board of Regents, UW-Green Bay, the Office of Residence Life and its officers, employees and agents will not be responsible for damage or theft of the property.

23. CONTRACT CHANGES: Changes may not be made in the terms and conditions of this agreement without the agreement and written permission of the Residence Life Director or his/her designee.

24. FACILITY REPAIRS/IMPROVEMENTS: The Office of Residence Life reserves the right to make repairs or improvements to the facilities and residents' rooms during occupancy and non-occupancy periods.

25. STATE HEALTH STATUTE: Wisconsin colleges and universities are required to provide all enrolled students information on the risks associated with meningococcal disease and hepatitis B and the availability and effectiveness of vaccines against these diseases. Colleges and universities must ensure each student who resides in on-campus housing affirms that he/she has received the information and, if the student has been vaccinated against either disease, provides the date of the vaccination(s). To comply with this requirement, all students living on the UW Green Bay campus are provided information about these diseases with their Housing Contract. Students living on campus affirm their receipt of this information when signing their Housing Contract. All students who have been vaccinated must also submit the Vaccination Form provided with their Housing Contract.

The Office of Residence Life, during the term of this contract, may make changes in the rules and regulations by placing notices on residence bulletin boards one week before the changes become effective. If the health or safety of persons using the facilities may be adversely affected by the delay, implementation may be immediate.

If you are charged with violating the terms of the University's housing contract and the regulations based upon it, you will be granted due process through the Office of Judicial Affairs or through a housing contract disciplinary process. If you do not uphold the terms of the agreement outlined in this booklet, the Residence Life Office may terminate your housing contract in accordance with procedures stated in this document and UWS 17 (Non-Academic Misconduct Disciplinary Procedures).

Under terms of the housing contract, you are considered a contract licensee. Termination of your housing status due to breach of contract is not considered denial of your right to an education. Regulations in this Handbook are separate from and in addition to UWS 17 (Non-Academic Misconduct Disciplinary Procedures) and UWS 18 (Conduct on University Lands) and of civil and criminal codes. Some violations may result in actions under all of these stipulations.

Reviewed January 2012

POLICIES

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The University of Wisconsin Green Bay seeks to promote a residential community on campus which is conducive to learning, personal growth and development, academic success, safety and wellbeing. Students and University guests residing on campus are required to abide by all University policies, housing rules and regulations, the expectations and procedures outlined below, and the information found in the following documents:

1. University of Wisconsin Green Bay Housing Contract and Rate Schedule
2. University of Wisconsin Green Bay Computing, Information Technology and Residential Network (ResNet) Policies
3. University of Wisconsin System Administrative Code and Misconduct Policies (Chapters 17 Student Nonacademic Disciplinary Procedures & Chapter 18 Conduct on University Lands)

Notice of other regulations or changes in existing policies may be made by the Office of Residence Life during the term of the Housing Contract by notifying residents through postings, letters, e-mail messages, and/or publications one week prior to the change going into effect. If the health or safety of people using residential facilities on campus may be adversely affected by any delay, implementation may be immediate.

Residents responsible for violations of Housing or University policy may be subject to University disciplinary action and civil penalties. All such violations will either be handled by the Office of Residence Life or referred to the Dean of Students Office for adjudication. Residents involved in formal disciplinary action for a violation of the rules and regulations that could cause a room change or Housing Contract termination will be accorded the following: 1) a written notice of the charges; 2) sufficient time to prepare a response to the charges; 3) a timely hearing; and, 4) an opportunity to appeal to a higher administrative authority. Assistance and additional information regarding the judicial process is available through the Dean of Students Office.

Policy violations which may result in Housing Contract termination on the first offense

The policy violations listed below may result in the following sanctions upon the first offense: Housing Contract termination; \$200 prepayment forfeiture; and other disciplinary or civil action.

1. Illegal possession, use, and providing of alcohol or illegal drugs, including marijuana
2. Possession of weapons, including firearms, stun guns, tasers, mace, illegal knives, nun-chucks, swords, and bows and arrows
3. Setting fires or possessing explosives, accelerants (e.g., gasoline, propane), or fireworks
4. Presenting a fire hazard, including using cigarettes, candles, or open-coil cooking/heating equipment
5. Tampering with smoke detectors, fire alarms, sprinkler systems, fire extinguishers or exit signs
6. Tampering with door security locks or trespassing in apartments or residence hall rooms
7. Throwing objects from windows or entering/exiting facilities through windows
8. Hacking or attempting to disrupt computer networks
9. Presenting a public health hazard (e.g., depositing bodily fluids, including but not limited to vomiting, urinating or defecating outside of restrooms)
10. Bias-motivated behavior, harassment, domestic violence, or abuse of another person
11. Sexual assault regardless of the degree
12. Any behavior deemed by University personnel to be dangerous to oneself or others

Abuse, Bias-Motivated Behavior, Domestic Violence, Harassment, and Sexual Assault

The University of Wisconsin Green Bay is committed to creating and maintaining an environment in which residents feel safe and free from harm while living on campus. This means any behavior which is intimidating, threatening, harassing, bias-motivated, abusive, or violent is strictly prohibited – regardless of whether it is verbal, physical, or electronic in nature (e.g., via email, text messaging, or social networking websites).

Sexual assault, including acquaintance rape, is of particular concern to the UW Green Bay community, which affirms respect, responsibility and caring among all persons within the community. Reports of sexual assault will be investigated, and those found responsible may be suspended from the University. Victim support is available from Counseling and Health Services, the Dean of Students Office, and the Office of Residence Life.

Domestic violence will not be tolerated on campus. Wisconsin domestic violence laws apply to both roommate and other relationships. Specifically, this law applies to: 1) adults who reside or have resided together, 2) adults who share a child in common, and 3) spouses/former spouses. This means if a criminal confrontation occurs between members of these groups and those confrontations meet the requirements as defined by state statute, police are required to arrest the individual deemed the predominant aggressor.

Bias-motivated behavior will not be tolerated on campus. Bias-motivated behavior includes activity motivated by an offender's bias against a victim's age, disability, ethnicity, gender, gender identity, national origin, political affiliation, race, religion, sex, sexual orientation, or any other physical or cultural characteristic. Bias-motivated behavior may include, but is not limited to graffiti, vandalism, destruction of personal property, threatening phone calls or text messages, verbal harassment, or physical abuse.

Residents who feel they are the victim of, or witness to, harassment, domestic violence, bias-motivated behavior, or physical or sexual assault are encouraged to report the matter to Counseling and Health Services, the Dean of Students Office, Public Safety, or the Office of Residence Life.

Alcohol and Other Drugs

The use and abuse of alcohol and other drugs in ways which are illegal, harmful to self, or disruptive to others negatively impacts the residential community on campus. Residence Life staff is required to: a) confront residents consuming alcohol in a manner that is harmful or disruptive; b) notify Public Safety if they have reason to believe alcohol or drugs are being illegally consumed in a residential facility; and c) contact emergency personnel including a rescue squad if a resident or guest is believed to be incapacitated. An incapacitated person is defined as one who is unconscious, incoherent or unable to react or make rational decisions. The cause of incapacitation may be due to a health condition, physical injury, or substance abuse including alcohol.

Alcohol and empty alcohol containers are strictly prohibited in the residence halls and residence hall rooms (including Downham, Lenfestey, Long, Schaefer, Small, Temp, Vanderperren, Walter, and Warren halls). Residents of legal age may only consume alcohol in the privacy of their apartments or apartments where the hosting resident is of legal age (including apartments in Haevers, Harden, Liebl, Pamperin, Robishaw, and Thompson halls, and apartments located at 3312 through 3334 Walter Way).

The possession of alcohol paraphernalia (e.g., beer bongs), and large quantities of alcohol are prohibited in all residential facilities. Providing alcohol to underage persons, and hosting or participating in gatherings where underage consumption occurs, will be referred to the Dean of Students Office and Public Safety for disciplinary and civil action.

The following is also strictly prohibited: 1) the illegal possession, use, or providing of drugs, including marijuana and narcotics; 2) the misuse of prescription drugs or over-the-counter drugs; 3) the misuse of legal substances with intent to achieve a recreational high or hallucinogenic effect; and 4) the possession or use of drug paraphernalia (e.g., marijuana bongs).

Assistance and additional information regarding alcohol and other drugs is available through Counseling and Health Services and the Dean of Students Office.

Appliances and Extension Cords

For fire safety reasons cooking and heating appliances with open coils, exposed heating elements, or open-flames are prohibited. This includes, but is not limited to convection ovens, hot plates, indoor grills, propane-powered appliances, toaster/pizza ovens, cup-type immersion heating coils, space heaters, or any other appliance deemed by Residence Life staff to be unsafe or of excessive wattage. Small refrigerators (no larger than 4 cubic feet) and small microwaves are permitted. Stand-alone freezers, window air conditioners, and personal clothes washers/dryers are prohibited. Only three-prong (grounded) extension cords are permitted. Overloading electric receptacles or using multiple-socket plugs is prohibited.

Bicycles, Rollerblades, Motor Vehicles, and Parking

The UW Green Bay Campus is a great place for bicycles. Residents are advised to register their bicycles with Public Safety and lock their bicycles when not in use. Bicycles parked outside must be parked in bicycle racks and may not be attached to trees, street signs, light poles, handrails, etc. Bicycles may be stored in resident rooms and apartments, provided all roommates agree. Riding bicycles inside residential facilities is strictly prohibited; as is using rollerblades, skates, skateboards, etc. Furthermore, bicycles may not be left in entryway vestibules/breezeways, hallways, stairways, lounges, and other public areas within the residential facilities on campus. Bicycles left abandoned in bicycle racks will be removed and disposed of annually during the month of June.

Residents are permitted to bring motor vehicles to campus, including mopeds, motorcycles, and automobiles. Motor vehicles are not permitted on walkways and lawns surrounding residential facilities. For safety reasons, mopeds and gasoline are not permitted inside residential facilities.

Motor vehicles must be parked in designated parking areas. Parking permits are required for motor vehicles, which may be purchased from the Bursars Office. Residents who bring cars to campus are encouraged to keep a shovel in their car during the winter months.

Campaigning, Canvassing, Solicitation, and Posting

Political campaigning and distribution of political literature is permitted in accordance with established time, place and manner rules, available through the Office of Residence Life. All forms of door-to-door canvassing, soliciting and selling in residential facilities or on the residential grounds is prohibited, whether for commercial, political or informational purposes. Likewise, the use of the University network, phone lines, and mailboxes for such activities is prohibited.

Only University offices and recognized student organizations are permitted to have information posted in residential facilities or distributed in student mailboxes via the Office of Residence Life. Outside organizations, private businesses, and political candidates/campaigns are required to send their information directly to resident students through the mail.

Items offensive to others or discriminatory in nature may not be posted on the outside of room/apartment doors or in room/apartment windows.

Candles, Incense, and Smoking

For fire safety reasons possession or use of candles and incense is strictly prohibited and will result in disciplinary action. Smoking in residential facilities or within 30 feet of residential facilities is prohibited and will result in disciplinary action. Residents are required to dispose of cigarette butts in cigarette disposal containers.

Disabilities and Service Animals

It is the policy of the University of Wisconsin System to ensure that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University of Wisconsin System. Each qualified person shall receive the accommodations needed to ensure equal access to educational opportunities, programs and activities in the most integrated setting appropriate.

It is the policy of UW Green Bay that service animals assisting individuals with disabilities are generally permitted in all facilities and programs on campus. Service animal is defined as an assistance dog, and may include other animals specifically trained to perform physical tasks to mitigate the effects of an individual's disability. Assistance dogs include guide dogs that guide individuals who are legally blind; hearing dogs that alert individuals who are deaf to specific sounds; and service dogs for individuals with disabilities other than blindness or deafness. Service dogs are trained to perform a variety of physical tasks including but not limited to pulling a wheelchair, lending balance support, picking up dropped objects, or providing assistance in a medical crisis. The presence of an animal for comfort or protection does not qualify as training to mitigate the effects of an individual's disability and therefore does not qualify as a service animal. Service animals must be trained, licensed, vaccinated, leashed in public, and under control at all times. A service animal may be asked to leave a UW-Green Bay facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior toward people may be excluded.

Students with disabilities or special accommodation needs who wish to live on campus should contact both the Office of Residence Life and the Office of Disability Services. All students living on campus, including residents with disabilities, are responsible for developing personal evacuation and escort plans for their use in the event of a fire, tornado, snow storm, or power outage.

Emergency Contacts, Missing Student Notification, and GB Alert Emergency Notification Service

Residents are encouraged to provide the University with an Emergency Contact by entering this information into the Student Information System (SIS). Residents may also provide a Missing Person Contact if they want the University to notify someone other than their Emergency Contact in the event that they are reported and determined to be missing for 24 hours. For minors, the University will notify parents unless residents have been legally emancipated from them. Emergency and Missing Person Contact information remains confidential and is only shared should the need arise to make such a contact. Additional information regarding Emergency and Missing Person Contact notification is available through the Dean of Students Office or Public Safety.

GB Alert allows residents to register to be notified via text message or email in the event of a campus emergency. GB Alert is voluntary, and will be used for emergency notification purposes only. Emergencies include credible, on-going incidents that pose a threat to the University Community. At no time will GB Alert be used to distribute advertising or other unsolicited content. Subscribers to GB Alert will pay no fees for service, other than the normal fees charged by their mobile service provider for receiving text messages. Additional information about the GB Alert emergency notification service is available through the Public Safety Office.

Fire Safety

For fire safety reasons, the following is strictly prohibited in all residential facilities on campus: 1) smoking; 2) possessing or using candles or incense; 3) overloading electric receptacles or using two-prong non-grounded extension cords or multiple-socket plugs; 4) using open-coil cooking or heating appliances; 5) disconnecting smoke detectors or removing fire-resistive draperies; 6) possessing fireworks, explosives or accelerants (e.g. gasoline, propane); 7) engaging in any activity which presents a fire safety hazard (e.g. leaving items on top of the cooking ranges); 8) tampering with fire safety equipment (e.g. fire alarms, sprinkler systems, fire extinguishers, exit signs); and 9) triggering activation of false fire alarms.

Residents are advised to take responsibility for fire prevention; participate in planned fire drills; and know how to protect oneself in the event of a fire. This includes: 1) knowing the location of exits, fire extinguishers, and fire alarm pull stations; 2) checking smoke detectors regularly; 3) taking all fire alarms seriously; and 4) confronting or reporting anyone violating fire safety policies.

All residents, including residents with disabilities, are responsible for developing personal evacuation and escort plans for their use in the event of a fire. Should a fire occur, residents are advised to: 1) make survival your top priority; 2) notify others near the fire - if safe to do so; 3) activate the fire alarm system; 4) call 911 or 9+911; 5) quickly decide if the fire can be safely extinguished; 6) exit the facility, closing all doors behind you; and 7) if you are unable to exit the facility, get someone's attention for help. Additional information regarding fire safety is available through the Public Safety Office.

Gambling

Gambling of any kind is prohibited in residential facilities on campus.

Guests and Visitors

Residents may host one overnight guest of either gender for up to 72 hours (three consecutive nights), providing all roommates agree. For safety and security reasons, hosts are required to register their guests online via the Residence Life website. Hosts are responsible for their guest's conduct at all times during their visit, and must accompany their guest whenever they are outside of their room or apartment. Residents may not allow guests to use their ID card/PIN for building/room access purposes. Residents who abuse this policy will forfeit the privilege of hosting guests on campus.

Inclusivity

The University of Wisconsin-Green Bay is committed to a vision of diversity that is broadly inclusive, warmly welcoming, and equitable in its treatment of all members of the campus community. Through engagement, reflection and action, we will be an institution committed to diversity in thought and practice moving beyond labels and categories that put up barriers and keep us fragmented.

Behavior unbecoming to our campus commitment to inclusivity should be reported to the Office of Residence Life or the Dean of Students Office. Behavior that rises to the level of a crime should also be reported to Public Safety.

Noise

Residence Life strives to maintain a vibrant student life on campus and a residential living environment conducive to sleep, study and recreation. In order to maintain an environment conducive to academic study and sleep, courtesy-hours are enforced twenty-four hours per day in residential facilities. It is the responsibility of all residents to ensure that noise generated from their room, by them or their guests, does not infringe on the living-learning environment and others rights to sleep and study - regardless of the time of day or night. Examples of excessive noise include yelling, running, or playing music at a volume which emits disruptive noise through walls/floors/ceilings and out of windows. Tolerance for noise is both individual and situational in nature. Specific concerns related to the noise policy being enforced too conservatively or too liberally should be reported to the Office of Residence Life.

Pets

Only non-dangerous fish in aquariums no larger than 29 gallons is permitted in the residential facilities on campus. All other pets are prohibited including cats, dogs, rodents, reptiles, amphibians, spiders, and birds.

Power Outages, Severe Weather, and Snow Removal

Residents are encouraged to keep battery operated radios and flashlights in their rooms and apartments. Power outages occur occasionally due to a variety of reasons (e.g. inclement weather, car accidents, and mechanical failures). When a power outage occurs it may take a few hours or longer to remedy the cause; during which time residents are encouraged to remain calm and safe.

Residents are encouraged to participate in annual tornado drills. A Tornado Watch means weather conditions are favorable for a tornado to develop. A Tornado Warning means a tornado has been sighted. In the event of a Tornado Warning, sirens will sound and residents should: 1) evacuate to an interior room or hallway, and on the lowest level if safe to do so; 2) take a battery-operated radio, flashlight, and cell phone with you; 3) stay away from windows, glass, and large open areas; 4) protect your head and face, and get under a sturdy surface or structure if one is available; and 5) monitor weather conditions.

In the event of snow, Residence Life staff will remove snow from walkways leading from the residential facilities to the main walkways. University Facilities Management staff will remove snow from the main walkways, roads and parking lots. When University Facilities Management staff is preparing to remove snow from parking lots, University Parking Services will send an email message to residents and display red flags on roadways to notify residents when it is time to move their cars to alternate parking areas. Residents who fail to move their cars may receive parking citations. Residents who bring cars to campus are encouraged to keep a shovel in their car during the winter months.

All residents, including residents with disabilities, are responsible for developing personal evacuation and escort plans for their use in the event of a power outage, tornado, or snow storm.

Recycling and Trash

Recyclables and trash must be placed inside of the dumpsters located outside of the residential facilities. Recyclables and trash may not be placed in the public areas of residential facilities or on the grounds outside of designated dumpsters. Residents responsible for inappropriate disposal of recyclables and trash may be assessed a \$50 charge.

Room and Apartment Entry

University officials may enter resident rooms and apartments for serious life or health threatening emergencies at any time including over break periods. Authorized personnel may enter to perform requested, preventative, prescheduled or emergency maintenance; or in the absence of occupants, to silence a disruptive noise. When possible, advance notice of entry will be given. Residence Life employees are required to report any policy violations they may observe when in student rooms and apartments. Rooms and apartments may be searched by appropriate legal agencies with your

permission or with a warrant. Inspections will be limited to those times when you have given your permission or when staff have reasonable evidence to believe a search is necessary to resolve a serious life or health threatening situation. Property may be seized and removed when it constitutes an imminent danger or when it is University-owned property.

Room/Apartment Check-in, Care, and Check-out

Upon moving in, residents are required to check in, inspect their rooms/apartments, and submit a room/apartment condition report online via the Residence Life website. Failure to do so will result in a \$50 improper check-in and room inspection charge.

While occupying rooms/apartments, residents are prohibited from: 1) removing, replacing, or tampering with permanent fixtures and furnishings (e.g., closet doors, window coverings, plumbing/electrical fixtures); 2) painting or wallpapering; 3) attaching anything to walls, ceilings, floors, doors, etc., with anything other than poster putty or painters tape; and 4) blocking entryways and egress routes (e.g., placing furniture in front of doors or windows). Residents will be charged for any damages or missing items.

Residents are required to report routine room/apartment repairs online via the Residence Life website (e.g. clogged drains/toilets, burned out lights, loose towel bars/toilet paper dispensers). Residents are required to report emergency room/apartment repairs immediately to the Office of Residence Life (465-2040) or the on-call Resident Assistant (e.g., water leaks, electrical failures, broken windows).

Upon departure, residents are required to thoroughly clean their rooms/apartments; report any damages that have occurred while living in their rooms/apartments; and check-out online via the Residence Life website. Failure to do so will result in a \$50 improper check-out charge plus cleaning, repair or replacement expenses.

Safety and Security

While the University of Wisconsin Green Bay and the surrounding community are relatively safe places, it is important to recognize that no place is without certain dangers. Residents are advised to practice the following safety precautions: 1) use the “buddy system,” especially at night; 2) if you choose to consume alcohol, do so in a legal and responsible fashion; 3) be especially attentive to your personal safety during non-routine times of the year (e.g., semester break); and 4) report crimes and suspicious or unusual behavior immediately to Public Safety, and then to the Office of Residence Life. Additional information regarding personal safety is available through the Public Safety Office.

All residential facilities remain locked 24 hours per day, 365 days per year. Tampering with any door access system is strictly prohibited. Residents gain access to the residential facility they reside in via use of their University ID card. They also gain access to their rooms and apartments via use of both their ID card and a confidential Personal Identification Number (PIN). Residents are encouraged to practice the following security precautions: 1) do not compromise building security by propping outside doors or letting strangers into the facility; 2) keep room and apartment doors locked, even when home; 3) report lost ID cards immediately to University ID Services; and 4) reprogram the door access PIN if its confidentiality has been compromised. Residents who are locked out of their room or apartment may obtain an emergency access code from the Office of Residence Life (for which there is a charge for every

emergency access code provided after the third request). Additional information regarding door access security is available through the Office of Residence Life.

Staff Assistance

The Office of Residence Life is staffed during regular business hours; and has staff serving on-duty during the evening, weekend and holiday hours. Students in need of staff assistance are encouraged to contact the Office of Residence Life, their Resident Assistant (RA), or staff serving on-duty. Assistance needed in response to crises and emergencies should also be reported immediately to Public Safety.

Vandalism, Theft, and Insurance Coverage

Malicious or intentional vandalism of residential facilities, theft of University property, and theft of personal belongings is a criminal offense. Theft of University property and vandalism in public areas of residential facilities including entryways, hallways, stairways, lounges, kitchens, and laundry rooms will result in disciplinary action and restitution. If individuals responsible for theft of University property or vandalism are not identified, all residents of the facility where the theft or vandalism occurred may be charged for the theft or vandalism.

For public health reasons, depositing bodily fluids, including but not limited to vomiting, urinating or defecating outside of restrooms is strictly prohibited and may result in Housing Contract termination.

UW Green Bay assumes no responsibility for resident's personal belongings that have been damaged, stolen or lost. Residents are advised to: 1) secure their personal belongings by locking doors; 2) not leaving belongings in parked cars; and 3) purchasing renter's or homeowner's insurance. Residents who are victims of, or witnesses to, acts of vandalism or theft are encouraged to report the matter to Public Safety or the Office of Residence Life.

Weapons

Possession of dangerous weapons or facsimile weapons or use of items intended to be used as weapons is strictly prohibited in all residential facilities on campus. Dangerous weapons are defined as any firearm whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electric weapon; or any other device or instrumentality which could cause death or great bodily harm. Specific prohibited weapon examples include but are not limited to firearms, bb/pellet/paintball/airsoft/replica guns, bows and arrows, illegal knives, swords, nun-chucks, mace, stun guns, and tasers. Inappropriate use of pepper spray is also prohibited.

Weights, Exercise Equipment, and Waterbeds

To prevent facility damage, heavy weight lifting equipment, large exercise equipment (e.g., treadmills), and waterbeds are prohibited in all residential facilities on campus.

Windows and Window Screens

For health, safety, and security reasons removal of window screens is prohibited and may result in a \$50 charge. Hanging items out windows (i.e., antennas, bird feeders); throwing objects from windows; and entering or exiting facilities through windows are prohibited and may result disciplinary action.

RATES

OFFICE OF RESIDENCE LIFE 2012-2013 RATE SCHEDULE

New Students

If you are a new or re-entry student (to housing) and you cancel your contract by May 1, 2012, you will be refunded \$200 of your \$225 advance deposit. \$25 will be withheld by Residence Life as a processing fee. If you are granted permission to terminate your contract after May 1, you will forfeit the entire advance deposit. Terminations will not be granted after July 30, 2012, which means you may be penalized with full contract payment.

Returning Students

If you currently reside on campus, the advance deposit is nonrefundable. If you request to terminate your contract and are approved for contract termination, you will forfeit the advance deposit. Requests for contract termination will not be accepted after July 30, 2012 if you are enrolled for classes at UW-Green Bay, and consequently you will be held responsible for the full financial contractual obligation.

All Students

Additional charges will be assessed for any damages to your residence during the term of the contract or at the end of the contract period as defined under "Damages and Costs" in your contract. Contracts terminated for disciplinary or administrative reasons may subject you to an additional assessment not to exceed \$225. For additional information consult the Housing Contract.

Your housing contract is for the entire academic year; although half of the rate may be paid at the start of the fall semester and half at the start of the spring semester. There is an additional charge for students residing on campus over the summer. Students in need of on-campus housing over the summer should contact the Office of Residence Life.

Estimated rates pending approval by the Board of Regents and subject to change.

Rates include all utilities, HD cable television service, and high speed wireless internet access.

Type of Accommodation	Academic Year Rate
Residence Hall Room (2 students)	\$ 3,250.00 plus dining plan
4 student / 2 bedroom apartment	\$ 3,500.00
2 student / 1 bedroom apartment	\$ 3,900.00
1 student / efficiency apartment	\$ 3,900.00

2 student / 2 bedroom apartment	\$ 4,350.00
3 student / 3 bedroom apartment	\$ 4,100.00
4 student / 4 bedroom apartment	\$ 4,100.00
5 student / 5 bedroom apartment	\$ 4,100.00

House – 9 student / 5 bedroom \$ 3,500.00

* Students living in residence halls must also contract for a meal program.

Reviewed January 2012