



HOUSING &
RESIDENTIAL
LIFE
HANDBOOK
2022-2023



Housing and Residential Life Handbook

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MISSION

Rooted in “Progress through Knowledge,” Oklahoma Panhandle State University (“OPSU”) is committed to promoting excellence in the preparation of students for success in a global community.

VISION

OPSU, a national leader among regional universities, will empower its learners and community through the cultivation of lifelong opportunities.

Integrity: We are held accountable to maintain ethical practices.

Inclusion: We embrace and support our diverse cultures.

Excellence: We seek continuous improvement opportunities.

Service: We operate as a center for educational and cultural opportunities.

GOALS

Provide excellence to all stakeholders.

Student Learning

Through empowerment, innovation, access, and student-centered support OPSU will shape lifelong learners and improve student outcomes.

Resource Optimization

Engagement, partnerships, and collaboration will empower OPSU to cultivate all resources responsibly.

Graduate Production

Provide comprehensive student experience focused on promoting excellence across each student’s academic career to graduation and beyond.

Life-Long Learning

Improve the quality of life and transform the communities we serve through engagement and partnerships.



RIGHTS AND RESPONSIBILITY

STATEMENT OF RESPONSIBILITY

Information provided in this handbook is for the benefit of the community and residents of OPSU Housing and Residential Life. Community members are responsible for adhering to this information and could be held accountable if individual or group actions are determined to be a detriment to the community.

Being well versed in this information will help make the on-campus living experience an educational and enriching one as well as provide the resources to be a good community member. Residents are responsible for what happens in their living unit. Any type of damage caused by residents, incidental or malicious, will require payment of restitution for damaged property. Additionally, residents and/or other OPSU students present during the commission of any policy violation may be subject to disciplinary action.

FERPA

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect his or her education records and to protect the privacy of these records. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education. For more information on FERPA visit: <https://www.opsu.edu/Offices/Bursar/?page=FERPA>.

COMMUNITY STATEMENT

The students and staff of OPSU Housing and Residential Life are a multicultural community of individuals. We are of diverse national, racial, ethnic, and socioeconomic origins.

Our community encompasses a broad spectrum of religious and political beliefs, and our sexual orientations may differ. We are unique in that we strive to work and live together. In the process, we learn from one another in an atmosphere of positive contact and mutual respect.

We are committed to behaving and expecting others to behave in ways which demonstrate our beliefs about the respectful treatment of each member of our community. We believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions.

OPSU Housing and Residential Life adheres to all OPSU policies pertaining to non-discrimination and harassment.



HOUSING CONTRACT

RATES AND PAYMENTS

- The amounts payable in relation to a housing contract shall be determined by the rate sheet which is incorporated into the contract by reference, available at the OPSU Housing Office. Room rates are subject to change at the direction of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.
- Funds allocated to student housing groups will be spent in accordance with community council bylaws.
- A one-time initial \$220 payment, payable in advance, is required for all housing contracts. The payment includes a \$200 deposit and a non-refundable \$20 application fee. The deposit will be refunded to the resident by a bursar account credit when applicable.
- Rent, damage, and other miscellaneous housing charges are assessed to the resident's OPSU bursar account. Housing rental payments are to be made to and/or at the Bursar's Office. Failure to make timely payments may result in termination of the housing contract.
- Any late payment is subject to a late fee, as assessed by the Bursar's Office. A hold may be placed on a resident's official OPSU record if the resident's account remains delinquent.
- A resident is responsible for the condition of the facility until he/she has properly turned in the keys and checked out. The cost of repairs for any facility damage repairs caused by the resident will be estimated and charged to the resident's OPSU bursar account. Residents are required to complete a Room Occupancy Checklist upon checking in and again upon checking out to verify existing conditions. Further, residents are expected to report damage as it occurs to prevent escalating damages and/or safety issues.

Commented [PC1]: Is this the name of the office? Should it be OPSU Office of Student Affairs?

Commented [PC2]: Should a sentence be added to state, "Failure to do so may result in _____" ?

Commented [GA3]: required

HOUSING ASSIGNMENTS

OPSU housing application can be found online at: <https://www.opsu.edu/Offices/Housing/Application/>. Students may request a specific location of the living facility and a preferred roommate. The process of assigning both location and roommates functions on a first-come, first-served basis.



OPSU reserves the right to manage housing occupancy to maximize space utilization. OPSU may take such action as necessary to control the use of spaces in the event of an epidemic, pandemic, quarantine, disaster, or other circumstances that appear to require such control.

TERMINATION OF CONTRACT

A student's request to terminate a housing contract will be considered valid if received in writing, in person, or by email to OPSU Housing and Residential Life or OPSU Admissions. The email must be sent from an email account previously provided by OPSU. Housing contracts may be terminated under the following conditions and deadlines:

Commented [PC4]: I was unsure if this is accurate. Please double check and let me know if I misunderstood the meaning of the provision.

- Contract Termination Prior to the Beginning of Occupancy:
 - Students who request termination of their housing contract prior to the beginning of occupancy will receive a full credit of the \$200 deposit. To receive the credit, the student's request must be received by OPSU Housing and Residential Life **on or before** the beginning of the following term (January 5th for a spring-only contract).
 - Students entering into any housing contract after May 1st for the following term (January 5th for a spring-only term) will receive a full credit of the \$200 deposit, if said contract is terminated within five (5) days of paying the application fee. If the housing contract is not terminated within five (5) days of paying the fee, no refund will be made.
 - Cancellations received by Housing and Residential Life after July 15th (January 10th for spring-only contracts) will result in a late cancellation charge of \$250 in addition to the forfeiture of the deposit.
 - Housing Renewal - There is no fee for choosing a housing assignment during the spring renewal process. However, all renewal cancellations will be subject to a \$75 cancellation fee. A \$250 late cancellation fee will also be assessed if said renewal is canceled after July 15th or after January 15th for the spring term.
 - OPSU Housing and Residential Life reserves the right to cancel a housing contract if the student fails to select a room prior to August 1st or if reasonable accommodations are offered to but rejected by the student. In such cases, there will be no refund of the initial \$20 application fee.
- Contract Termination on or After Beginning of Occupancy:
 - Residents who request termination of their housing contract on the date of or after the beginning of occupancy will be subject to a prorated charge based on the daily rate and number of days the



resident retained the keys.

A charge equal to two (2) month's rent will be assessed based on the rent for the residence resided in by the student for the majority of the contract term. Residents that vacate due to policy violations will also be assessed this charge.

- o Residents who request termination of their housing contract on the date of or after the beginning of occupancy forfeit any deposit paid. This includes students who terminate their housing contract due to withdrawal from OPSU.
- o Contracts terminated less than three (3) months following the date of occupancy will be assessed an additional 25% of the prorated rent charge.
- o Furniture Accommodation Fee - If an apartment has been furnished or unfurnished to specifically accommodate a person's request and he/she chooses not to move in, the person will be assessed a \$100 furniture accommodation fee.
- o OPSU Housing and Residential Life may terminate a housing contract if rent or other charges due are not paid in a timely manner; a resident does not comply with the OPSU and/or Housing and Residential Life policies and/or procedures; a resident is not enrolled as a student attempting at least twelve (12) hours at OPSU; or in rare cases, the housing area is to be converted to another use - in such cases, Housing and Residential Life will provide a minimum of seventy-two (72) hours' notice.

Commented [PC5]: I want to clarify how/when this charge is applied.

Commented [PC6]: Do we have a specific timeframe, or it is case specific and somewhat subjective?

CHECK-IN PROCESS AND FEES

KEYS

For the safety of our community, keys are only issued to a resident for access to the assigned room/unit. Residents are not permitted to lend or give their room or apartment key(s) to anyone nor are they permitted to use the room or apartment key(s) of another student. To control inventory of the keys, duplication of OPSU keys is **PROHIBITED**.

If a key is misplaced or lost, the resident is expected to report it immediately to the residential coordinator. A replacement key may be obtained for \$25. Residents will be allowed up to three (3) courtesy lockouts. Additional lockouts are considered excessive and will be deemed a violation of policy. Residents will be charged \$25 for each additional lockout. The fee for changing the lock on a resident's door is \$200.

All OPSU students are assigned an OPSU identification (ID) card. Residents' OPSU ID cards are encoded with the ability to grant access to designated doors with card readers. The student ID card will only function for the assigned community of residence. For the safety of our community, lending and giving ID cards to another person is prohibited. If an ID card is lost, contact the housing office to receive a new card.



Students propping open locked doors or allowing access to non-residents of the building are endangering the community. Doors should not be propped open for any reason. Failure to comply with this policy may result in a fine. If residents observe doors left unlocked, doors locked at the wrong hours, suspicious behavior, maintenance problems, or other safety hazards, they should notify the desk student staff and/or Residential Life building staff immediately.

CHECK-IN

Students will be instructed what day(s) they can check-in via email or letter from the housing office prior to arrival. Students should complete the emergency contact form in the housing office. When arriving for check-in, students are to go to the Student Union Building to check-in with the Hall Staff.

Upon initial arrival at their room, students shall complete the Room Condition Report. This form verifies receipt of keys, documents the condition of the room upon check-in, and gathers emergency contact information. If a student arrives before the scheduled check-in day, an improper check-in fee of \$150 will be assessed in addition to the daily room rate up to the date of the appropriate move-in day. Please note that rooms may not be available, clean, or ready to be occupied if students arrive before their regularly scheduled move-in.

MOVE-IN CHECKLIST

- Plan to arrive at the appointed day and time. Arrival will run smoothly if everyone arrives at appointed times/days.
- Coordinate room furnishings with roommates to prevent doubling up on furniture items.
- Arrange optional services. Discuss this with roommates as well.
- Pack only what is needed. Remember, more items can always be brought later, if necessary.
- Review the housing prohibited items list.
- Send mail/packages to the campus address *after* move-in day to avoid items returned to sender.
- Park to avoid traffic congestion. After unloading, vehicles should be moved to parking lot.
- Review and complete the Room Occupancy Check for accuracy to avoid damage billing for existing conditions.
- Attend the mandatory first-floor meeting and read the Housing and Residential Life Handbook.

PROHIBITED ITEMS

Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living. Housing and Residential Life regulates the use of these appliances and furnishings to ensure the safety and security of the community.



Prohibited Appliances: Open fire or open-coil cooking appliances, such as electric griddles, and George Foreman Grills; portable heaters; air conditioners; large amplifiers (public address system, oversize stereo, and musical instrument); and halogen lamps are all prohibited.

Students may have one microwave oven in Holter Hallroom. Microwaves must be rated 900 watts or less at the highest setting. George Foreman Grills and microwaves are permitted in Aggie Apartments.

Cooking Appliances: Cooking appliances may only be operated in kitchen areas. Operation of cooking appliances in other areas is prohibited.

Candles & Incense: Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, are prohibited in all OPSU housing. Decorative candles must be non-burning, have clipped wicks, or be wickless. The number one cause of residence hall and apartment fires is open flames. Incense, as well as being a fire hazard, can be an eye and respiratory irritant. To ensure the safety and comfort of our community, Housing and Residential Life prohibits these items. Violators will be subject to a \$50 fine.

Decorations: Wall decorations may only be attached using a sticky tack. Decorations attached via other means are prohibited. Violators will be charged \$10 per item.

Extension Cords: Any electrical extension cord that is used must be 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Beware that overloading an electric circuit with too many appliances can cause serious problems and/or hazards.

Fines: All fines must be paid by the end of the semester in order to enroll in the following semester. Residents who fail to abide by OPSU Policies and Procedures will be contacted by either their neighborhood Residential Assistant or a representative of OPSU, depending upon the type of violation. Failure to abide by OPSU Policies and Procedures may result in service disruption, fines, sanctions, contract termination, and/or suspension from the University. The fine amount may increase for each incident.

Fireworks and Explosives: Under state and federal law, fireworks and explosives are prohibited in Housing and Residential Life buildings and on OPSU grounds.

Flammable Liquids: Flammable liquids including gasoline, propane, etc. are prohibited in Housing and Residential Life buildings and on OPSU grounds.

Commented [PC7]: Move this section? Perhaps to a "Miscellaneous" section immediately following the "Prohibited Items" section?

Commented [PC8]: I assume this was intending to extend to all OPSU grounds and not just Residential Life grounds.

Commented [PC9]: Same comment as above.



Hover boards and drones: Possession and use of hover boards (also known as self-balancing scooters) is prohibited in all campus housing. This applies to all residence halls and campus apartments, including Family Housing. Drones may be possessed but not used in any housing facility.

Lost and Found: The Student Union Building maintains a depository for items found on campus. Items found on campus should be brought to the depository and inquiries about lost items should be made there.

Motor Vehicles: Motor vehicles, including recreational vehicles, are prohibited in Housing and Residential Life buildings and on grounds. These items must be kept in the parking lots.

Property Abandonment: Items left in the dormitories, apartments, or annexes by a vacating resident will be removed at the resident's expense. The vacating resident will be sent a notice via email or written notice and given five (5) business days thereafter to claim the items. If no response is received by the deadline, OPSU will dispose of these items. Removal and storage fees may be charged to the resident's OPSU account.

Refrigerators: Refrigerators are permitted with a limit of three (3) amps and three (3) cubic feet per room. OPSU is not responsible for loss of items due to power outages. Any refrigerators that exceed the limits described above are prohibited.

Room Locks: Rooms should be locked at all times. If a door to a resident's room is found open, it will be locked, and the resident will be issued a warning. Residents will receive one (1) warning about their door being unlocked. Each time thereafter, the resident will be fined \$50.

Waterbeds: Due to the number of pounds per square foot exerted on floor structure, waterbeds are prohibited.

Weapons: Possessing, using, or storing firearms, explosives (including firecrackers), weapons or dangerous chemicals on OPSU property or during any OPSU activity, except as specifically authorized under applicable state law. This includes, but is not limited to BB guns, paintball guns, knives longer than four (4) inches, swords, crossbows, handguns, shotguns and rifles.

Windows: Window screens must be kept in place at all times. If a resident's screen is damaged and/or removed, the resident will be charged \$50. Residents are to keep windows closed and locked to ensure proper functioning of heating and air conditioning units. Residents may not write on windows or hang obscene signs in them. Failure to keep your windows closed will result in you being charged \$50.

Commented [PC10]: Move this section? Perhaps to a "Miscellaneous" section immediately following the "Prohibited Items" section?

Commented [PC11]: Move this section? Perhaps to a "Miscellaneous" section immediately following the "Prohibited Items" section?

Commented [PC12]: Does OPSU permit any signs to be displayed in windows? If so, we may need to further define obscene. I believe there is a provision later that prohibits anything being hung from the windows.

Commented [PC13]: Move this section? Perhaps to a "Miscellaneous" section immediately following the "Prohibited Items" section?



TRANSFERS

Room transfers may be requested starting the first day of classes in the fall semester. Transfers will be accommodated on a first-come, first-served basis and may not be available immediately. Residents may request a transfer by going to the housing office. Residents requesting a transfer will be contacted in 3-5 business days regarding the status of their transfer request. Should a resident's transfer request be approved, the resident will be assessed a transfer fee of \$150. Please note that residents must check in to their new room and check out of their old room within forty-eight (48) hours of accepting the transfer assignment. If this process is not completed within forty-eight (48) hours duplicate room charges and improper check-out charges will occur.

NOTE – *In the event residents are placed in overflow housing, no transfers will be accommodated until all residents housed in temporary locations are assigned to a permanent space.*

CONSOLIDATION

During the semester, if a resident moves out of a double room and the remaining resident is not assigned a roommate; the remaining resident may be asked to select one of the following options:

1. Elect to pay the single room rate and retain the room privately. This option is available only when space is available. Single room rates will be calculated on the remaining prorated portion of the contract.
2. Choose to move into another half-filled room in the community.
3. Find another resident in a half-filled room who is willing to move into the current resident's room.
4. Be prepared to accept a new roommate at any time by:
 - Keeping the unoccupied half of the room in such condition that would allow someone to move into the room on short notice;
 - Displaying an attitude of cooperation and acceptance toward any resident who may examine the room while considering occupancy; and
 - Agreeing to accept a roommate assigned by the Office of Housing.

Commented [PC14]: I reworked this slightly because I was unsure of the significance of the timing of the assessment of the transfer fee. Please review to make certain this is accurate.



This consolidation policy does not require an individual to move out of his/her community; however, it could require residents to pay for a single room or consolidate with another individual who is living singly in a double occupancy room. If more than one resident in the same community is without a roommate, the individual who paid his/her housing contract last may be the one to move.

Commented [PC15]: May need to rework this, and it may not even be necessary to include it.

ROOM ENTRY AND SEARCH

OPSU recognizes and respects residents' desire for privacy and will make efforts to ensure and protect residents' privacy rights. However, OPSU officials may enter and inspect a resident's room at any time for reasonable institutional purposes. Such purposes include, but are not limited to, the following:

- Permission has been given by the resident or the resident's roommate(s);
- To provide service or conduct inspection for the purposes of cleaning, maintenance, repair, and/or pest control;
- To conduct an inventory of University property;
- To silence unattended loud alarms, stereos, radios, phones or other noise-producing devices;
- For closing inspections;
- When notified of the presence of an unauthorized animal or where an authorized animal is present, to review facility conditions, to verify the number of animals present, and to assess the welfare/living conditions of the animal(s);
- At least once each semester, Housing staff will perform health and safety inspections. When possible, notification of the inspections will be posted at least twenty-four (24) hours prior to the inspection;
- To address emergencies in which imminent danger to life, safety, health, or property is reasonably feared. OPSU retains the discretion and/or authority to determine what constitutes an emergency;
- During safety drills or alarms;
- Upon authority of a lawfully issued search warrant; or
- Whenever reasonably necessary to protect and maintain the property of the University; to ensure compliance with OPSU policies, including all relevant campus health and safety regulations; or to carry out OPSU's responsibility to maintain an educational atmosphere and preserve order and discipline.

Commented [PC16]: Are these purposes for entering the room typically due to scheduled cleaning, maintenance, pest control and inventories? I would like to discuss further.

Commented [PC17]:

Law enforcement officials may enter, search and seize evidence in accordance with applicable laws.



CONFISCATION

Housing staff may confiscate items that are deemed illegal, in violation of Housing & Residential Life or OPSU policy or deemed unsafe. In instances when Housing & Residential Life has confiscated an item, a notice will be left in the room in question and the residents of that room should expect to receive further notification from their Residential Assistant.

COMMON AREA DAMAGE

If the Residential Assistants are unable to determine the individual(s) responsible for damages to common areas (lounges, hallways, lobbies, building exterior, etc.), all residents in that area will be billed for common area damages for that Residence Hall. For this reason, we encourage you to report vandalism. This is one way you can reduce unnecessary costs. Residents are not permitted to remove, destroy, damage, or tamper with or remove materials posted by or property of OPSU, OPSU contractors and vendors, other residents, or their guests from their designated locations.

SPORTS IN THE RESIDENCE HALLS

Dart boards, sport activities, throwing objects, roughhousing, water fights, and practical jokes are not allowed in OPSU Housing and Residential Life buildings. Riding bicycles, roller blades, and skateboarding are not allowed in the halls, common areas, or walkways. OPSU Housing and Residential Life prohibits these behaviors due to possible damage, injury, and disruption to members of the community.

RESIDENTIAL LIFE SERVICES

SERVICE DESK

The Service Desk is a hub of information and resources for customer service in the residence hall environment. Services provided may include access to staff; borrowing games and sports equipment; lockouts; lost and found; lost key; mail distribution and drop-off; maintenance concern reporting; package pick-up; and policy violation reporting.

INTERNET/COMPUTER SERVICES

Every residential room is equipped with a physical internet connection, and publicly accessible wireless internet is available in all community lounges/common areas located in all OPSU Housing and Residential Life buildings.

MAIL

Residents can pick up mail in the Student Union Building. Mail pick-up will be available between the hours of 8:00 a.m. – 4:30 p.m., Monday through Friday.



Students are responsible for checking daily for any mail or packages received. A notification will not be sent out to students. Any mail not picked up within ten (10) days will be returned to USPS, UPS, or FedEx.

LAUNDRY

Laundry facilities are provided in all OPSU residence halls. OPSU is not responsible for any lost, stolen, or damaged items. Please report any machine issues to the **Housing Office**.

LOCKOUTS

If you are locked out of your room, you must go to the Service Desk for assistance. The staff at the desk will issue you a key to your room that you must turn back in. You **MUST** be prepared to verify your identification. Each student is given three (3) courtesy lockouts per semester. Additional lockouts are considered excessive and will be a violation of policy. You will be charged \$25 each time after three (3) lockouts.

Commented [PC18]: This repeats policy as stated in the section about Keys. We may want it to be addressed twice, but it may be unnecessary.

MAINTENANCE AND REPAIRS

If residents have any maintenance issues with their room, bathroom, common area, grounds, lounge, etc. please contact OPSU Housing Facilities at 580-349-1360 or email panhandlehousing@opsu.edu from 8:00 a.m. to 4:30 p.m., Monday through Friday. Non-emergency issues may also be called into the office after hours. Residents may leave a voicemail, and a work order will be entered the next business day.

Note: OPSU Housing and Residential Life reserves the right to charge residents for repair service if it is determined that damage was not the result of everyday wear and tear.

PARKING AND VEHICLES

Any motor vehicle parked on OPSU property between the hours of 5:00 a.m. and 5:00 p.m., Monday through Friday, must display a valid OPSU paid parking permit. This includes all **RESIDENTS OF OPSU RESIDENCE HALLS** who own a vehicle. Parking permits can be purchased in the **OPSU Housing Office**.

Commented [PC19]: Is this change accurate?

Parking permits shall be displayed in the lower left portion of the back window of the vehicle. All parking permits expire at the end of each academic year. When a student who has purchased a parking permit receives a ticket for failure to purchase a valid permit, the student should take the ticket to the **OPSU Housing Office**. If the student verifies he or she has a valid permit, the citation may be reduced to \$10 for failure to display the permit. Any reduction of a citation is provided as a courtesy and not a mandatory reduction. If a supervisor/designee deems a student is not eligible for this reduction, the student will be referred to appeals.

If a parking permit is lost, stolen, or destroyed, the permit holder will be required to



purchase a replacement permit at the current permit price. Loss or destruction of a parking permit should be reported to the OPSU Housing Office immediately. If this is not reported, the vehicle will be subject to a “no permit” citation.

Failure of parking services or the Goodwell Police Department (“GPD”) to enforce any parking regulations shall not be construed as a waiver for the future enforcement of the regulation. Traffic laws are enforced on campus by Student Services, OPSU security, and the GPD. The purpose of the OPSU parking and traffic management rules and regulations is to acquaint the OPSU community with the nature of the parking system on campus and to clearly state the various parking regulations which affect the system. They are adopted to promote an orderly flow of traffic, accessibility by emergency vehicles, and the safety of persons using institutional facilities.

The OPSU security officers and GPD make regular tours of all parking lots, but OPSU assumes no responsibility for the care and protection of any vehicle and/or its contents at any time the vehicle is operated or parked on campus.

The cooperation of all persons who use OPSU parking is needed to maintain adequate control and supervision of the areas. The regulations set forth have evolved in an effort to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with the spirit as well as the letter of these regulations. All parking is available on a “first come, first served” basis. Entrance to the parking area does not ensure the availability of the parking space but grants the privilege of parking in a specified area when space is available.

Washing of vehicles on campus is prohibited except for car wash activities approved by the Student Activities Coordinator.

Repair work on vehicles parked on campus involving removal of major parts is prohibited.

Disabled vehicles must be reported immediately to Student Services. Temporary parking arrangements, not to exceed twenty four (24) hours, may be approved for such vehicles not creating hazards to traffic or pedestrian flow.

Vehicles must be parked in designated spaces only. In paved lots, vehicles must be parked in the spaces between two lines. In the gravel lots, vehicles must be parked at a valid spot. Parking in spaces or areas not designated as parking spaces by stripes or parking signs is prohibited.

Correct parking is enforced at all hours. It shall be a violation to:

- I. Park outside marked spaces
- II. Park in any area not designated for parking
- III. Parallel park more than twelve (12) inches from a curb



- IV. Parallel park against traffic flow
- V. Park in any dangerous or careless manner so as to endanger life, limb, or property
- VI. Park motorcycles, mopeds, motor bikes, and bicycles in other than designated spaces
- VII. Park at an improper angle

CITATION AND TOW PROCEDURES

The first five (5) traffic/parking citations issued to a vehicle/driver during an academic year will be issued at face value; citations six (6) through ten (10) will increase *one and one-half times* the face value. A person issued eleven (11) or more citations will be charged at the face value of the citation plus \$50.

If the vehicle/driver has four (4) or more previous citations from the current school year (fall and spring semester), a citation will be issued. Summer will stand alone.

If the vehicle/driver has been cited previously for violating rules and regulations, a citation will be issued and the vehicle may be towed. Rules, regulations, and permit fees are subject to change and will take precedence over printed material.

OPSU reserves the right to remove vehicles when illegally and/or improperly parked, and assumes no responsibility for damages incurred in moving any vehicle. The driver of the vehicle shall be responsible for the cost of the impound, in addition to disposition of all parking fines incurred. A local independent wrecker service shall be used, and this action may be taken *in addition* to the fine for such violations. The towed vehicle's owner or driver will be responsible for all towing fees.

VIOLATIONS, FINES, AND PENALTIES

Citation for violations may be given every four (4) hours.

I. Parking in a physically disabled person's space	\$80
II. Possession of lost, stolen, or destroyed permit	\$50
III. Parking in a fire zone or at a fire hydrant	\$50
IV. Failure to stop at stop sign	\$30
V. Failure to yield right-of-way to a pedestrian in a crosswalk	\$30
VI. Failure to purchase a valid parking permit	\$35
VII. Parking in a restricted area	\$30
VIII. Parking in a tow-away zone (plus cost of tow)	\$30

Commented [PC20]: I'm a little unclear as to how this works. Probably need to rework it to make certain it is clear.



IX.	Altering/damaging campus traffic signs (plus market value of sign)	\$30
X.	Parking in a traffic lane	\$30
XI.	Parking in a loading zone	\$30
XII.	Removal or disregard of barricades	\$20
XIII.	Incorrect or double parking	\$15
XIV.	Parking on grass or underdeveloped area	\$30
XV.	Major repair or unauthorized washing of vehicle	\$10
XVI.	Failure to display a valid permit	\$10
XVII.	Improperly affixed permit	\$10

BED BUG TREATMENT

Suspicion of bed bugs should be immediately reported to a Residential Assistant. Reports should include the resident's name, room number, and cell phone number.

OPSU Housing and Residential Life can provide a temporary living space for residents during the inspection and treatment of rooms. Residents may also elect to remain in their units during the inspection and treatment process. Until units can be inspected and treated, residents are expected to limit their movement with regard to other living spaces, lounges, off campus housing, etc. It is important to try and contain the situation as much as possible.

If bed bugs are located in a room, Pest Control will schedule a treatment as soon as possible. In order for treatment to be successful, all residents of the living space MUST follow very specific instructions.

ALCOHOL, TOBACCO, VAPE AND DRUGS

ALCOHOL, TOBACCO AND VAPE

Alcohol and tobacco (vaping) are prohibited in **ALL** our communities. OPSU Housing and Residential Life supports alcohol-free and tobacco-free environments to help ensure comfortable, safe, and successful communities.

In addition to the OPSU Student Code of Conduct, OPSU Housing and Residential Life policy prohibits the possession of empty alcohol containers and hookahs. The possession or consumption of alcoholic beverages or tobacco by residents and/or invited guests within the interior living spaces, including patios, is strictly prohibited, even if the



resident(s) and/or invited guest(s) is/are of age.

Residents may not display advertisements of alcohol that are visible outside of their room.

DRUGS

Drugs are prohibited in all our communities. OPSU Housing and Residential Life supports drug-free environments to help ensure comfortable, safe, and successful communities.

Both the OPSU Student Code of Conduct and OPSU Housing and Residential Life policy prohibit the use, consumption, possession and/or being under the influence of drugs.

USE OF GROUNDS AND FACILITIES

Roofs: Residents are not allowed on any roofs due to potential structural damage and safety concerns.

Trash: It is the responsibility of residents to keep the living space in the community clean and free from waste. Trash, food containers, and unsanitary situations can attract pests as well as create unpleasant living situations for the community. Residents and their guests are required to keep trash or recyclables inside their apartments, or rooms. Any trash or recyclables in the breezeway or hallway is prohibited. Trash and/or recyclables may not be stored in excess within the room/unit and must be taken to the designated dumpster or recycle location. Room trash should be disposed of in a timely fashion. Room trash must be deposited in trash dumpsters provided for the residence halls, not in the breezeways, hallways, or courtyard trashcans. Trash found in prohibited areas will result in a \$100 fine for all parties on that floor or breezeway.

Windows/Air Vent Blockage: Windows must remain closed and air vents unobstructed. No items should be hung outside the windows, placed on the ledges, or on balcony or patio railings.

Decorations: For the safety of the community, no live trees or live cut greenery are permitted, lighting/wiring may not stretch across doorways or across common areas, and decorative lighting must be turned off when unattended. Use of paint or material that will result in permanent changes to the room/suite/apartment or common area(s) are strictly prohibited. Decorations may not: cover more than 1/3 (33%) of door surface area, be three dimensional, or obstruct the peep hole or the room number. Decorations deemed unsafe by Housing and Residential Life may be removed.

Postings: All posted materials require authorization from The Communications Office or The Office of Outreach. Unauthorized postings will be removed.

Furniture: All OPSU owned furniture is designated for use in the space to which it is



assigned. The removal of furniture from its designated location is prohibited. At no time may furniture be removed from the room/apartment or left outside the unit on a balcony or porch. Closet doors must always remain attached to the closet.

OPSU strongly discourages residents from purchasing used furniture and placing it in a Residence Hall, or apartment. Residents who bring furniture that contains pests will bear remediation costs to rid residential space of the pests.

Shared Living Space: Residents are not permitted to occupy or use any space in their unit to which they are not assigned. This includes vacant beds, bedrooms and/or a bathroom on an unoccupied side of room, suite, or apartment. Residents found in violation of this policy will be responsible for all charges necessary to return the room(s) to a move-in ready state by OPSU Housing and Residential Life standards or may be charged for occupying both spaces.

Guest Policy: The hosting of guests is a privilege and all residents of a room or apartment must approve of any guests. Guests must be registered with Housing and always be escorted by their host. Residents are responsible for their guests and all policies must be observed by guests. Residents are welcome to have overnight guests of the same gender. Guests are limited to three (3) overnight visits in a semester and no more than two (2) consecutive nights. Visits of greater than three (3) nights, even when the nights are not consecutive or the guest stays in different residents' rooms, are prohibited except with permission of the Residential Housing Coordinator. Guests may not sleep in lounges or lobbies. Infringement on the rights of roommates or of other residents is prohibited.

For the safety and security of our residents, Housing regulates access to residential buildings on campus. In support of privacy and the academic environment, it is important that members of the community feel comfortable with guests in their living space.

Commented [PC21]: Might want to be more specific as to how guests are registered.

COMPLIANCE

To ensure safety, residents and guests must always follow the directions of OPSU staff members and provide accurate information and identification. Interfering with staff while they are performing their duties will not be tolerated. Such interference includes conduct that causes a material and substantial disruption, unlawful harassment, threats, intimidation, and other conduct in violation of state or federal law or of other applicable university policies.

NOISE

Courtesy Hours: 24 hours a day, 7 days a week. During courtesy hours, a resident may



ask another resident to reduce the noise. Noise should not be disruptively audible more than three doors down the hallway, inside and/or outside of the building.

Commented [PC22]: May want to rework this. I think we can state this in the following section.

Quiet and Visitation Hours: Quiet hours are Sunday through Thursday, 11:00 p.m. – 11:00 a.m. and Friday and Saturday, 12:00 a.m. – 11:00 a.m. Residents are always expected to be courteous to others in their community, and at any time a resident may ask another resident to reduce the noise level. Noise should not be disruptively audible more than three (3) doors down the hallway, inside and/or outside of the building. Compliance is necessary to ensure an environment for academic success.

Additionally, beginning the Sunday before finals week and throughout the entirety of finals week, OPSU Housing and Residential Life adheres to 24-hour quiet hours for the benefit of those studying for final exams. During quiet hours, audible sound should not be heard beyond the boundaries of the resident’s room/apartment. The 24-hour quiet hour period ends on Friday of finals week at 5:00 p.m.

Visitation hours are from 12:00 p.m.-12:00 a.m. Sunday through Thursday and 11:00 a.m.-1:00 a.m. Friday and Saturday. If the visitation hours are violated a fee will be assessed to the resident, and the resident will be subject to a probationary period during which no visitation will be allowed.

PETS AND SERVICE ANIMALS

Pets are not allowed in any OPSU Housing and Residential Life buildings due to concerns for health, safety, sanitation, noise, and humane treatment.

If a pet is found within an OPSU Housing and Residential Life building, the pet must be removed immediately, and the resident will face an immediate minimum fine of \$300, with additional charges as necessary to restore the unit to an occupiable state (as determined by OPSU Housing and Residential Life). Violators will be subject to a \$250 fine/day if the pet is not removed. OPSU assumes no responsibility for any pets brought onto and/or removed from OPSU property. OPSU is also not responsible for any injuries or damages caused by any animal on campus.

Emotional support animals are allowed on campus only when approved by OPSU. All necessary paperwork, evaluation, and authorization forms required by the OPSU Housing and Residential Life office must be completed prior to the animal’s arrival on campus. ~~Residents who seek accommodations for an emotional support animal must complete the agreement in the Housing office prior to residing in the residence halls.~~

Commented [PC23]: Some of this may be redundant and/or unnecessary. Let's discuss what we want to make certain it conveys, and see if we can streamline it a bit.

SEVERE WEATHER



In the event of severe weather residents should monitor local radio and/or TV stations for the latest report on conditions. In instances of severe weather, residents should follow these instructions:

- When the tornado sirens sound residents are to take cover and immediately proceed to a room without windows - a community lounge, community bathroom, or personal bathroom on the lowest floor possible.
- Once residents are in an area of refuge, they are to sit on the floor with their backs to the wall or in a central portion of the room. Residents are to stay away from windows and doors. If a storm strikes, residents should duck their heads between their knees and cover the back of their heads with their hands for protection.
- Weather sirens are tested quarterly every year weather permitting.
- Residents should be aware of their surroundings, including weather conditions.
- If you need assistance or accommodation, please contact the Goodwell Police at 580-349-2566

SEVERE WEATHER REFUGE PROCEDURES

- Residents are responsible for finding an area of refuge in the event of a tornado.
- Residents should stay away from glass and avoid being in areas with windows or exterior walls.
- Residents should try to get as low to the floor/ground as possible in the lowest level inside the building they are occupying at the time of the storm ("area of refuge"). A basement generally offers the best protection. Otherwise, residents should go into an interior room or hallway at the lowest possible floor.
- Residents should put as many walls between themselves and the outside as possible.
- Residents can seek additional shelter by getting under a piece of sturdy furniture, such as a table or desk and hold onto it.
- **If possible, residents should avoid large open rooms.**
- Residents should crouch as low as possible to the floor, facing down, and cover their heads with their hands.
- Even in an interior room, residents should cover themselves with some sort of thick padding (mattress, blankets, and pillows) to protect against falling debris and flying objects in case the roof and ceiling fail.
- Residents should remain in the refuge location until advised that it is safe to return to work, study, or residence hall room area and listen for "all clear" (tornado/severe weather has passed) message via local media.

COMMUNITY STYLE HALLS –HOLTER HALL AND FIELD HALL

- In the event of severe weather, residents of Holster Hall and Field Hall should



not remain in their rooms. Instead, these residents should move to the lowest level possible in the building. Holter Hall—1st floor bathrooms and lounge. Field Hall—basement hallways.

- Residents should then locate a windowless floor lounge or bathroom and close the doors.
- If there is not enough room in the lounge, residents should close the room doors and begin to line the interior hallways.
- Residents should stay close to the walls furthest from the buildings' exteriors.
- Residents should crouch as low as possible to the floor, facing down, and cover their head with their hands.

SUITES – AGGIE APARTMENTS, MARRIED STUDENT HOUSING, AND AGGIE ANNEX

- If there is time to move safely, residents of Aggie Apartments will go to the shelter underneath the gazebo. Married Student Housing and Aggie Annex residents will go to the locker room in the Noble Center.
- If there is not time to move to safer shelter, residents of Aggie Apartments, Married Student Housing and Aggie Annex should do the following:
 - Residents should move to an interior hallway (i.e. one as far as possible from windows), and make certain that all room doors are closed. If leaving their room is not possible, residents should move into their unit's bathroom. Note: It is advisable for residents to take something to cover themselves with to serve as protection from shattered glass.
 - Residents should crouch as low as possible to the floor, facing down, and cover their heads with their hands or a blanket, jacket, etc.
 - Residents should not leave their apartments. This is risky, however, as you expose yourself both to the dangerous weather and the possibility of not being able to get into a lower apartment.
 - Once in an apartment, move into the bathroom, or space permitting, the laundry room.
 - Crouch as low as possible to the floor, facing down, and cover your head with your hands. A blanket, jacket, etc. is preferable for head-covering, but your hands will suffice.

Commented [PC24]: I would like to rework this a bit, because it seems a little contradictory to earlier language. If there is a way to streamline the severe weather material, I would like to find a way to do so. If it needs to be specific for each location, maybe we can set out some general guidelines for everyone, and then make note of the specifics for the individual residential locations.

FIRE SAFETY

FIRE DRILLS



For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the Goodwell Fire Marshall during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm sounds residents are to leave the building. Participation in fire evacuations is required by state law.

FIRE ALARM INSTRUCTIONS

In the event the fire alarm sounds, residents should follow these instructions:

- Close windows and leave lights on in room. Take room key.
- In situations involving inclement weather and time permits, residents are advised to wear a coat and shoes and carry a towel.
- Leave door closed and walk to exit. If smoke is encountered, stay low for air.
- Physical assistance for evacuation: - Call 911.
- If unable to leave room, place a towel under the door if smoke is either seen or smelled.
- Await assistance in the room or area of refuge.

SMOKE DETECTOR AND SPRINKLER SYSTEM

Each residence hall room is equipped with a smoke detector. Smoke detectors in rooms are inspected regularly by Environmental Health and Safety.

Sprinkler systems have been installed for added safety in all residence facilities. To make the sprinkler system as effective as possible:

- Sprinklers must never be painted.
- Nothing may be hung from the sprinkler piping or sprinkler heads.
- Sprinkler heads may never be obstructed or altered.
- Nothing may be stored within eighteen (18) inches of a sprinkler head.
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas, as they are likely to damage and/or destroy sprinkler heads.
- Report any damages to the sprinkler system to the service desk immediately.

By a mandate of the State Fire Marshal, an action plan has been adopted by OPSU Housing and Residential Life. Regulations are in effect regarding tampering with any fire safety equipment. This includes but is not limited to propping open fire-resistant doors and tampering with (includes covering) smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. Activation of fire alarms in non-emergency situations is prohibited (e.g. cooking, vapes, pull stations, etc.). The first offense for tampering or unauthorized activation of a fire alarm will result in the student(s) being assessed a fine of \$500. The



Commented [PC25]: Should we define what this is?

student(s) will also be placed on Housing probation and receive a conduct sanction. In the event of a second such offense, the student(s) will be assessed an additional \$500 fine, removed from OPSU housing, and any housing contract(s) must be paid in full. An incident report will be forwarded to the GPD for a code violation, which may result in a ticket being issued (potential fine of \$5,000- and one-year imprisonment).

If at any time a smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, please call the OPSU Housing and Residential Life Office at 580-349-1360, and arrangements will be made to ensure the battery is replaced. Please do not replace the battery yourself.

NOTICE OF NONDISCRIMINATION

OPSU, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid, and educational services. Any person (student, faculty, or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OPSU's Title IX Coordinator 580-349-1362.

Residents who are required to register their name and home address with any local or state law enforcement agency as a result of a criminal offense are required to disclose this information in writing to the OPSU Director of Housing prior to checking-in to their assignments for review.

ANNUAL SECURITY REPORT

OPSU complies with federal law in compiling an annual security report, which contains policy statements and crime statistics. The policy statements address the institution's policies, procedures and programs concerning safety and security, such as policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, in or on off campus buildings or property owned or controlled by the institution and on public property within or immediately adjacent to the campus. This report is available online at https://www.opsu.edu/Offices/Student_Affairs/



COMMUNITY STANDARDS

OPSU students aspire to follow and promote:

Integrity: OPSU students are expected to exemplify honesty, honor, and respect for the truth in all their actions.

Community: OPSU students build and enhance their community.

Social Justice: OPSU students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

Respect: OPSU students must show positive regard for each other and for the community.

Responsibility: OPSU students are expected to accept responsibility for their learning, personal behavior and future success, and students should appropriately challenge others to do the same. Students should use judgment, be trustworthy, and take personal responsibility for their actions.