A HOW-TO GUIDE
for living in the
San Francisco State
Residential Community
Welcome to SF State Housing

This guide is intended to help you transition into your new home at SF State and to help you navigate the exciting experience of living on campus. Although this guide seems like a lot of information, it is important that you familiarize yourself with all of its content as you will be held accountable for knowing and following the policies and regulations contained herein.

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Our Community Philosophy

Our community is composed of people from diverse racial, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, and sexual orientations.

Out of this diversity, we take pride in being a community that not only encourages positive interactions and mutual respect, but that also appreciates our common bonds as well as our individual differences.

The success of being a connected and inclusive residential community requires that we not only adhere to these principles, but that we take responsibility for our awareness and actions towards all of our community members.
Residents who violate the COVID-19 Regulations outlined in this guide and in the License Agreement will be subject to the Residential Life Conduct Process.

GUIDELINES

University Housing and Residential Life are committed to providing a safe and healthy housing community for our residents. Following the U.S. Centers for Disease Control and Prevention (CDC) as well as State and County guidelines, we have implemented various practices and protocols in effort to protect the well-being of the residential community. Housing’s COVID-19 regulations are subject to change depending on the current conditions of the pandemic and any new recommendations from the State, County, or CDC.

WHAT TO DO IF YOU HAVE COVID-19

To minimize the risk of exposure to others, do not leave your home if you have COVID-19 (except to get medical care) or have been exposed to the virus. Notify Student Health Services and the Student Housing Office immediately and isolate in your unit according to the isolation protocols on the Housing website’s COVID-19 page.

MANDATORY REQUIREMENTS

COVID-19 TESTING

As a continued effort to keep our residential communities as safe as possible and prevent the potential spread of COVID-19, residents with COVID-19 vaccination exemptions are encouraged to take a COVID-19 test on a weekly basis. Test kits will be available free-of-charge from a vending machine in the Cesar Chavez Student Center Monday-Friday during regular hours of operation. For further information on how to access and use the COVID-19 test, visit together.sfsu.edu/testing-and-contact-tracing.

FACE COVERINGS

SF State continues to require face coverings to be worn indoors in public spaces in all campus buildings. Face coverings are not required outdoors on campus.

WHAT TO DO IF YOU HAVE COVID-19

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COVID-19 RESOURCES

STUDENT HEALTH SERVICES
(415) 338-1251 | health.sfsu.edu

STUDENT HOUSING INFORMATION
housing.sfsu.edu/covid-19

CAMPUS COVID-19 INQUIRIES
covid19@sfsu.edu

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
sfdph.org/coronavirus

CENTERS FOR DISEASE CONTROL & PREVENTION
cdc.gov/coronavirus

REMEMBER: Wash your hands often with soap and warm water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 70 percent alcohol.
CLEAN ON A REGULAR BASIS
Sweep, mop or vacuum floors and clean all surfaces and frequently touched objects on a regular basis.

USE THE RIGHT CLEANING SUPPLIES
When cleaning surfaces, use a mild detergent instead of chlorine bleach or abrasive powdered cleansers.

EMPTY TRASH REGULARLY
Don’t let trash build up to the last day. Sort and dispose of your recyclables on an ongoing basis.

USE A SOFT SPONGE OR CLOTH
Do not use any sharp objects when cleaning surfaces, especially the stove, refrigerator or freezer.

CLEAN ON A REGULAR BASIS
Sweep, mop or vacuum floors and clean all surfaces and frequently touched objects on a regular basis.

At the end of your license term, you and your roommate(s) are responsible for a thorough cleaning of your living space. At move-out, your living space will be inspected and you will be billed for any missing items or damages beyond “normal wear-and-tear.”

Following the cleaning tips below and decorating reminders on the opposite page will help you avoid any unnecessary cleaning or damage charges.
YOUR LIVING SPACE

People come from their own personal experiences, some of which you may not understand. It is therefore important to stay respectful and flexible with each other. Your room and apartment will serve as a second home to you and your roommate(s), so it is vital you all feel welcome and respected in your own home environment.

ROOMMATE COMPLAINTS

In SF State Housing, reports of unjust behavior can be made to any staff member. The staff member will assist or direct you to the appropriate resources to support you with your concern. If you are not comfortable on your floor or in your room or apartment, speak with your Resident Assistant. Staff is available to assist if you wish to have a mediation or conversation with your roommate(s) about expectations in your living space.

RESOLVING ISSUES

If you encounter problems with your roommate, we strongly encourage you to go through the mediation process with the Resident Assistant to begin creating an environment that fosters open dialogue in an effort to resolve room/apartment concerns.

We believe sharing space and learning to respectfully co-exist despite our differences, are the hallmarks of a person’s development into adulthood. During mediation, all residents involved in the situation will be asked to discuss their concerns and attempt to find a mutually agreeable resolution with assistance from the staff member present.

ROOM CHANGES

Every effort should be made to resolve any conflicts with your roommate and avoid changing rooms. If you feel that the differences are too extreme or that your safety is a concern, speak with your Area Coordinator about options that may be available. If a room change is necessary, you will be instructed to fill out a ‘Room Change Request’ form on the Housing Portal, which will be available two weeks after move-in.

VACANCIES IN YOUR APARTMENT

If you have a vacancy in your apartment, you will likely receive a new roommate. Therefore, you should be prepared for a roommate at all times by using only your assigned beds and keeping your apartment clean.

If you will be receiving a new roommate, the Student Housing Office staff will notify you via email of their arrival. Residents who fail to have their room prepared for a new roommate at the time of their arrival may be assessed a cleaning fee of $500 and may be required to participate in an administrative review.

The Student Housing Office reserves the right to consolidate you with another person if a room vacancy occurs and you do not have another roommate. This means that you may be required to change rooms. Please consult the “Terms and Conditions Student Housing License Agreement Section IV B” for further information.

SHARE YOUR LIVING SPACE

Expectations

Each person may have a different view of what sharing space means.

Communication

Open lines of communication; talk to each other about needs and concerns.

Flexibility

Remain open to doing things differently than what you are used to.

Respect

Respect each other’s differences, needs and priorities.

Communication is key when forming and maintaining new relationships.

One of the most important relationships you’ll have this year is the one you cultivate with your roommate(s).
**things to know about YOUR COMMUNITY**

**COMMUNITY DESKS**
- MPH | 802 Font Blvd. | (415) 406-5702
- MWH | 800 Font Blvd. | (415) 406-5703
- TCS/TJS | 796 Font Blvd. | (415) 405-9360
- VCS | 750 Font Blvd. | (415) 405-8000

**COMMUNITY DESK**
- MPH | 802 Font Blvd. | (415) 406-5702
- MWH | 800 Font Blvd. | (415) 406-5703
- TCS/TJS | 796 Font Blvd. | (415) 405-9360
- VCS | 750 Font Blvd. | (415) 405-8000

**COMMUNITY CONSERVATION**
To help the university meet conservation responsibilities, we are reducing water usage and energy by using aerators in showers and sinks, lowering water temperatures and reducing toilet flush volumes.

**DO YOUR PART TO CONSERVE**
- Regulate the use of window blinds & let the sun warm your room.
- Take shorter showers & turn the water off when shaving & brushing your teeth.
- Close your faucets tightly and report any leaks to Facilities.

**CENTRAL NEIGHBORHOOD**
- Mary Park Hall (MPH), Mary Ward Hall (MWH), Towers at Centennial Square (TCS), Towers Junior Suites (TJS), and Village at Centennial Square (VCS)

**WHAT’S NEARBY**
- City Eats Dining Center
- Mashouf Wellness Center
- Lake Merced

**NORTH NEIGHBORHOOD**
- University Park North (UPN)
- High-rises and Garden Units

**WHAT’S NEARBY**
- Target, Whole Foods & Trader Joe’s
- Stonestown Galleria Mall
- Fast Food Dining Options

**SOUTH NEIGHBORHOOD**
- Manzanita Square (MSQ) and University Park South (UPS)

**WHAT’S NEARBY**
- Burgers, Tacos & Poké Restaurants
- Park Plaza Foods
- MUNI - M Line to Embarcadero
things to know about
YOUR BUILDING

BUILDING ACCESS

Your SF State Student ID provides access to the main doors of your building. If you lose this card, go to One-Stop Student Services Center located across from Village Building C to replace it.

In order to maintain the security of our residential communities, residents are required to show their Student ID to the Desk Assistant (DA) every time they enter their building. The DA must be able to clearly see the photo identification on your Student ID. If you refuse to show your Student ID, you may be documented and undergo the Residential Life conduct process.

LAUNDRY ROOMS
LOCATIONS & ACCESS

<table>
<thead>
<tr>
<th>Building</th>
<th>Level</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSQ</td>
<td>Main level</td>
<td>near the front desk. Access: iButton</td>
</tr>
<tr>
<td>MPH</td>
<td>1st floor odd side</td>
<td></td>
</tr>
<tr>
<td>MWH</td>
<td>4th floor</td>
<td></td>
</tr>
<tr>
<td>TCS</td>
<td>1st floor</td>
<td></td>
</tr>
<tr>
<td>TJS</td>
<td>1st floor TCS</td>
<td></td>
</tr>
<tr>
<td>UPN</td>
<td>Throughout North neighborhood</td>
<td>Access: external door key</td>
</tr>
<tr>
<td>UPS</td>
<td>Throughout South neighborhood</td>
<td>Access: laundry door key</td>
</tr>
<tr>
<td>VCS</td>
<td>3rd Floor of Bldg. A/B &amp; 2nd Floor of Bldg. C</td>
<td></td>
</tr>
</tbody>
</table>

LAUNDRY FEES
$1.75/wash and $1.25/dry

PAYMENT TYPE
MSQ | Coin operated
ALL OTHER COMMUNITIES | Credit or debit card

Support information and instructions available in each laundry room.

TIP | Save water and energy by washing full loads of laundry and use the cold water cycle.

TRASH & RECYCLING
LOCATIONS

<table>
<thead>
<tr>
<th>Building</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSQ</td>
<td>Near elevators or at the end of the hall</td>
</tr>
<tr>
<td>MPH</td>
<td>All floors near the restrooms</td>
</tr>
<tr>
<td>MWH</td>
<td>All floors near the restrooms</td>
</tr>
<tr>
<td>TCS</td>
<td>All floors near the elevators</td>
</tr>
<tr>
<td>TJS</td>
<td>All floors at the end of the hall</td>
</tr>
<tr>
<td>UPN</td>
<td>Gardens: near the carports High-rises: near the elevators</td>
</tr>
<tr>
<td>UPS</td>
<td>Near the carports</td>
</tr>
<tr>
<td>VCS</td>
<td>All floors near the elevators</td>
</tr>
</tbody>
</table>

RESIDENT PARKING

Due to limited parking on campus, we strongly encourage students to use a bike or public transportation. Any vehicle parked on campus must display a valid permit. For more information, visit housing.sfsu.edu/student-resident-parking.

BIKE RACK LOCATIONS
TCS, VCS, MPH, MWH & UPN
Near the front entrance of each building

MSQ | Ground level near the parking garage
**SERVICES**

Keeping your living space clean and storing food properly will keep pests away.

**REPAIRS AND MAINTENANCE**

For any facilities-related issues in your living space, you will need to put in a service request. Unless it is an emergency, service requests will be processed the next business day.

For facilities-related emergencies, contact the on-duty Resident Assistant by going to your community desk.

For all other emergencies, contact the University Police Department (UPD) at (415) 338-2222.

**FACILITIES CONTACT INFORMATION**

**MSQ** | (415) 338-0510 | ManzanitaSquare@AmericanCampus.com | Submit a service request at acc.emaint.com/ManzanitaSquare

**ALL OTHER COMMUNITIES** | (415) 405-0579 | facilities@sfsu.edu | Submit a service request at sfsu.metabim.com

**PEST CONTROL**

Submit a service request if you have pest control issues or notice abnormal cracks or crevices that pests may be able to exploit in your room or apartment.

Residents should take the following precautions to help ensure that your living space is free of pests:

- **Store It** Store food properly and do not leave food out overnight.
- **Clean It** Keep your room and apartment clean. Don’t leave damp clothing or towels out.
- **Rinse It** Rinse food from cans before placing them in your recycle bin.

The University is respectful of your privacy and will limit entering your apartment or room to the following occasions:

- Your request or agreement
- Emergencies
- Health and safety inspections
- Management of applicable rules and regulations
- Inspection and cleaning when you or your roommate moves out
- Any lawful purpose

**STORE IT**

**CLEAN IT**

**RINSE IT**

**LOST KEYS & LOCKOUTS**

Your keys are valuable and you should make every effort to keep them secure and in your possession at all times. If you lose your key(s), visit your community front desk to request a lock change. This is a mandatory action that will ensure the security of our community.

**LOCKOUT PROCEDURE**

If you are locked out of your unit, you may check out a temporary key from your community front desk for up to 30 minutes. Proof of identity will be required before you will be provided access to your space.

Please Note:

- If the temporary key is not returned to the desk within the 30 minute time frame, an automatic lock change may be initiated for security purposes and you will be charged a lock change fee.
- When locked out, you will be assisted within a time frame that is reasonably possible, but you may need to wait for available staff.
- Residents are provided ONE [1] courtesy lockout per academic year. Residents who request an excessive number of temporary keys may be required to verify possession of keys and meet with ResLife staff due to the increased security risk.

*Fees are determined on a case-by-case basis and key cost varies by type.

**RENTERS INSURANCE**

As a benefit of living on campus, residents will have $100,000 in liability insurance provided for them through SF State and GradGuard. This coverage is included in your housing fees and protects you financially from unintentional damage due to fire, water and other causes of loss to University property caused by your negligence. SF State is not responsible for damage, theft or loss of student’s personal belongings. For information about renters insurance to cover your personal belongings, visit housing.sfsu.edu/renters-insurance.
SERVICES

If you receive mail addressed to someone else, please return it to your community desk.

CONNECTION SUPPORT
MWH, TCS, TJS, VCS & UPN (furnished units at 1-197 and 225-235 Buckingham)
NETWORK | Apogee
SUPPORT | (888) 478-8864
MSQ
NETWORK | MyCampusNet
SUPPORT | support@MyCampusNet.com or (833) 548-4746
UPS & UPN (furnished units at 200-399 Buckingham & 400-460 Winston)
Network | Resnet
Support | (415) 338-1420 or submit a service request at its.sfsu.edu/help.

OUTGOING MAIL
Residential community desks do not offer outgoing mail services and are unable to hold packages. Outgoing mail and packages will need to be sent by the Post Office or other package delivery service.
Post Office | 1543 Sloat Blvd.
FedEx Office | 1597 Sloat Blvd.
UPS | 1559 Sloat Blvd., Ste. B

FORWARDING MAIL
University Housing is unable to forward mail, so be sure to change your address directly with the Post Office (usps.com/unmove) and all agencies that you receive mail from before moving out.
You should also be sure to update your address with the University so that University refunds and/or invoices reach you in a timely manner.

KEEP YOUR COMPUTER FREE OF VIRUSES AND OTHER FORMS OF COMPUTER COMPROMISE BY RUNNING CURRENT ANTI-VIRUS/ANTI-MALWARE SOFTWARE.

INCOMING MAIL
To ensure proper delivery, be sure that your mail and packages are addressed as follows:
MSQ
[Full Name] [Last 5 digits of SFSU ID]
2 Varela Ave., Apartment [#]
San Francisco, CA 94132
ALL OTHER COMMUNITIES
[Full Name] [Last 5 digits of SFSU ID]
[Mailing address* and apartment/unit number and space letter/number (if applicable)]
San Francisco, CA 94132
*Some buildings have different mailing addresses for letters and packages.

PACKAGES
Packages are generally processed within 72 hours of receipt. You will be notified by email when your package is ready for pick-up and will need to retrieve it within 48 hours. Please allow for longer processing time during high volume package times, such as the beginning of each semester and holidays.

MAILING ADDRESSES FOR PACKAGES
MSQ | 2 Varela Ave.
MPH | 802 Font Blvd.
MWH | 800 Font Blvd.
TCS | 796 Font Blvd.
UPS | Your physical address
TJS | 798 Font Blvd.
UPN | 796 Font Blvd.
VCS | 750 Font Blvd.

PACKAGE PICK-UP LOCATIONS
MSQ | Package lockers on the main floor. The code from your notification email is needed for pick-up
MPH, MWH, TCS, TJS, UPN & VCS | TCS front desk @ 796 Font Blvd. Your SF State ID is needed for pick-up.
UPS | Delivered to your apartment

LETTER MAIL
MAILING ADDRESSES FOR LETTER MAIL
MSQ
MPH | 802 Font Blvd.
MWH | 800 Font Blvd.
TCS | 796 Font Blvd.
UPS | Your physical address
TJS | 798 Font Blvd.
UPN | 796 Font Blvd.
VCS | 750 Font Blvd.

LETTER MAIL PICK-UP LOCATIONS
MSQ, MPH, MWH, TCS, TJS & VCS | Your mailbox in the lobby
UPN | High-rises - your assigned mailbox in the lobby
Garden units - your assigned mailbox in the outdoor courtyard of your building
UPS | Your apartment

CONNECTING TO THE INTERNET
Internet is provided by either Apogee, Resnet or MyCampusNet, depending on the building you live in. Detailed directions on how to connect will be emailed to your SF State email account at check-in or you can visit, housing.sfsu.edu/tech-services.
Please Note: Not all smart devices are compatible in our environment. If you have trouble setting up a device, contact your provider for assistance.

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[Full Name] [Last 5 digits of SFSU ID]
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[Full Name] [Last 5 digits of SFSU ID]
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San Francisco, CA 94132
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VCS | 750 Font Blvd.

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MSQ | Package lockers on the main floor. The code from your notification email is needed for pick-up
MPH, MWH, TCS, TJS, UPN & VCS | TCS front desk @ 796 Font Blvd. Your SF State ID is needed for pick-up.
UPS | Delivered to your apartment

LETTER MAIL
MAILING ADDRESSES FOR LETTER MAIL
MSQ
MPH | 802 Font Blvd.
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MEAL PLANS

With your meal plan, you are provided a set number of meals per week to be used whenever it is convenient for you. You’ll also have flex dollars so that you can purchase Starbucks coffee, meals or snacks to-go from our dining locations.

IMPORTANT THINGS TO KNOW

- Meals cannot roll over from week-to-week and are not transferable.
- For mandatory meal plans, unused meals (swipes) expire at the end of Saturdays and load on Sunday for the new week.
- Because your Student ID is also a key to many of the main doors of our facilities, do not give it to another resident or guest to purchase a meal.

GATOR DOLLARS

Gator Dollars work just like cash at residential dining facilities and can be used to buy additional meals or snack and beverage items for yourself or a guest. Purchase online at: onecard.sfsu.edu.

FLEX DOLLARS

Flex dollars are disbursed two weeks after move-in, in two increments (half the total amount in fall and half in spring) after the deadline to change your meal plan each semester.

HOW TO USE YOUR MEAL PLAN

Your meal card is your SF State ID card and will be swiped every time you dine in or pick up a meal. Each swipe takes 1 meal from your total number of weekly meals.

If your card is lost, stolen, or damaged, you will need to go to the One-Stop Student Services Center to replace it.

WITH A MEAL PLAN YOU HAVE ACCESS TO:

- OUR REGISTERED DIETITIAN
- MONTHLY SPECIAL EVENTS
- COOKING CLASSES

Don’t have a meal plan? Voluntary meal plans can be purchased at sfstate.sodexomyway.com.

CHANGING YOUR MEAL PLAN

You can request a change of meal plan once a semester. The last day to submit a change of meal plan request is:

- Fall 2022 - August 29, 2022
- Spring 2023 - February 6, 2023

To learn how to change a meal plan go to housing.sfsu.edu/change-or-cancel-meal-plan.

*Available for download at the App Store or Google Play.
SF State Dining Services is focused on serving healthy food options using fresh and sustainable ingredients. We provide well-balanced menu choices along with nutritional information and tips to help you make choices that fit your needs or special dietary requirements.

Our residential dining locations provide a community experience centered on culinary expertise along with a shared sense of environmental and social responsibility.

COVID-19 PRECAUTIONS

Residential Dining Services has taken several precautions to minimize risk of exposure to COVID-19 including: frequent disinfecting of all surfaces, wearing face coverings and gloves, the installation of hand sanitizer stations, and a clear protective barrier at the cashier’s station.

WHEN DINING IN-PERSON OR PICKING UP YOUR MEAL

WEAR A FACE COVERING
Face coverings are required at all times (except when eating).

MANAGE YOUR DISTANCE
Maintain as much distance as possible when around others.

FOOD OPTIONS

Residents with meal plans can enjoy a variety of selections from multiple cuisine platforms at City Eats and retail to-go items from The Bricks.

Customizable Meals cooked-to-order
Classic comfort dishes
Vegan & vegetarian choices
Hand-tossed salads, grain bowls, & pasta dishes
Meals for special dietary needs
Cookies, cakes, pastries, & ice cream
Sweet Ending Cookies, cakes, pastries, & ice cream

GET IT TO GO

Grab-n-go meals can be ordered using the Transact Mobile Ordering App. Visit housing.sfsu.edu/dining for more information on how use the app*.

*Available for download at the App Store or Google Play.

Sodexo, Swipe Out Hunger, and SF State’s Basic Needs Initiatives are proudly partnering to fight student food insecurity. Sodexo provides meals to The Basic Needs Initiatives emergency meal card program to provide students experiencing food insecurity with emergency meals.
Your Community Staff & Leadership

Resident Assistants (RA) are students who have experience living in residential communities and are familiar with what it takes to make the most of your experience here. Each RA has been carefully selected based on their ability to show concern for students and to help make your living environment positive and educationally enriching. RAs are trained to serve as community builders, activity advisors, group facilitators, referral agents, and to answer questions.

Lead Desk Assistants (LDA)
The Lead Desk Assistant (LDA) position assists with the daily operations of their respective community desk and provides quality customer service to the residential community. While co-supervising Desk Assistants (DA), the LDA is expected to understand and perform all DA tasks and procedures in addition to administrative and supervisory responsibilities.

Program Assistants (PA)
Program Assistants (PA) are students who are specifically selected to facilitate learning, programming, and outreach in various learning topics. They collaborate with RAs to meet residents’ needs around their assigned focus area. PAs are trained to provide resources, support residents, and collaborate with campus partners to bring different education opportunities to their respective residential communities.

Professional Staff Leadership
Professional staff leaders are skilled in conflict resolution, advising, crisis intervention, resource referral, and administrative management.

Area Coordinators (AC)
A full-time professional Area Coordinator (AC) oversees each Residential Community and can be contacted through your community front desk. ACs supervise Resident Assistants and serve in a case manager role to support student learning, development, and success.

Residential Coordinators (RC)
Residential Education RC
Full-time professional team members who supervise Resident Assistants in a specific community.
Community Desk RC (CDRC)
Full-time professional team members who aid in overseeing each residential community desk and supervise a team of Desk Assistants. They can be contacted through your front desk.

Student Leaders on Duty
Central Neighborhood
MWH/MPH | (415) 840-5283
TCS/TSS | (415) 840-5672
VCS | (415) 840-5387

North Neighborhood
UPN | (415) 840-5959

South Neighborhood
MSQ/UPS | (415) 840-5856

Get Involved in Your Community

Residential Housing Association (RHA)
RHA sponsors numerous activities to enhance your living/learning experience on campus. In addition to providing great activities and events for you to participate in, RHA represents the student voice. RHA’s mission is to represent the views of undergraduate/graduate residents to Residential Life, Housing, Dining & Conference Services, Associated Students, and the University. If you are interested in joining any of these groups, contact rhaboard@sfsu.edu or check with your RA.

Organizations

The Academy
The Academy provides a place for gamers to meet and form connections. This organization typically runs three event types: tabletop games, video games, and anime media nights. The Academy also collaborates with other student organizations on campus.

BRUH (Black Residents Unite in Housing)
BRUH is a student-led, student-run organization within Residential Life that provides a fun and engaging space for residents who identify with this group by origin as well as for resident-allies who want to gain a deeper understanding of the Black community.

EOLIFE
EcoLife provides advocacy for sustainability initiatives by participating in on/off campus events such as bringing leftover food to local food pantries, and implementing energy saving competitions.

EGAY (Everything Great About You)
This student organization works to provide a sense of belonging and community for LGBTQ+ residents and their allies. This is achieved through numerous educational programs, active discussions, and by providing a space for camaraderie and personal development.

Hall Government
Hall Government serves as the voice of those in a particular residential community. Through this leadership opportunity you can serve as an advocate for your peers while creating and sponsoring events/programs for the community in which you reside.

HOLA (Housing Organization for Latinx Ancestry)
HOLA aims to create a welcoming and empowering space for learning about Latinx culture in a community-oriented manner. This is accomplished by focusing on its core values: social justice, equity, and cultural humility.

NRHH (National Residence Hall Honorary)
NRHH is dedicated to serving all communities through service, recognition, and leadership. NRHH gives residents the ability to grow personally, academically and professionally through providing community service and hands-on leadership opportunities, as well as academic and social programming. Membership in NRHH requires a written application and formal review process.

Waves
Waves aims to create a safe and inclusive environment for AAPI residents. This organization plans to bring awareness to the AAPI community and the issues they face through both social and educational programming. Waves aspires to connect the AAPI community together, amplify their voices, and advocate for their needs.
things to know about your 

LICENSE AGREEMENT

PAYMENTS
Payments are due on the payment date outlined in Part 2 of the License Agreement. Failure to meet the appropriate payment date will result in a late charge of $20.00 and possible legal action to collect delinquent housing fees. For details on how to pay, visit housing.sfsu.edu/payments.

RETURNED CHECKS
If a check is returned on your account (whether it is your check or someone else’s check) it remains your responsibility to clear the obligation. If you are aware the check with which you made your Housing payment is going to be returned by the bank, contact University Housing so we may advise you as to the proper procedure to clear the check. Please Note: Your Housing fees are payments to the State of California. Therefore, if your check bounces you will be liable for an additional sum as defined by the University as a reimbursement of the expenses incurred by the University.

A returned check places you in violation of your Student Housing License Agreement and must be cleared immediately to prevent termination of your License Agreement and subsequently eviction.

A request to cancel your Student Housing License Agreement during the License Term requires thirty (30) days’ notice prior to the date that you intend to vacate the facilities. If your request is approved, you will owe an amount equal to a prorated charge for each day from the beginning of the fee period, through the end of the required notice period unless otherwise indicated in the Agreement. The University may grant or deny the request to cancel. The determination will be based on the following standards with appropriate verification:

**END OF STUDENT STATUS**
Certification from Registrar’s Office required.

**MARRIAGE OR DOMESTIC PARTNERSHIP**
Certificate required.

**HARDSHIP OR EXTRAORDINARY CIRCUMSTANCES**
When occurring subsequent to the signing of the Student Housing License Agreement determined by the University to be beyond the control of Licensee. Appropriate documentation may be required. If the request does not meet the above conditions, it will not be approved, and:

> If the University is able to find a suitable replacement for the Licensee, to the effect that the overall occupancy of the facilities is adversely impacted, the Licensee will be charged for room and board fees through the end of the fee period or a lesser fee as determined by the University.

> If the request to waive the notice requirement is approved, Licensee has no financial obligation other than non-refundable service fees. If the request to waive the notice requirement is not approved, but the request to cancel granted, the Licensee will be charged a prorated amount for room and board fees assessed for each day of notice that is less than the require thirty (30) days.

**CANCELLATION PROCESS**
If you meet the cancellation criteria and are eligible to cancel your License Agreement, you will need to provide 30 days’ notice by submitting an Intent to Vacate form (ITV), which can be found on the housing portal. Supporting documentation will need to be received within 3 business days. Failure to provide documentation will result in your ITV request to be denied.

The Student Housing Office will respond to ITV requests within 3 to 5 business days of receiving the form.

**COMMON MISCONCEPTIONS ABOUT CANCELLING**
Assuming that your License Agreement will be automatically cancelled because you have submitted an ITV form. You will only be allowed to move out if you have received an official written approval from the Student Housing Office. If you choose to move out even though your ITV notice has been denied, you may be required to pay full fees for the entire academic year as required by the License Agreement.

**Providing 30-days’ notice is not the only requirement for cancellation.** Approval is only given if the students meet the stated criteria AND provide 30-days’ notice. Students who meet the criteria must provide verifiable documentation along with their ITV form. Documentation must be objective or verifiable and support the criteria for requesting a cancellation. For example, if a student says they will need to cancel their Student Housing License Agreement because they are withdrawing from school, they need to provide a copy of their withdrawal form.

By signing the Student Housing License Agreement, you are expected to follow and agree to comply with the Terms and Conditions.

> If the University is not able to find a suitable replacement for the Licensee, to the effect that the overall occupancy of the facilities is adversely impacted, the Licensee will be charged for room and board fees through the end of the fee period or a lesser fee as determined by the University.

**END OF YEAR MOVE-OUT**
When you move out at the end of the academic year, your room and any shared spaces should be left in the same condition as when you arrived. If you have an outstanding conduct record or violation of any License Agreement or Community Living Standards terms, you may be required to vacate prior to the scheduled check-out date. In some cases, this may be immediate or within 24 hours of your last final.

Violations occurring during finals week, which are not adjudicated before the resident leaves, will be placed on hold until the resident returns to campus. This could affect your standing in Housing for the next academic year.

**IMPROPER CHECKOUT**
In order to avoid improper checkout charges, please be sure to fulfill all of your responsibilities when you move out. Charges can be applied for the following (this is not an exhaustive list):

> Not returning your room or apartment to the same condition
> Not returning key(s) at time of check out (Do not mail your keys)
> Missing/damaged furniture and fixtures
> Leaving belongings/objects in room
> Damaged walls (holes, paint, stains, etc.)
> Damaged carpet/floors/tiles
> Improper cleaning

View your License Agreement for more information about payments and returned checks.

Be sure to review the move-out instructions at: housing.sfsu.edu/move-out-information.
EMERGENCY PROCEDURES

For your safety and that of others, please practice general safety precautions at all times. If you observe any suspicious activity on campus, immediately contact University Police Department.

To familiarize yourself with University Police Department’s Crime Prevention and Emergency Preparedness information, visit upd.sfsu.edu.

FIRE SAFETY, RULES & REGULATIONS

IN THE EVENT OF A FIRE

1 | NOTIFY
Call UPD to report the incident.

2 | TAKE ACTION
-http://TO NOT USE A PULL STATION
Fire alarm pull stations are located in every public area of the Residential Community.

- Pull up the cover. This will set off a local alarm in the building.

TO USE A PULL STATION

Fire alarm pull stations are located in every public area of the Residential Community.

- Do not try to fight a fire yourself. Go to a fire alarm pull station and pull the lever to activate the building alarm.

- After pulling the lever, immediately evacuate the building.

FIRE EVACUATION PROCEDURE

Location of Evacuation Procedures are posted on the bulletin boards in each building or on the back of some resident room or apartment doors.

IMPORTANT REMINDERS

- Do not assume a fire alarm is false.

- Do not stop to take valuables.

- Do not panic. If you panic, you will not think clearly.

- Before passing through any door, feel the door with your hand. If the door is hot, DO NOT touch the doorknob and DO NOT open the door.

- If it appears safe to open the door, brace yourself against the door and open it slowly.

- If heat or heavy smoke is present, close the door and stay in the room.

- Leave the building immediately through the main fire exit as shown on the map on the back of your door or building bulletin board. Do not use the elevators.

- Because stairwells may also draw smoke, only use the designated fire exit stairwells. Residents of TCS should use the end stairwells.

- Remain away from the building until the Police, Fire Department, or staff member gives the all clear.

WHAT TO DO IF YOU ARE TRAPPED DURING A FIRE

PREVENT SMOKE FROM ENTERING THE ROOM

Place a towel at the base of the door to prevent smoke from entering the room.

KEEP LOW TO THE FLOOR

Keep low to the floor if there is smoke in the room. The majority of oxygen is present near the floor.

NOTIFY

Call the University Police Department immediately and report your situation. Be sure to give the name of your building and your room number.

IDENTIFY YOUR LOCATION

Attrack the Fire Department or UPD’s attention by hanging an object (bed sheet, jacket, etc.) out the window.

Follow instructions of the University Police Department and University officials at all times.

Please Note: Residents who do not immediately evacuate the building during a fire alarm are subject to disciplinary action.

RULES & REGULATIONS

- Fire codes (1988 UBC, Section 3305h1) require doors to be self-closing. The California State Fire Marshal requires that no doors be propped open with any object or dismantling of any door-closing device.

- It is against University, State, and Federal regulations to tamper with any part of a building fire alarm system, including smoke detectors, fire hoses, or extinguishers. Any person sending a false fire alarm or violating any provision of the State fire laws is subject to University disciplinary action (revocation of their Housing License and/or other formal disciplinary measures) and criminal prosecution.

FIRE DRILLS

In accordance with the University policy, staff members will conduct a fire drill in your building each academic term in order to familiarize residents with the correct procedures should an actual evacuation be necessary.

EARTQUAKE PROCEDURES

IN THE EVENT OF AN EARTHQUAKE

1 | BE PREPARED

- Develop a plan for yourself and your roommate(s) and conduct practice drills.

- Know the evacuation routes and meeting locations.

- Keep an earthquake bag with:
  - Water
  - Extra change of clothes and shoes
  - Flashlight with fresh batteries
  - Transistor radio with batteries
  - Medication and aspirin
  - Small first aid kit with water purifying tablets, scissors, small knife
  - Toilet paper and pre-packaged baby wipes
  - Granola bars, candy bars, protein bars
  - Cash
  - Remember to change the water, medication, food and batteries every month to keep them fresh.

- Keep a list of emergency numbers. Choose an out-of-area friend or relative whom separated family members and friends can call after an earthquake to report their whereabouts and condition.

- Know the safe spots in each room: under sturdy tables, desks, or against inside walls, etc. Keep them clear of obstruction.

- Physically place yourself in those spots to make sure you fit.

- Keep those areas clear so you can access them when an earthquake occurs.

- Know danger spots such as windows, mirrors, hanging objects, tall bookshelves and unsecured furniture.

- Learn first aid and CPR.

- Keep breakables and heavy objects on bottom shelves.

- Secure heavy tall furniture that can topple: bookcases, or wall units.

2 | TAKE ACTION

- STAY CALM. Do not run or panic. If you take proper precautions, chances are you will not get hurt.

- STAY WHERE YOU ARE
  - If you're in a crowded place, do not rush for the doors. Most injuries occur as people are entering or leaving buildings.

- If you're outside, move away from the building and utility wires. Once you are out in the open, stay there.

- TAKE COVER
  - If the earthquake strikes when you are indoors, take cover under a desk, table, and bench or against inside walls or doorways.

- If in a high-rise, stay away from windows and outside walls. Get under a table. Do not use elevators.

- The greatest danger is from falling debris just outside doorways and close to outer walls.

3 | ACT ACCORDINGLY

- After an earthquake, do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

- Check utility lines and appliances for damage. If you smell gas:
  - Open windows and shut off main gas valve.
GUIDELINES

- Select a small interior room with no or few windows.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems, and close the fireplace damper.
- Bring your disaster supply kit and make sure the radio is working.
- Bring your pets into your shelter area.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal cracks around doors and vents during biological, radiological, chemical exposure, and pandemic outbreaks.
- Listen to your radio or television for further instructions and updates.

SHELTER-IN-PLACE

Sheltering in place is a protective action taken inside a building to protect the building occupants from external hazards, minimize the chance of injury and/or provide the time necessary to allow for a safe evacuation.

Circumstances that may warrant a shelter-in-place action could include:
- Severe weather
- Civil unrest
- Active threat
- Biological incident
- Radiological incidents
- Accidental chemical exposure.

The notice to Shelter-In-Place will be issued by emergency personnel via the campus Public Address System or via text messaging, email, or phone call.

IN THE EVENT OF A POWER OUTAGE

1 | BE PREPARED
- Have a flashlight with fresh batteries or light “glow” sticks on hand.
- Have a battery-operated radio with fresh batteries.

2 | TAKE PRECAUTIONS
- Only use the elevator if you must. The elevator will shut down and stay where it is until the power is restored. The doors to the elevator will NOT automatically open if there is a blackout.
- Make every effort to conserve energy at all times. Take advantage of natural light during the day and reduce use of electric lighting.
- Turn off your computer during Stage Three Alerts.
- Frequently save work on your computer.

3 | BE AWARE
- During a power outage, emergency lighting will come on in the hallways and stairwells. Please be careful when using the stairs.
- When the power goes off, there will be NO street lighting. Go places in groups and take a flashlight.
- Locate Residential Life Staff if you need some extra support during the black out.

IMPORTANT REMINDERS

During power outages, do not drink alcohol, use drugs, or have unprotected sex as a way to ward off boredom. These activities will increase your risk of compromised health and safety.

POWER OUTAGES

We sometimes experience energy shortages. If the campus experiences a rolling blackout during the day time, the University will remain open during business hours and regular classes will remain in session. If the blackout occurs in the evening, evening and night classes most likely will be cancelled. Please confirm this with your instructors.

IN THE EVENT OF AN ACTIVE THREAT

1 | TAKE ACTION

Quickly leave the area or take shelter in another building if possible. If you cannot leave the area:
- Close and lock the door.
- Barricade the door with furniture if possible.

2 | NOTIFY

- Contact UPD to advise them of what is happening.
- Notify anyone you encounter as you are leaving that they must exit immediately as well.
- Do NOT signal the building occupants by activating a fire alarm.

POLICIES & REGULATIONS

Part of learning to live successfully within a community of residents with diverse interests, backgrounds, and needs is becoming well acquainted with the community standards, which are in place to support a comfortable, safe, and secure living environment.

Be sure to read the following four sections carefully, as they make clear the policies and regulations that ALL residents are expected to abide.

GENERAL HOUSING RULES & REGULATIONS
- Resident Conduct
- University Policies

GENERAL HOUSING POLICIES & REGULATIONS

ALCOHOL

The regulations governing alcohol in the residence community are in accordance with state and federal laws.

POSSESSION

Possession of alcohol is not permitted in residential community buildings by residents under the age of twenty-one (21). The regulations governing alcohol in the residence community are in accordance with state and federal laws.

HOSPITALIZATION

Residents requiring hospitalization related to alcohol use or consumption will be required to submit to a clinical assessment and review of support measures.

CONSUMPTION, PARAPHERNALIA & OTHER USE

The use of alcoholic beverages must comply with California State Law and is limited to those persons 21 years of age or older.


GENERAL HOUSING POLICIES & REGULATIONS

YOUR RIGHTS

It is your right to:

- Alcoholic beverages may not be consumed in public areas (any area outside student rooms).
- Returning to the residence community under the influence of alcohol or in a manner that negatively affects the community is prohibited.
- Alcohol paraphernalia (empty bottles, cans, shot glasses, cocktail shakers, beer bongs, etc.) is not permitted.
- Drinking games (water pong, King’s Cup, etc.) are considered alcohol paraphernalia and promote irresponsible drinking behavior and therefore are not permitted in the residential community unless it is a recognized educational program sponsored by the University or its affiliates.
- Residents under the age of 21 are not allowed to host guests of any age who are in possession of alcohol.
- Residents over the age of 21 are not allowed to have alcohol in the presence of anyone under 21.

COMMON SOURCES, SALE, DISTRIBUTION & MANUFACTURING

- Sale or distribution of alcoholic beverages to any person under the legal drinking age may lead to License Agreement revocation.
- Kegs and other similar oversized “common source” containers are expressly prohibited in or around the residential community.
- Possession of a keg or accumulation of alcohol deemed as “common source”, purchasing alcohol for minors, or providing alcohol to others may result in termination of the License Agreement.

BICYCLES, HOVER BOARDS, SCOOTERS, SKATES, SKATEBOARDS & UNICYCLES

University Police prohibits the use of skateboards, skates, and scooters on campus grounds and bicycles can only be ridden on designated routes. Bicycles, hover boards, scooters, skates, skateboards and unicycles may be confiscated if ridden or left in unauthorized areas or secured to an object, building or tree on campus. For bike route information visit parking.sfu.edu/biking.

Please Note:

- Hover boards and electronic unicycles are not allowed to be stored inside the residential community.
- Your bicycle must leave with you when you move out of the residential community. Any bicycles left on our facility’s bike racks after move-out will be declared abandoned and donated to charity.

BUILDING EXTERIOR

Posting of unapproved signs or erecting of antennas or any other object on the exterior of buildings is prohibited and may violate the University’s Time, Place, and Manner policy. No alteration that affects the building’s appearance shall be permitted without prior written approval.

CANDLES, INCENSE, FLAMMABLE MATERIALS & OPEN FLAMES

- In accordance with California State Fire Codes, open flames are prohibited.
- Possession or burning of flammable materials is prohibited inside the residential community.
- No fuel powered motor vehicles or associated parts are permitted within residential community for use, maintenance, repair, or storage.
- Arrangements may be made for special purposes that require use of an open flame through the Director of Residential Life or designee.

Please Note:

- Gas-filled engines such as motorcycles or other gasoline-powered vehicles may not be parked or stored in or near the buildings.
- Highly flammable materials or open flame items are not permitted in the residential community.

CIRCUIT BREAKER PANEL

In spaces containing a Circuit Breaker Panel, all items must be kept away from the wall (3 ft. minimum) and shall not block the Breaker Panel.

COMMERCIAL SOLICITATION, ADVERTISING, PROMOTION & TRANSACTIONS

- Commercial solicitation, advertising, publications, and commercial transactions are prohibited in all areas.
- Unapproved solicitation, filming, or publicity is prohibited in or around the residential community. This regulation extends to all forms of technology (e.g., video cameras, camera phones, etc.) used in filming or photography for commercial use or publication.

Please Note: For the comfort and privacy of our residents and in accordance with your license agreement, filming and photography are prohibited in the residential community facilities unless prior approval has been granted by the Director of Residential Life or the Executive Director of Housing, Dining & Conference Services. This rule covers all forms of technology (video cameras, camera phones, etc.) used in filming or photography for commercial use or publication.

COOKING

All assignments with kitchens must confine cooking to the apartment kitchen. In assignments with patios, cooking is permissible with a charcoal grill so long as the grill is 10 feet away from any structure and used coals are disposed of properly.

DAMAGES OR MISUSE OF PROPERTY

It is a violation to damage, misuse, alter, or vandalize University property. University property includes all furnishings and structures in the residential living spaces and public areas. Violations include, but not limited to, removing public area furniture from the intended location, tampering with television, telephone, or computer connections, chalkling or marking on sidewalks or buildings, unauthorized removal of items from bulletin boards, hanging items or coverings from exterior surfaces, flushing of non-flushable items such as Clorox wipes, cleaning wipes, and feminine products, and removal of window screens.

Residents found responsible for violations may be assessed an administrative charge for replacement, repair, or removal of items or damage.

Please Note:

- Any damage or loss to a resident’s room, apartment, or other area within the residential community will be charged to the responsible parties. When a student room or apartment is damaged, the residents of the room or apartment share the charge.
- Administrative and legal action may be taken against any individual who defaces University property by graffiti or any other means or who is found to be damaging or destroying residential community equipment, furnishings, or any facilities. This includes group damages being applied to the dining center and other residential community common areas.
- Damages to any common area will be charged to all students found responsible. In cases where the

YOUR RESPONSIBILITIES | You are responsible for:

- Knowing and adhering to campus and housing policies.
- Reading your housing license and Community Living Standards Guide.
- Attending your appointments with Student Housing and/or Residential Life.
- Being truthful when providing information to campus officials.
- Providing campus officials with verification of your identity (SF State ID).
or consumption will be required to submit to a clinical
Residents requiring hospitalization related to drug use
HOSPITALIZATION
is prohibited in the residential community.
Possession of medical marijuana cards are not
SALE, DISTRIBUTION, OR MANUFACTURING
Sale or manufacturing of any illegal or controlled
Possession of illicit drug paraphernalia (glass
ELECTRICAL APPLIANCES
All appliances or electrical devices should be compatible
PERMITTED ELECTRICAL APPLIANCES
Electric coffee makers, iron and hair dryers.
KEYS & ACCESS
Residents must use their individually issued keys and/or access card or
NOISE POLICY
Because you are living in both an academic and residential community,
QUIET HOURS
Daily | 10:00 PM to 8:00 AM
Finals Week & Study Periods | 24 Hours
Quiet hours sometimes vary from
courtesy to serious study and sleep.
COURTESY HOURS
Daily | 24 Hours
Each building operate under 24-
IMPORTANT REMINDERS
A community member’s right to a peaceful environment conducive
e.g. toaster oven, portable heaters or
GUESTS & VISITORS
Residents can have up to 2 guests/visitors with the approval of their
MAILING ADDRESSES
Please supply phone number and campus mail box number
ATTACHMENTS
All promises submitted to SF State Housing for delivery
REGULATIONS & POLICIES | 32

| GENERAL HOUSING POLICIES & REGULATIONS

responsible parties cannot be determined, charges
Remain prohibited in the community
DINING CENTER
No food, dishes, or utensils shall be taken from the
DINING CENTER
City Eats Dining Center. Meals may not be shared or
SALE, DISTRIBUTION, OR MANUFACTURING
Sale or manufacturing of any illegal or controlled
Possession of any illegal, and/or controlled substance,

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or other devices that may be used to facilitate the
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Possession of medical marijuana cards are not

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GENERAL HOUSING POLICIES & REGULATIONS

University and must be returned upon the checkout. Residents are not allowed to duplicate, loan, sell, or transfer any University issued key, access card, Gator Pass or iButton for the purpose of allowing any other person access to or use of facilities.

LOCKS
Residents shall NOT change any lock or place additional locking devices upon any door or window without the prior written consent of the University. Your unit keys are the exclusive property of the University and you are not allowed to consign your keys to any other person without the University’s written consent. In the event your keys are lost or locks are changed to secure the property, you shall be liable for the entire cost of all key and lock replacement. All keys must be returned to The University at move-out.

NETWORK POLICY
Your network access is an agreement between you and the University. Residents are expected to avoid endangering or causing themselves from participation and are encouraged to report the violation to staff. Residents and/or their guests who are present during any residential community policy violation are considered involved via condoning, supporting, and/or encouraging the policy violation, and will be held responsible for the violation.

COMMUNITY VIOLATIONS
Residents who anticipate or observe violations of residential community policies are expected to remove themselves from participation and are encouraged to report the violation to staff. Residents and/or their guests who are present during any residential community policy violation are considered involved via condoning, supporting, and/or encouraging the policy violation, and will be held responsible for the violation.

LIVING AGREEMENTS
Agreements must be in collaboration with all Licensees assigned to a common unit. Agreements by the household are to be upheld in managing a reasonable relationship with their room- and apartment-mates.

ROOM, APARTMENT-MATE, & COMMUNITY EXPECTATIONS
In accordance with residential community policies, all residents are expected to consistently demonstrate the ability and willingness to maintain reasonable relationships with their roommates and neighbors. Residents are expected to participate in conflict mediation and resolution as outlined on page 7.

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use of firecrackers may lead to revocation of the License Agreement.

**SMOKING**
San Francisco State University, including the residential community (rooms/apartments and common areas), is a smoke-free and vapor-free environment.

SF State Housing defines “smoking” as the inhaling, exhaling, burning, or carrying a:
- Cigar, cigarette, cigarillo or pipe
- Electronic cigarette (e.g. vapes)
- Hookah
- Other tobacco products (e.g. chewing tobacco/snuff)
- Plant products (e.g. marijuana)
- Synthetic products (e.g. synthetic marijuana)
- Any component, part, or accessory of a tobacco product

Pursuant of the California State University Chancellor’s Executive Order 1108 and the California State law, Smoking is prohibited on University owned or leased property.

**SOCIAL GATHERINGS**
Social gatherings that are deemed by the University to be unsafe, disruptive or in violation of University, Housing, or Residential Life policies are prohibited.

**SPORTS EQUIPMENT USE**
The use of sports equipment, such as balls, frisbees, skateboard, rollerblades, scooters, and roller skates are prohibited within the residential community buildings, parking garages and carports, as well as other locations with signage.

**STAFF/TEAM MEMBER REQUESTS**
Residents are expected to comply with reasonable requests from any Residential Life team member and/or University staff. Uncooperative behavior e.g. providing false information, and/or failure to identify oneself to University officials or law enforcement officers acting in the performance of their duties is prohibited.

**THEFT**

Thieves of campus property, others’ personal property, or possession of stolen property is prohibited. This includes borrowing or hiring other’s property without specific prior approval.

Please note: Removing shopping carts from a vendor’s parking lot is considered theft. Shopping carts may not be parked or stored in or near the residential community buildings.

**UNAUTHORIZED ENTRY/USE**

Unauthorized entry into, unauthorized use of, or misuse of campus property or property owned, rented, or leased by a member of the campus community is prohibited.

**RESIDENT CONDUCT**

As a resident of University Housing, you live in a community of individuals from different backgrounds, age groups and expectations. A review procedure and Resident Conduct Process has been established to assure that all residents receive fair and equitable treatment when incidents occur that may violate the License Agreements. The following information outlines possible outcomes of involvement in a violation of housing policy as specified in the License Agreement.

**THE CONDUCT PROCESS**

**CONDUCT INITIATION**

- Alleged violation occurs and your name is cited as being a witness or possibly involved. Most often this is in the form of an informational report or police report.
- You are provided information that the incident may reflect a violation of Housing or University Policy violations. Usually, this is a letter sent to you to discuss the incident with your Area Coordinator (AC), Resident Coordinator (RC), or Residential Life Administrator/Professional.
- You will have a meeting with your AC, RC, or
RESIDENT CONDUCT

established by the University or Housing will be assessed a $20.00 Resident Conduct Administrative Fee. This fee is only charged to residents found responsible for a policy violation. Residents are subject to the conduct fee any time an administrative review or meeting is required to resolve an incident in University Housing and finds them responsible for a University or Housing policy violation.

ISSUES OF CONCERN

Due to their impact on resident and community safety, there are some community standards which, if found responsible for violating, may lead to License Agreement cancellation on the first offense:

- Possessing Common Source Containers of Alcohol—e.g., kegs, large containers of alcohol or massive quantities of alcohol exceeding personal consumption.
- Intent to sell or distribute illegal or prescription drugs.
- Theft: Theft of state or personal property.
- Endangerment to Self or Others: Threats or physical assault of a member of the campus community, including harm to self or others, such as physical violence, attempted suicide or creating a situation which threatens the physical safety of a person or the community.
- Expelling or Throwing Objects from a Window: Expelling objects of any kind from a window, regardless of the nature of the object.
- Tampering with Fire of Other Safety Equipment or Systems: This includes pulling fire alarms, fire extinguishers, alarm systems, security cameras, doors, etc.
- Dangerous Items: Possession, use or brandishing of dangerous items, including knives, explosives, fireworks, air or paint ball guns, weapons, including the misuse of personal safety devices.
- Urination or Defecation: Urination or defecation in any area other than a toilet.

EVICTON OFFENSES | CANCELLATION OF THE HOUSING LICENSE AGREEMENT

A meeting outcome which recommends cancellation of the Housing License Agreement usually initiates a meeting with a Residential Life Administrator (or designee). Exceptions to the meeting include compelling circumstances when the quality of community life may be in serious and immediate jeopardy; therefore, a resident may be asked to leave immediately prior to a meeting occurring and then may be re-instated if cancellation of the License is deemed to be not appropriate.

Barring exceptional circumstances, the University may cancel the License Agreement for any reason indicated in the Agreement by giving at least 72 hours written notice to the resident. Notice is either served personally upon the student or posted in a suitable place within the housing facility of the resident. Cancellation of the License Agreement or the resident’s abandonment of the premises does not release the resident from paying any obligation due the University.

REFERRALS AND ADDITIONAL ACTION

Depending on the policy violation in question, referrals may be made to the University Conduct Officers and/or the University Police Department for legal action. Examples of policy violations resulting in referrals to one or both agencies listed above include (but are not limited to): destruction of state property; false fire alarms; bomb threats; use, sale, or possession of illegal drugs; assault; and violation of State, Federal, or local laws. Every member of the residential community, staff, as well as residents, has responsibilities for maintaining a living/learning environment that is safe and enhances the University’s academic experience.

UNIVERSITY POLICIES

The California State University (CSU or University) is committed to maintaining an inclusive and equitable community that values diversity and fosters mutual respect. We embrace our community differences in Age, Disability (physical and mental), Gender (or sex), Gender Identity (including non-binary and transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, Veteran or Military Status. All Students and Employees have the right to participate fully in CSU programs, activities, and employment free from discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender-based dating and domestic violence, and stalking.

The CSU prohibits the following conduct:

- Discrimination based on any Protected Status: i.e., Age, Disability (physical and mental), Gender (or sex, including sex stereotyping), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, and Veteran or Military Status.
- Harassment based on any Protected Status.
- Sexual Harassment, including hostile environment and quid pro quo (“this for that”).
- Dating Violence, Domestic Violence, Sexual Exploitation and Stalking.
- Sexual Misconduct.
- Prohibited Consensual Relationships.
- Retaliation for exercising rights under this policy, opposing conduct that a person believes in good faith is Discrimination or Harassment because of a Protected Status, or for participating, in any manner, in any related investigation or proceeding.

The Title IX Coordinator is appointed by the campus president to coordinate compliance with Title IX; VAWA/Campus SaVE Act; and other related state and federal laws prohibiting Discrimination, Harassment and Retaliation based on Gender or sex, including Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence and Stalking.

TITIE IX NOTICE OF NON-DISCRIMINATION

San Francisco State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off-campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender-based dating and domestic violence, and stalking.

SAFETY OF THE SF STATE COMMUNITY IS PRIMARY

SF State’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other SF State policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

INFORMATION REGARDING SF STATE, CRIMINAL AND CIVIL CONSEQUENCES OF COMMITTING ACTS OF SEXUAL VIOLANCE

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, SF State employees and students may face discipline/sanctions at campus. SF State employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining unit agreements.

SF State students charged with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the CSU Student Conduct Procedures (see Executive Order 1098 at calstate.policystats.com/policy/8453518/latest) and will be subject to appropriate sanctions. In addition, during any investigation, SF State may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident.