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I) WELCOME

On behalf of the University of Central Oklahoma Housing & Residential Engagement staff, it is my privilege to welcome you to your new home away from home. We are very excited to have you in Housing this year. UCO takes great pride in maintaining a beautiful campus and a welcoming place for you to live. We hope you make the most of your experience here.

Your time in college is going to be filled with lots of choices. You started this year by making a great choice to live on campus. Typically, students who live on campus at UCO have better GPAs, are more involved on campus, and have access to more leadership opportunities than those who live off campus.

Being a part of the Central community is more than just living here. You will have opportunities to be involved on your floor, in your hall, and throughout campus. I encourage you to take advantage of these opportunities. By doing so you are truly Living Central!

Our goal in Housing & Residential Engagement is to help students at UCO graduate from UCO. To do this, we provide a safe and secure home on campus, a variety of nutritious food options, encourage community, promote diversity, provide leadership opportunities, enhance character, and connect students and faculty. If there is anything we can do to help you, please contact any member of the Housing staff.

Scott Monetti
Director of Housing & Residential Engagement
(405) 974-2746
II) LIVING IN A COMMUNITY

A. Respect and Civility

Within the community environment of a residence hall, certain guidelines are necessary to help ensure the rights of every individual. To a large extent, the protection of those individual and group rights is up to the student/resident.

Each resident has the responsibility as a citizen in the residence hall community to stand up for his or her own rights. Rights such as privacy, rest, cleanliness, a safe environment, and a positive academic learning environment are important to the UCO Housing department. Residents must work with the Housing Staff, as well as with peers, to protect those rights by following the policies and procedures outlined in this publication.

B. Residential Student Rights

Residents have the right...

1) To have free access to their living accommodations.
2) To live in a clean and secure environment.
3) To expect a regionally competitive price on housing accommodations and/or food service.
4) To have access to written copies of University housing rules and regulations or individual building policies that govern individual and group behavior.
5) To the respect and safety of personal property.
6) To study without interruption or interference.
7) To be free from unreasonable noise.
8) To be free of intimidation or harassment.
9) To express themselves creatively within Housing guidelines.
10) To expect enforcement of the Housing Agreement/Contract.
11) To have direct access to staff who provide assistance, guidance, and support as needed.
12) To host guests, within established guidelines.
13) To equitable treatment when behavior is in question.
14) To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation.
15) To participate in student governmental bodies and Housing committees.
16) To individual and group educational and developmental opportunities in their living community.

C. Residential Student Responsibility

Residents have the responsibility...

1) To know and adhere to rules and regulations of the University and Housing.
2) To abide by all local, state, and federal laws and ordinances.
3) To comply with reasonable requests made by staff or University officials.
4) To meet expected room and meal plan payment schedules.
5) To uphold building security.
6) To monitor and accept responsibility for the behavior of guests.
7) To report violations of rules and regulations to appropriate staff.
8) To respect the rights of others, as stated above.
9) To search for solutions to problems. Start with your Resident Assistant, and then, if necessary, bring residence hall problems to the attention of your Hall Director.
10) To participate actively in self-governance.
11) To participate in Housing committees as requested.
12) To express themselves individually or by association with groups.
13) To participate in conduct proceedings to determine appropriate standards of behavior.
14) To contribute positively to the community by participating in educational and developmental activities.

D. Getting Familiar with Roommates

Time spent at UCO will be filled with many new experiences and memories. For most, simply sharing a room may be a new experience. Roommate relationships are the foundations for community development. It is not necessary to be best friends or share every aspect of college life together, but we do expect you to be reasonable, honest, and considerate of one another. Everyone needs to take responsibility for his or her behavior and share the responsibility for a positive roommate relationship. Developing a positive relationship is a process that takes some effort, whether you are old friends or new acquaintances.
The easiest way to get to know your roommate is to ask questions that will help you learn about each other and build on your similarities. We encourage you to discuss topics that will open the door to a greater understanding of each other. Try some of the following questions or open-ended statements to help break the ice:

- Where are you from?
- What is your family like?
- What are your favorite things to do?
- What is your major?
- What are you looking forward to this semester?
- What do you need when you are stressed?
- What is your favorite movie?
- What kind of music do you like?

The idea is to open the lines of communication. Most roommate conflicts are due to poor communication. Residents should be aware of the assumptions and generalizations they make about one another. Generalizations are often made, as they are necessary in order to approach new situations. When generalizations become fixed or rigid despite new evidence to the contrary, they become stereotypes. Acting on stereotypes often breaks down communication and sets up barriers between roommates.

E. Being Aware of Personal Needs

As a member of UCO's residential community, residents have rights as previously outlined in this handbook. Residents are also entitled to share living preferences with roommates, but in order to do so residents need to communicate. In order to help, we are providing this personal assessment. Please think about responses to the following questions:

- **Cleaning:**
  - How neat and clean are you used to keeping your room/apartment?
  - How will housekeeping duties be shared?
  - How would you like the room/apartment arranged and decorated?

- **Borrowing:**
  - Will you share food and drink costs?
  - Do you mind if guests use items in the room/apartment?
  - Do you prefer to be asked before someone borrows something?

- **Study Time:**
  - What time do you typically study?
  - Can you study with the TV or radio on? With visitors in the room?

- **Sleeping:**
  - What time do you typically go to bed or get up in the morning?
  - Are you a heavy or light sleeper?
  - Can you sleep with the TV or radio on? With visitors in the room?

F. Using a Roommate Agreement

Establishing a roommate agreement will help you and your roommate set ground rules to start off on the right foot towards an enjoyable roommate experience. Use answers to the above questions to assist in reaching an effective roommate agreement. Though the content of the agreement may change throughout the year, remember the framework for the discussions. Situations should be addressed when they arise throughout the year. Roommates should set a meeting time during the first week of living together with enough time to address all of the areas of the Roommate Agreement. Roommates should work together to determine the content of the agreement. Roommates should take turns responding to each item on the agreement before going on to the next one. Negotiate and compromise on each item as necessary. Submit the completed roommate agreement to your Resident Assistant by the end of the first week of classes. Speak to your Resident Assistant if you have any questions, concerns or issues arise at any point of the process.

G. Renegotiating

It will not be uncommon for some preferences to change while living on campus. It is also very possible that one or both of the roommates will not live up to the agreement. Roommates may choose to renegotiate the roommate agreement. Be sure to utilize the same tips as in your original negotiations. In addition, roommates should avoid blaming and accusing when renegotiating the agreement. If a solution cannot be reached by the roommates, the next step is to ask a Housing staff member for help or mediation. UCO Housing Staff have all been trained to serve as impartial mediators. A room change should only be contemplated after all other methods of resolving conflict have been attempted.
H. Housing Staff

Staff for the Housing facilities consists of students, paraprofessionals, and professionals who are here to assist in the development of the academic, social, and personal growth of residents. Resident Assistants, Desk Clerks, Hall Directors, and all other Housing Staff are University Officials. Students are required to comply with reasonable requests by any University Official. The primary goal of Housing is to provide an atmosphere that is conducive to student growth, education, and security. The staff believes that residents are not an interruption of work. Residents are the purpose of their work, and the staff will be glad to help residents in any way possible.

1. Director of Housing
The Director of Housing is a professional who oversees the comprehensive on-campus living environment. Responsibilities include supervising all Housing staff, working to implement and improve policies, protocol, and practices regarding residents, programming, and Resident Assistants. The Director also serves as the final appeal level for housing student conduct cases and in some cases addresses student conduct directly, depending on the severity.

2. Assistant Director for Residence Life
The Assistant Director for Residence Life (ADRL) oversees the Residence Life operations within the residence halls and the Hall Directors who manage the halls. Other responsibilities of the ADRL include, but are not limited to, facilitating staff meetings and trainings, professional development opportunities, coordinating large operations projects, and managing parental concerns. Additionally, the ADRL adjudicates higher severity misconduct cases and serves as an appellate option to cases initially reviewed by Hall Directors. The ADRL reports to the Director of Housing.

3. Hall Directors
Hall Directors are full-time professional staff members who live in the residential community and are responsible for the total operation of the Housing facilities. These responsibilities include working on program development, advising residents and hall/community groups, supervising and training student staff, and working with other organizations on campus. Hall Directors are available to answer questions, listen to suggestions, and offer his or her assistance to the residents. Hall Directors report to the Assistant Director for Residence Life.

4. Resident Assistants
Residence Assistants (RAs) are students who are successful in their college careers. RAs have classes, take exams, participate in activities, and have frustrations, strengths, and weaknesses, just as other residents. RAs should be treated as the individuals that they are, as each RA brings his or her unique characteristics to the position. RAs go through a selection process and an intensive training program prior to each academic semester. Being part of a team and helping provide opportunities for academic, social, and cultural growth are also requirements of this position. RAs must maintain a minimum grade point average and are rehired each semester on the basis of their performance during the previous semester. They are role models for the student staff and report directly to the Hall Directors. There is usually one RA for each floor/community.

The most important part of the RAs job is helping residents. RAs have been trained to answer questions, point residents in the right directions, and be of assistance in many ways. Often, the RA may be someone with whom a resident can talk. This is an aspect of the job that the RAs enjoy greatly. Since the RA is available and has received training, residents are encouraged to take advantage of the various ways that an RA can help.

RAs have chosen to accept responsibility for doing a job that is sometimes difficult or demanding but, hopefully, is also rewarding and fun. RAs are responsible for enforcing departmental and University policies, as well as, state and federal laws. They are often called upon to address problems in the residential facilities. This is a tough part of their job, but it is a part that all RAs are expected to fulfill fairly and consistently. RAs are University officials, and as such, deserve everyone’s respect. Because RAs are UCO employees, residents are required to follow the reasonable requests and instructions from the RAs.

In order to best serve our residents, we have staff on-call to respond to emergency situations. One (1) RA in each residence hall is on-call seven (7) days a week, from 5:00 p.m. – 8:00 a.m. on weekdays, and all day on the weekends. Residents should contact the RA on-call for emergencies, lock-outs, or other situations requiring assistance.

5. Desk Clerks
Desk Clerks work the Housing Office Front Desk. The desk area serves as the information and communication center for the Housing facilities. Desk Clerks can assist in reporting problems, finding a staff member, answering questions about Housing & Residential Engagement, and taking messages.

6. Maintenance Team
Our Housing Maintenance Team consists of one Assistant Director of Facilities, one Inventory Specialist, five professional Maintenance Technicians (one for each residence hall) and around twenty Student Maintenance staff members. Our Maintenance Team is committed to the upkeep of all our buildings to ensure residents’ safety, security, and well-being. Responsibilities included everything from changing light bulbs, to full-scale renovation planning, landscaping, painting, pest control, and everything in between. Maintenance Technicians are also on-call weekdays 5:00 p.m. – 8:00 a.m. and on weekends to address emergency maintenance issues, such as water leaks, electrical sparks, extreme heating/cooling issues, and anything else that requires immediate attention. If you experience such an issue, call your RA on-call immediately so they can assess the problem and they will contact the Maintenance Technician on-call.
I. Leadership Opportunities

1. Residence Hall Association (RHA)
   Although each hall has its own government, the Residence Hall Association (RHA) acts as a board representing all Housing residents. The organization plans housing events and activities, such as Rock the Block. The council also acts as a sounding board for residence hall issues and works closely with Housing staff. Officer elections are held on a Housing-wide basis and event committees are always available if you are interested.

2. National Residence Hall Honorary (N.R.H.H.)
   National Residence Hall Honorary (N.R.H.H.) is an honorary organization that was created to recognize the top academic achievers and community leaders within the residence halls. NRHH encourages the development and commitment to leadership through the areas of recognition, community service, and scholastics on the local, regional, and national levels. The N.R.H.H. recognizes community leadership and involvement through “Of the Month” (O.T.M.’s) awards, for students, faculty or staff members, advisors, programs, or organizations that have made a positive impact within the residence halls and/or campus at-large.

3. The Sideliners
   The Sideliners is an organization that focuses on student-led programming in Sidelines, a late-night dining option on campus. Popular events that are hosted at Sidelines include weekly karaoke nights, Just Dance events, watch parties and UFC fight nights. Interested in joining The Sideliners? Wanting to host an event at Sidelines? Do you have ideas for events you would like to see? Follow us on Instagram at @SidelinersUCO to get connected.

4. Hype Crew
   Info Here - Waiting on Marcus

5. Community Involvement/Engagement
   Residents can make an important contribution to the community in which they live. By attending building/floor/community meetings and being active in building/floor/community activities, residents can meet other people on their floor and have their opinions heard.

6. Activity Fees
   A housing activity fee of $20.00 per semester is required for all residents. This activity fee designates residents as members of Residence Hall Association. This fee is used to provide the association with funds used for programming, activities, and recreational equipment in the halls. UCO Housing encourages residents to share their input regarding activities provided in order to use these funds in the best way possible.

III) SERVICES

A. Front Desks/Hall Offices
   The Housing Office Front Desk serves as a resource for residents. This desk provides a variety of services from general assistance to connecting students to on-campus resources. Residents should utilize the front desk if they have a question, concern or emergency. The front desk can be reached at (405) 974-2746, housing@uco.edu, or via text at 1-833-200-0427.

B. Common Areas
   Each residence hall has common areas available to residents. These areas may include TVs with cable, pool tables, ping pong tables, or foosball. Check with your Resident Assistant for information regarding the use of common areas or to check out recreational equipment. Dances and other events sponsored by RHA and Housing staff are periodically held in these areas. Some of these rooms may also be reserved by recognized student organizations. For more information see Facilities Reservation and Use Agreements, section VII. D.

   Study rooms may also be available. These rooms provide a private area to study anytime during the day or night. All study rooms have twenty-four-hour quiet hours to provide an atmosphere conducive to good scholarship.

   All furniture and other furnishings may NOT be removed from their locations. Removal of furniture is considered a Housing policy violation.

   1. Equipment Available for Checkout
      Each residence hall provides a variety of items such as games, and recreational equipment (volleyballs, basketballs, footballs, soccer balls, pool equipment, ping pong equipment, etc.) for the residents of the building. Residents may check out items using their UCO ID card.

      All items should be returned within a reasonable amount of time. Failure to return equipment in a timely manner may result in the loss of privilege or a fine. Students who lose or damage equipment may be charged repair or replacement costs. Each hall has established guidelines for checking out and returning equipment.
C. Patios/Courtyards

Murdaugh Hall has a brick fenced-in sundeck and West Hall has two inner courtyards available to residents during the day. West Hall and Suites/Commons have courtyards with various equipment such as barbeque grills, basketball goals, volleyball courts, picnic tables, etc. that are the property of the University. Residents pay a fee each semester and thus have the privilege to use this equipment. Any resident wishing to use this equipment must be ready to show proper student identification to verify they are a resident. Persons who are not current residents of the Housing facilities are not permitted to use such equipment without prior permission, see section VII. D. for more information. It is the resident's obligation and responsibility to comply with the directions of University officials and/or law enforcement officers acting in the performance of their duties and to identify oneself to these persons when requested to do so.

D. Technology and Network Usage Policy

Technology services at the University of Central Oklahoma are provided to promote and support education, research, and administrative services for students, faculty, and staff. All persons utilizing these services are responsible for ensuring that technology services are used in an ethical and lawful manner.

The University assigns all students, faculty, and staff an official University email account. Students, faculty, and staff are required to read emails from this account on a regular basis, as email messages are considered official communications and may be time-sensitive.

The University is not responsible for and does not support personal devices which connect to or which download information from university systems or personnel. The University does provide to students, free of charge, anti-virus software. For assistance, contact the Service Desk at (405) 974-2255 or email support@uco.edu.

Students are encouraged to use all forms of technology responsibly. Cybercrimes are committed daily and college students are an increasingly high-risk target. As such, cyber security is of utmost importance. See the Cyber Security website for precautions: www.uco.edu/technology/cybersecurity.

All residence halls are equipped with wireless internet. Students may bring a personal computer for use in their room or apartment.

Residents must follow all Office of Internet Technology policies and procedures. Further information may be found in the current UCO Code of Student Conduct (section VI., L. under the Technology and Network Usage Policy) and on the Information Technology website (www.uco.edu/technology/policies.) Router (including wireless router) use is prohibited on any University internet connection.

Students may not open, alter, misuse, tamper with, modify, connect to, disconnect, or remove technology, including but not limited to connecting hubs, or wireless hubs; nor remove labels, markings, or identity numbers on technology provided in residence halls. The replacement cost of missing or damaged equipment or wiring, including but not limited to, outlet boxes, and jacks, will be charged to residents of the room.

University policy prohibits unauthorized equipment and services on the University network. Unauthorized services include, but are not limited to mail services, dynamic Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), public web services, and illegal peer-to-peer file sharing. Should you have a need for additional equipment, please contact the Service Desk at (405) 974-2255 to obtain specifications and to request permission to attach to the campus network.

By signing the UCO Housing & Residential Engagement Contract, a UCO residence hall student authorizes UCO Technology Support, under the supervision of an employee from UCO Housing & Residential Engagement, to access residents’ rooms for repair of services when residents are not present.

Residence Hall students are reminded that access to and use of technology on the UCO campus is a privilege. Accessing the campus network indicates an agreement to abide by laws, policies, rules, and regulations of the University of Central Oklahoma, the Regional University System of Oklahoma, the Oklahoma State Regents for Higher Education, the State of Oklahoma, and the United States of America. Please see full technology policies at www.uco.edu/technology/policies.

E. Mail

Each resident is required to pay a mail service fee of $32.50 per semester. Each resident is provided with a Virtual Mailbox, serviced by R.K. Black Office. Residents will receive an email notifying them of the arrival of mail or a package. All mail may be retrieved from R.K. Black Office, located on the 1st floor of the Nigh University Center (NUC), 8:00 a.m. - 5:00 p.m. Monday through Friday.

F. Laundry

The Quad and University Suites are equipped with washers and dryers on the first floor for use by their respective residents. Murdaugh Hall has washers and dryers available to residents in the basement area. West Hall has washers and dryers available on each floor. Each University Commons apartment is furnished with a washer and dryer.
If a machine malfunctions or needs service, residents are encouraged to place a work order/maintenance request via text to the Front Desk at 1-833-200-0427.

G. Cable TV

The University provides basic cable service to each student room in each Housing facility. In addition, we now provide Cox Contour on Campus with HBO to residents included as part of their all-inclusive rent costs. Contour on Campus allows on-campus residents to live stream television and watch on-demand shows and movies on their personal devices (smartphones, laptops, smart TVs, etc.) while in range of the campus Wi-Fi network. For more information on how to access Cox Contour on Campus with HBO, visit our website, housing.uco.edu.

H. Vending Machines

Vending machines are located in the lobby of the following residence halls: University Suites (4110 Lounge), West Hall, Murdaugh Hall, and The Quad. These machines may stock soft drinks, healthy snacks, candy, or chips. Students who lose money in the vending machines should report it immediately to the Housing Office to request a refund.

I. Dining Services

Please visit our Dine On Campus website at www.dineoncampus.com/uco for all the latest campus dining information.

J. Pregnancy

Pregnant students living in the residence hall should contact their Hall Director for notification and to ensure that appropriate arrangements have been made in the event of medical problems, the onset of labor, and living arrangements after childbirth.

K. Service Animals and Emotional Support Animals

The Americans with Disabilities Act (ADA) defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, etc. In some instances, a miniature horse that has been individually trained to do work or perform tasks for people with disabilities is considered a service animal as well.

The University of Central Oklahoma complies with the ADA in allowing service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In these cases, the individual must maintain control of the service animal through voice, signal, or other effective controls.

Emotional Support Animals (ESA) are a category of animals that provide necessary emotional support to an individual with a significant mental health disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered service animals under the ADA, as amended, and UCO’s Service Animal Policy. ESAs are not permitted in other areas of the University (ex. dining facilities, libraries, academic or athletic buildings, etc.)

It is the individual’s responsibility to pick up after their service animal, or ESA, while on campus. A person can be asked to remove his/her service animal or ESA from the premises if the dog is out of control and the handler does not take effective action to control it or the dog is not housebroken.

Any resident needing the assistance of a service animal or ESA must contact UCO Disability Support Services prior to moving into the residence halls. All animals must be approved by UCO Disability Support Services and Housing. If approved, the resident must follow any guidelines provided. For more information regarding service animals and ESA, please visit the Disability Support Services website at http://www.uco.edu/student-affairs/dss/index.asp.

IV) EMERGENCY PROCEDURES

A. Who to Call

In the case of an emergency, call UCO Police Department (UCOPD) at (405) 974-2345 or dial 9-1-1, which will connect residents to the Edmond Communication Center. Residents should give a clear description of the problem, their location (including floor and room/apartment number), and all known names of the persons involved, including their own. In non-emergencies, residents should call the RA on-call or the Housing front desk, which may be reached by calling (405) 974-2746.
University Commons residents may press the red “Emergency Button” which directly notifies UCOPS. The red “Emergency Buttons” are located just inside the front door of the Commons apartments and just inside the bedroom doors. **These are to be used for emergency situations only.** Federal law prohibits initiating false alarms. In addition, see the University policy against false reports in the UCO Code of Student Conduct, section III. H. 20. Residents responsible for initiating false alarms when no safety threat is present may be subject to a fine and further disciplinary action.

**B. Fire Alarm Equipment and Training**

The fire alarm system, fire extinguishers, smoke detectors, fire evacuation charts, exit lights, and exit signs are installed for the residents’ protection. **The tampering with, theft of, or vandalism of fire equipment can result in criminal prosecution, disciplinary measures, and/or possible fines. The University regards false fire alarms and arson as serious threats to the well being of the residence hall communities.**

Residents may receive a half-hour of fire safety training when six (6) or more residents request such training. This training will be conducted by the UCO Police and the Department of Environmental Health and Safety to improve survivability in a fire. Residents may request this training through their RA during the first thirty (30) days as a resident in UCO Housing.

Once per semester, there will be an unannounced fire evacuation exercise conducted by the Housing staff, UCO Police, UCO Emergency Management, and local Emergency First Responders. All rooms/apartments may be checked for evacuation, and any residents who do not vacate their room/apartment and/or any other part of their Housing facilities may be subject to disciplinary action, including, but not limited to, a fine and community service hours.

**C. Smoke Detectors**

Each bedroom and living room in student housing has a smoke detector. Some detectors sound an alarm within an individual room, while others sound an alarm throughout an entire building.

In Murdaugh and West Hall, UCO Police are not immediately notified when a room detector alarm sounds. Anyone who discovers or suspects a fire should pull a building fire alarm box, located in the hallway, to summon the fire department, alert others in the building, and exit the building immediately.

In The Quad, University Commons, and University Suites, the smoke detectors are hard wired throughout the building. Initially, the smoke detectors will sound in the room, and in case of actual fire, will set off the alarms throughout the building. Fire alarm pull boxes are also available. The Quad, University Commons, and University Suites have voice annunciation fire alarms.

Students are encouraged to report any problems with these systems to the Housing Office. Smoke detectors are checked by Housing staff monthly during pest control waves to ensure they are in working order.

**D. Sprinklers**

Sprinklers are used to suppress fire. They are heat activated. **Do NOT cover or hang anything, such as hangers or decorations, on the sprinklers.** This can cause the sprinklers to activate and cause major damage to individual rooms/apartments, furniture and personal items. Residents responsible for triggering the sprinklers for non-emergencies will be responsible for damage charges to their room/apartment and personal belongings and other residents’ rooms/apartments and belongings therein.

**E. Fire Safety and Evacuation Regulations**

All residents are required to follow the fire and safety regulations listed below:

- Fire Evacuation Exercises are required to ensure that residents know what to do in the event of a fire.
- All residents should locate the fire exits on their floors and should be on the alert to prevent fires.
- Residents should be familiar with the fire instructions that are posted in each room/apartment.
- All residents and visitors are required to evacuate the building when the fire alarm is sounded. Those refusing to cooperate with UCO Housing staff, UCO Police, and/or evacuate the building are subject to disciplinary action. Housing staff may key into the rooms to check for evacuation during evacuation exercises or actual fire situations.

**F. Fire Alarm Evacuation Assistance:**

*If a resident has any type of temporary or permanent condition, syndrome, or disability that would require additional assistance during an emergency evacuation or evacuation exercise, the resident is strongly encouraged to contact their Hall Director and Disability Support Services in advance. Residents should refer to section III. A., for the contact number of the Housing front desk to pre-arrange for special assistance during emergency evacuation exercises.*
G. Fire Evacuation Procedures

1. Residents should feel their door to see if it is hot. If hot, DO NOT OPEN! Residents should go to their window and make their presence known. If their door is warm, residents should put weight against the door and open slowly. If safe, evacuate.

2. Close the door (Residents are reminded to take their keys when possible).

3. Calmly and quickly exit the building using the nearest exit.

4. Once outside, move away from the exit so that emergency crews can get into the building unimpeded.

Meeting areas for residents are listed below by building:

<table>
<thead>
<tr>
<th>Housing Building</th>
<th>Fire Evacuation Meeting Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murdaugh Hall</td>
<td>Buddy’s Lawn</td>
</tr>
<tr>
<td>University Commons</td>
<td>Wellness Center Parking Lot</td>
</tr>
<tr>
<td>University Suites</td>
<td>Wellness Center Parking Lot</td>
</tr>
<tr>
<td>West Hall</td>
<td>Buddy’s Lawn</td>
</tr>
<tr>
<td>The Quad</td>
<td>Buddy’s Lawn</td>
</tr>
</tbody>
</table>

5. Do not re-enter the building until told to do so by a Housing staff member, UCO Emergency Management Team Member, or UCO Police.

6. Do NOT interfere with any emergency personnel or University officials.

7. In the event of a fire:
   - Pull the fire alarm or call 9-1-1. Fire alarms are located on each hallway.
   - Notify UCOPD and/or an RA immediately. They may require assistance in evacuating the residence hall. Residents who will provide assistance during an evacuation will be determined in advance.
   - If possible, contain the fire by closing the door.
   - No matter how small the fire is and even if it is already extinguished, report the fire incident to UCO Police or an RA immediately.
   - If there is a fire, use the stairs. DO NOT USE THE ELEVATOR. The elevators may shut down in the event of a fire alarm sounding.

H. Tornado Procedures

Oklahoma is known for severe weather and thunderstorms, especially in the spring and summer months. Storms may become severe and produce tornados quickly. During inclement weather, please try to keep an eye out for changing weather conditions.

Notifications may be posted by UCO Housing Staff during incoming severe weather times. It is important for residents to know there are key differences in severe weather terminology. Please notice and remember the terms and meanings below:

**Tornado Watch**: A tornado watch means weather conditions are favorable for the formation of tornados, but no tornado has been detected in the immediate area. “Tornado Watch” warning signs will be posted, indicating conditions are favorable for the formation of a tornado. Stay alert for weather changes.

**Tornado Warning**: A tornado warning means a tornado has been spotted by trained weather professionals in person or on radar. Tornado and security warnings are indicated by intermittent sounds of the city sirens. This signal is given only when a tornado is likely to strike immediately or within fifteen (15) minutes. This same signal sound is tested every Saturday at noon within the the Oklahoma County area. UCO is located within Oklahoma County.

In the event tornado sirens sound or the threat of severe weather is imminent:
   - Go immediately to the nearest designated shelter location on campus.

Shelter locations for Housing facilities are listed below:

<table>
<thead>
<tr>
<th>Housing Building</th>
<th>Tornado Evacuation Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Quad</td>
<td>Basement area of refuge</td>
</tr>
<tr>
<td>Murdaugh Hall</td>
<td>Chambers Library basement</td>
</tr>
<tr>
<td>University Commons</td>
<td>Chambers Library basement</td>
</tr>
<tr>
<td>University Suites</td>
<td>Chambers Library basement</td>
</tr>
<tr>
<td>West Hall</td>
<td>Chambers Library basement</td>
</tr>
</tbody>
</table>

The City of Edmond tests the tornado sirens every Saturday at 12:00 p.m.
I. Bomb Threats

If a bomb threat is received on a student telephone, the resident should:

- Stay calm and try to pay close attention to all details of the phone call
- If possible, take notes of the following:
  - The exact time of the call
  - The name of the caller, if given
  - Their organization/affiliation
  - The purpose of the threat
  - The location and type of bomb
  - The time the bomb is set to explode
  - Where the caller is located
  - Who else has the caller informed
  - Any other statements made by the caller
  - Listen to the voice to determine the sex, age, accent, and distinguishing features of the voice
  - Listen for background noises
- Immediately call 9-1-1 and relay all information regarding the call to the dispatcher. After ending the call with the police dispatcher, the resident should notify the Housing staff.
- If the threat is associated with the building the resident is in, exit immediately before calling Housing. DO NOT activate the fire alarm system in the building. The resident should contact others seen as exiting, quickly inform them of the threat, and encourage them to leave the building. Once out of the building, move at least five hundred (500) feet away to the fire evacuation rally point. Upon arrival, police officers will make every effort to ensure that the building is vacant.
- If residents locate a suspicious package or device that may be related to a bomb threat or lead residents to believe it poses a threat in the absence of a delivered threat, DO NOT TOUCH IT OR MOVE IT. Residents should exit the building and call 9-1-1 immediately to report what they have witnessed.

A bomb threat, even one made as a prank, is a violation of both federal and local laws and is punishable by a $250,000 fine and up to five (5) years in prison. Such threats, also subject to University and Housing disciplinary action, act as a major disturbance to the Residence Hall/Commons Community and may create extreme stress for both residents and staff. Reflecting its severity, rewards may be paid to individuals assisting in the conviction of persons making and/or involved in making a bomb threat. See current UCO Code of Student Conduct, section III. H. 20.

J. Earthquakes/Explosions

If outside during an earthquake/explosion, residents should take the following actions:

- If you are outside, during an earthquake, stay outside. Move away from trees, signs, buildings, electrical poles, and wires. Protect your head with your arms from potential falling bricks, glass, plaster, and other possible debris.
- Move away from any fire and smoke noticed.
- Proceed to the designated fire safety rallying point for your residence hall.

If inside of a building during an earthquake/explosion, residents should take the following actions:

- Immediately take cover under a table, desk, or other such objects which will give protection against potential flying glass and/or debris.
- If you are not near a sturdy object, make yourself as small as possible and cover your head and neck or stand in a doorway, brace yourself against the frame, and watch out for swinging doors or other persons entering/exiting.
- Avoid overhead fixtures, windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- After the earthquake effects have subsided, quickly scan your immediate area and check for any injuries to yourself. If major damage has occurred, be alert for any safety hazards (fires, electrical sparks, gas leaks, etc.), evacuate the immediate area and call UCO Police Services at (405) 974-2345.
- If major damage has occurred, do not light matches or turn lights on or off.
- If major damage has occurred, exit via the nearest and safest stairwell and do not use elevators.
- If major damage has occurred, proceed to the dignated fire safety rallying point for your residence hall and await further instructions from UCO Police Services, other properly identified UCO Emergency personnel, or UCO Housing Staff member. Do not re-enter the affected building(s) until the “All Clear” has been given.

K. Insurance

The University cannot be responsible for any damage or loss of property due to fire, facility failure, severe weather, or theft. In addition, students are not insured by the University for injuries suffered in classes, during intramural activities, on campus, or in and about the Housing facilities, unless the University has been found negligent in some manner. **All students are encouraged to carry their own life, health, and personal property insurance (i.e. renter’s insurance.)**
L. Injury Reporting and Follow-Up Treatment

Residents suffering minor injuries should report to the OU Physicians Health Clinic (located in the Wellness Center) to avoid any complications that may arise.

In the case of a life-threatening emergency or injury, dial 9-1-1 to reach emergency personnel. In addition, residents should notify a Housing staff member or UCOPD, (405) 974-2345, as soon as possible. Residents may dial 9-1-1 or (405) 974-2345 to reach UCO Police during and after normal work hours. UCOPD will arrange for transport of persons to an appropriate medical facility. Any unsafe condition(s) that has contributed to an injury or may contribute to a potential injury should be reported to the staff as soon as possible so that the situation can be resolved.

If a visitor is injured, contact UCOPD immediately at (405) 974-2345 or 9-1-1.

V) STUDENT SAFETY

A. Building Security

The exterior entry/exit doors to University Suites, West Hall, Murdaugh Hall, and The Quad are locked twenty-four (24) hours a day, seven (7) days per week.

The purpose of maintaining locked exterior doors is for the safety and protection of the residents, not to serve as an inconvenience. Residents should not endanger the security of the residents in the building by propping outside doors open or letting strangers or non-residents in. Residents’ cooperation in keeping these doors locked and closed is expected.

B. Room Security

Security of individual rooms is the responsibility of the residents who live there. Residents are urged to keep their rooms locked and carry their keys at all times. Residents should never leave their key in their room door. The University cannot be responsible for any damage or loss of personal property for any cause. It is recommended strongly that residents carry their own personal property insurance, such as renter’s insurance. Theft or vandalism should be reported to the staff immediately. Loss of a room key should be reported to the Housing front desk IMMEDIATELY.

C. Keys/Temporary Keys

1. Lost Keys
Residents are responsible for their mailbox and/or room/apartment keys. Lost room keys can be replaced by paying $75.00 per core ($125 in the University Commons). This fee covers the expense of changing the core(s) and/or cutting new keys. Rightful occupancy must be established before any steps are taken to replace a core. Unauthorized keys obtained outside the University are not acceptable. The possession or use of an unauthorized or stolen key for University buildings will be cause for disciplinary and/or legal action. Residents must not borrow or lend their key or access cards to others. For further information on key and access misuse policies, see the current UCO Code of Student Conduct, section III. H. 9.-11.

2. Temporary Keys
A temporary key may be issued to a resident for a period of three (3) business days, in the event that the resident may have lost their key. If the temporary key is not returned by the end of this period, the core(s) may be changed and the cost charged to the resident’s account.

3. Lockouts
All lockouts are tracked. Residents should contact the Housing front desk in cases of lockouts. In the event that residents accidentally lock themselves out of their rooms, they will need to contact the Housing Office or RA on-call for assistance. The resident will be required to present identification to verify that he or she is the current occupant of the room. The resident will also be required to present his or her key. If the resident is not able to present the key due to loss, a new key and core will be ordered and charged accordingly, $75.00 per core ($125 in the University Commons). It is necessary to replace both the key and the core for the residents’ safety and protection.

4. Electronic Entry Locks
Tampering with or destroying swipecard locks may result in disciplinary action.
D. Reporting Suspicious Persons

If residents see an unescorted nonresident or suspicious person, they should ask them to leave if doing so does not endanger residents. Residents should contact a staff member or the UCO Police at (405) 974-2345, if residents cannot reach a staff member. Residents should take note of the behavior and appearance of the person (gender, facial hair, scars, clothing, etc.) and the time and location of incident(s).

E. Student ID

Students should carry their UCO identification card with them at all times. Anytime a Housing Staff member or another University Official asks to see a student’s I.D. card, they must show it. Failure to do so is a policy violation and may result in disciplinary action.

F. Identification of Personal Property

It is the residents’ responsibility to mark their personal property. Transportation & Parking Services offers a FREE bicycle registration program. Registration allows the University to record ownership information and the serial number of the bicycle so that if it is stolen, the likelihood of recovering it increases significantly.

G. Environmental Wellness Checks

Environmental Wellness Checks are conducted periodically throughout each semester to ensure that the room/suite/apartment is in a safe condition. In most cases, notice is posted at least twenty-four (24) hours in advance. Policy violations noticed in plain view of rooms, apartments, and/or common areas will be documented and disciplinary action will be taken. Prohibited items, including, but not limited to candles, sterno, and prohibited appliances that are noticed in plain view of rooms, apartments, and/or common areas will need to be removed from campus immediately.

The room will also be checked for general cleanliness. In preparation for Environmental Wellness Checks, residents should clean their entire room/apartment, including common areas and bathrooms, and take out their trash. If the room/apartment is deemed unsanitary, the resident will have three (3) days to remedy the situation; a staff member will follow-up with the resident(s). If the room/apartment has not been cleaned during the allotted three (3) days, then the responsible resident(s) may face disciplinary action and/or a fine.

H. Pest Control & Preventative Maintenance

UCO Housing is committed to an effective and efficient response to all students who suspect they may have bed bugs. Bed bugs are a serious community issue and all residents are expected to comply with all instructions given to them by UCO Housing Officials.

1. General Pest Control

UCO Housing & Residential Engagement’s Maintenance Team provides scheduled pest control monthly throughout each semester, as well as during the Summer, at no cost to the residents. Residents will be notified in advance of exact dates so that arrangements can be made to have all areas easily accessible, and so that any Service Animals or Emotional Support Animals can be confined. The chemicals we use are non-toxic and are not harmful to animals.

Prior to pest control day in the resident’s halls, we request the following:

- Ask questions to understand the process and what you need to do on your end.
- Get rid of any garbage
- Don’t leave any food sitting out before extermination services begin.
- Make arrangements for your pets in advance
- Safeguard any objects in your home that you don’t want to be affected by pesticides.
- Take everything out of your bathroom (towels, laundry, etc.)
- Talk to staff about any health conditions and address if pesticides may affect any of these conditions.

On the day of pest control (and on any day in which a staff member may need to make a visit to your room/apartment/suite for any reason), we will be entering your space utilizing our knock protocol to allow you time to answer the door if you are home, which goes as follows:

- Maintenance staff member will knock first and verbally introduce themselves through the door (example: “Hi, it’s Larry with Housing Maintenance here to do pest control.”)
- If no response, they will knock again and wait 20 seconds for a reply.
- If no response again, they will introduce themselves again, knock again, wait 10 seconds, and upon keying in, announce that they are doing so (example: “I’m keying in.”)
- Once the door is unlocked, they will crack the door 1 to 2 inches and introduce themselves again and state what they’re doing there today before finally entering
If you are not home at the time, the knock protocol will still be followed as listed above and the staff member will key in to your space to complete the pest control. They will lock the door behind them when they leave, even if the door had been unlocked when they got there, for security reasons.

What you should do after having pest control services done in your room/apartment/suite:

- Throw out any food that may have been sitting out during the extermination process; it is no longer safe to eat.
- Do not be alarmed if you see pests right away, unless it is past the time that your pest control technician says you should see the last of the pests.
- Do not clean your home right away after the extermination services.
- Do not use any additional pesticides that you have purchased yourself.
- Consult your doctor if you or anyone in your room/apartment/suite develop adverse health effects, and notify the Housing Office.

In between scheduled pest control, residents should take the following steps to help reduce the factors that can potentially attract pests:

- Store all food in closed containers (preferably plastic and not cardboard).
- Make sure to take all trash (especially food trash) out to the dumpsters regularly.
- Sweep/mop/vacuum rooms, bathrooms, kitchens, etc. regularly.
- Clean up after any Service Animals/ESA and bathe them regularly.
- Report any cracks or holes in walls or elsewhere to the Housing Office for repairs.

If there is a concern regarding a pest problem outside of the scheduled pest control time periods, residents should report it as soon as possible to the Housing Office so that it can be investigated and addressed promptly.

Please note that if fleas are found in a space where a resident has an approved Service Animal or ESA, or any animal that has not been approved to stay on campus with them but has been found to be living in or visiting the space, remediation will come at the cost of the owner.

2. Mold

Any report of possible mold in the residence halls is serious, as student health and safety are our top priorities. If there is a concern regarding possible mold in any residential space on campus, residents should report it immediately to the Housing Office. The claim will be investigated within 24 hours (or the next business day, if reported on a non-workday.) If mold is found to be present in the space of concern, an action plan will be developed and implemented. Residents are expected to follow all requests made by Housing staff during this process, up to and including moving to another space temporarily while the space is being investigated and/or remediated.

Mold Prevention: Mold can grow anywhere there is moisture and/or dust. It can grow on all kinds of surfaces, such as food, paper, cardboard, wood, tile, wallpaper, carpet, fabric, and upholstery. To help prevent mold growth in your room/suite/apartment, here are a few tips:

- Keep humidity levels low. Housing monitors humidity levels in our buildings, and has installed humidity-regulating fans in all University Suites and University Commons bathrooms.
- Never leave open food containers or drinks sitting out for extended periods of time.
- Make sure to clean hard surfaces (desks, countertops, showers/bathtubs, toilets, etc.) regularly to remove any dust and/or moisture.
- Remove wet or damp materials (towels, damp clothing or shoes, etc.) from your room/bathroom/etc. and dry them promptly.

3. Bed Bugs

UCO Housing & Residential Engagement is committed to an effective and efficient response to all students who suspect they may have bed bugs. Bed bugs are a serious community issue, so if there is any question regarding the condition of a room or furniture and whether or not it may be infested with bed bugs, residents should contact the Housing Office immediately. The claim will be investigated as soon as possible, and an action plan will be developed and implemented promptly after the investigation. Residents are required to follow all requests made by Housing staff, up to and including vacating the space temporarily during the treatment, if deemed necessary.

Bed Bug Prevention: Bed bugs are equal opportunity pests – they will infest anyone, anywhere. Anyone can unknowingly pick up bed bugs from a location where they presently exist, such as movie theatres, someone else’s apartment, hotels, motels, etc. To limit the chances of bringing bed bugs into the residence halls, here are a few things you can do:

- When storing items under beds, choose plastic containers with tight-fitting lids instead of cardboard or other soft material storage containers.
- When traveling, always inspect mattress, pillows, headboards, and other potential hiding places before staying overnight. Never leave your clothing or bedding lying on a surface that you suspect could have a possible infestation.
• Close your suitcase or travel bag when not in use and make sure to launder ALL items before taking them back to your room/suite/apartment. Washing and/or drying on a high heat setting will kill any potential bed bugs.
• If you suspect an infestation in your space, do not move rooms or stay with someone else! This will only increase the possibility that the infestation will be spread to other locations. Remain calm and contact Housing immediately for further instructions.

Please note that residents are responsible for following all steps necessary to prevent the return of bed bugs to a space after it has already been treated. We will treat the first case of bed bugs found in a space for free, but the resident will be responsible for the cost of any additional cases.

I. Room Entry

Residents have a right to privacy and are protected against unreasonable searches of their rooms. The University reserves the right to enter rooms at any time that a health, safety, maintenance, and/or damage inspection of the premises is deemed necessary. These include, but are not limited to:

• Routine maintenance and safety inspections, noticed and requested repairs, or routine or requested pest control.
• UCO or local Police, with a warrant from a court.
• If there is reason to believe a University or Housing policy is being violated.
• For an emergency situation, regarding the endangerment of the health and well-being of residents and/or guests.
• When a resident permanently vacates a room.
• When a resident vacates a room for a break period for routine maintenance and safety inspections, noticed and requested repairs, or routine or requested pest control.
• To inspect and prepare a vacated living space for a new occupant.
• To turn off an alarm, stereo, television, or other item that has been left unattended and is causing a disturbance.

In addition to the Housing policies outlined in this section, students are responsible for reading and abiding by all policies outlined in the UCO Code of Student Conduct. All policies outlined in the UCO Code of Student Conduct also apply in all Housing facilities. UCO Housing follows the regulations and procedures regarding charges, conduct hearings, sanctions, and appeals outlined in the current UCO Code of Student Conduct, section III. H.

VI) HOUSING POLICIES

A. Community Standards

Any residential student found responsible for violating the following policies will be subject to the disciplinary sanctions as outlined in the current UCO Code of Student Conduct, Section III.Q.

1. Babysitting

Babysitting is not permitted in Housing facilities. All minors must be accompanied by a parent/guardian at all times when in any residence halls unless a special circumstance has been pre-approved by the appropriate Hall Director or the Assistant Director for Residence Life.

Minors are defined as those who are under the age of eighteen (18) and not enrolled at the University of Central Oklahoma.

2. Disruptive Behavior

Single significant incidents and/or patterns of behavior that that contribute to the disruption or interference of the learning/living atmosphere of fellow residents and the disruption of normal administrative housing operations are prohibited.

3. Tampering with Fire Suppression Equipment

The unauthorized use or misuse of fire suppression equipment items, including, but not limited to sprinkler equipment, fire panels, fire alarms, fire extinguishers, or smoke detectors, is prohibited. Any false alarms created by such misuse may result in hefty fines for the creation of dispatched responses by first responders, such as university staff, university and local police, any local fire department(s), and medical teams. Misuse includes, but is not limited to hanging items on sprinkler equipment, disarming/detaching smoke detectors, pulling of any fire alarm stations without the presence of a fire or threat of fire, unnecessary spraying of fire extinguishers, etc.

B. Facilities

1. Posting of Information

All posting of signs, bulletins, and promotional materials must be submitted and approved by the Housing Office. Approved materials will then be distributed to the individual halls for posting by Housing staff. Posting of materials by non-University groups and individuals is prohibited. Any unapproved posters will be removed immediately. This includes signs, pictures, or posters displayed in any public fashion, including rooms, windows, balconies or ledges of any of the Housing facilities.
Taking down approved signs, bulletins, and promotional materials and/or intentionally damaging hall decorations/bulletin boards/white boards is considered a policy violation.

2. Elevators
Passenger elevators located in the University Suites and The Quad are provided for use by residents, their guests, and staff. In order to keep elevators in safe working condition, the following actions are prohibited and may result in disciplinary action:

• Use of emergency alarms, emergency stops, or the elevator telephone in instances other than emergency situations.
• Intentional damage and/or vandalism to the elevators, such as prying elevator door open, jumping or rocking, etc. Any student or students responsible for such actions will be held responsible for repair costs.

If a resident is trapped in an elevator, they should sound the alarm, or use the emergency phone to notify UCOPD of their location and situation.

3. Trash
Residents must take trash to the nearest dumpster located around the exterior of each building. Trash should not to be left in hallways, stairwells, common areas, or bathrooms of any residence hall. Leaving trash on the University Commons patios or in the breezeways is prohibited to avoid animal control problems.

Items such as, but not limited to, cardboard, furniture, and other unwanted items, especially those contained in boxes or bags, are considered trash. Failing to remove trash, disposing of trash in a recycling bin, or leaving trash in a common area is considered a Housing policy violation and the student who is responsible will be billed for removal of trash left in common areas.

Residents found violating this policy may be charged $25 per bag and may face other disciplinary action.

4. Water Heater Closets
Due to the potential safety and fire hazards associated with hot water heaters, no items may be stored in closets containing hot water heaters. Residents found to be storing items in these areas may be required to meet with the Hall Director and a fine of $25.00 per incident may be imposed.

5. Outdoor Cooking Equipment
Grills and other outdoor cooking equipment use are prohibited within twenty-five (25) feet of any building. Storage of charcoal and lighter fluid is prohibited in all Housing facilities. This includes University Commons balconies.

VII) MAINTENANCE AND FACILITIES

A. Maintenance Requests
The maintenance department completes all repair work in the Housing facilities. Requests for maintenance may be reported to the resident’s RA, personally reported to the Housing Office, or submitted via text to the Housing front desk at 1-833-200-0427.

Please note that when residents report a maintenance request, a University staff member may need to enter their room to conduct any necessary repairs/cleaning. Residents are encouraged to allow a reasonable amount of response time for repairs, but also let staff know if their problem does not get fixed. Residents are expected to report problems in their rooms in a timely fashion, especially in situations where delay may cause further damage to the building, furniture, or property and/or present a health/safety risk. Examples of this are leaking water, mold, and broken glass. This is not a complete list. Residents may be charged for damage to the facilities due to a failure to report such maintenance concerns in a timely fashion. Residents are responsible for damages to University property that they or their guests may have caused.

B. Damage/Common Area Damage
Students will be held responsible for all damage, missing furniture or equipment, violation of fire safety or security procedures, or vandalism. If the individual(s) responsible for the damage are not identified, an equal share of the repair/replacement costs will be assessed to the residents using the following criteria:

• Damage to a bedroom: damage assessments will be made to those assigned to that bedroom.
• Damage to living rooms, bathrooms, or common area closets: damage assessments will be made to all residents assigned to that suite/apartment.
• Damage to hallways, common areas, etc.: damage may be assigned to all residents on the hall or in the facility if the persons responsible are not found (community billing).
Damage assessments will be made to all residential students, regardless of their assignment. Damage assessments may include fines and/or administrative costs in addition to the actual repair or replacement costs including manual labor. Students responsible for repeated damage or vandalism or students responsible for violations of fire safety or security policies may be subject to removal from housing and/or suspension from the University.

C. Custodial Services

Residents are responsible for keeping their own rooms in a reasonably clean condition and emptying wastebaskets into trash dumpsters located outside of each building. The custodial staff cleans all public areas (lobbies, corridors, and bathrooms) on a daily basis; however, residents are expected to keep these areas clean and free of trash. Custodial staff cleans the University Commons and University Suites bathrooms semestery as a preventative maintenance measure. Residents in rooms with bathrooms are responsible for cleaning their own bathrooms regularly. Bathrooms will be checked during Environmental Wellness Checks. If unsanitary conditions are discovered, three (3) days will be allotted to clean the bathroom. If the bathroom has not been cleaned during the allotted three (3) days, then the responsible resident(s) may face disciplinary action and/or a fine.

D. Facilities Reservations

UCO Housing facilities may be requested by current verifiable registered student organizations of the University of Central Oklahoma and must follow all the guidelines outlined in the "University of Central Oklahoma Facility Usage Agreement." Housing staff and Housing student groups have priority in scheduling. Thus, Housing reserves the right to deny or cancel reservations of any organization's meeting and/or activity, if necessary. If a cancellation of a reserved meeting and/or activity is deemed necessary, then an appointed Housing official will contact the specified representative of the organization at least one (1) week in advance to inform the organization of the necessary change.

Completed Facility Reservation and Use Agreements must be submitted to the Housing & Residential Engagement Office at least 10 business days or two (2) weeks prior to the proposed event date.

To inquire further about the Facilities Reservation and Use Agreements, feel free to contact the Housing Front Desk at (405)974-2746.

E. Bicycles

Bicycle racks are provided outside of every Residence Hall and at the University Commons for the residents’ convenience. When keeping a bicycle in a rack, the student should always keep it securely locked. At the end of each spring semester, Housing notifies the owners to remind them to remove their bicycles from the racks before they leave for the summer. After spring graduation, Housing staff members will post notification of a timeline for removal on or near all bicycle racks. It is the owner’s/renter’s/temporary custodian’s responsibility to read the notice and respond in one (1) of the following ways:

1) Remove the bicycle from the bike rack prior to the removal deadline; or 2) Notify Housing of their ownership/rentership/temporary custodianship of that bicycle and arrange a date and time to physically claim and remove the bicycle.

If one (1) of these two (2) steps are not taken within thirty (30) days, Housing will assume the bikes are abandoned; thus, Housing staff members will remove the bikes and donate them to a charity.

Bicycles should not be secured to trees, light poles, stairs or railings at any time. Bicycles secured to structures other than bicycle racks or that are blocking entries and exits will be removed. Students may register their bicycle with Transportation & Parking Services. Bicycle registration is strongly recommended. In the event that a bicycle is stolen, bicycle registration increases the chances of it being recovered and returned.

Additionally, Transportation & Parking Services allows students to check out bicycles free of charge for up to a two (2) week time period with a UCO student ID the the BUM-A-BIKE program.

Students who check out bicycles through the BUM-A-BIKE program will be held responsible for following the aforementioned guidelines, just as bicycle owners.

F. Abandoned Property

Abandoned property left in residents’ rooms after residents have vacated will be removed and stored for thirty (30) days past the last day of their contract period. Residents who leave without following standard check-out procedures may also incur improper checkout charges. If the abandoned items are not claimed within the thirty (30) day period, then UCO Housing staff will remove the property and donate or repurpose the abandoned items to contribute to the needs of other students or the local community through the UCO Central Pantry and/or local branches of nonprofit organizations. To claim items, residents will need to provide proper identification. UCO Housing staff will only release items to the resident to whom they belong, unless the resident has provided written notification to a proper Housing staff member to have another individual retrieve the items. Items will not be mailed.