

Apartment Policies & Procedures

Welcome to University Apartments!

We are excited to have you join our residential community. Now that you have confirmed your acceptance of the offer we have extended to you please review the following information and follow each of the appropriate links.

Maintenance & Utilities –

This [Maintenance & Utilities sheet](#) contains important information about maintenance in the apartment and contact for utilities, phone and cable service. You are responsible to transfer the utilities into your name as soon as possible (Heights, Manor and Park residents only need to contact Idaho Power; Square and Village residents need to contact Idaho Power and Intermountain Gas):

Parking Permit –

The [Parking and Transportation](#) office manages all of the residential lots on campus. You will be required to purchase a parking permit for your apartment lot. There is one permit guaranteed per apartment and you will receive a referral form when you complete your check in. Visit Parking and Transportation's [Permit information](#) page to learn more.

ID Card Requirements (Square Residents Only) –

University Square residents are required to get a proximity (proxy) ID card through the Bronco Card office located in the Student Union Building. New students will need to be prepared to pay \$25 for their card. ALL OCCUPANTS requiring a proxy card will also need to be prepared to pay \$25. Please be sure to go to the Bronco Card office prior to your check-in to insure you have the correct card type at the [BroncoCard](#) website.

Lease –

In order to live in the apartments, tenants must sign a lease agreement with University Housing that outlines specific provisions. It is encouraged that you re-read that information to familiarize yourself with your agreement, as it legally binds you to the terms and conditions for the entire duration of the agreement. All tenants will be held to the terms of their agreement. If you have misplaced your agreement, please email BSUApartments@boisestate.edu to request another copy.

Payments –

Your apartment rent will be processed through BroncoWeb on a monthly basis. You can make your rent payments online using [BroncoWeb](#) or in person at the Payment and Disbursement Office (Administration Building, room 211).

Rent payments are due on the 25 th of the month for the following month's rent (example: June rent is due May 25 th). A late fee of \$10 or 1.75% of the balance due, whichever is greater will be assessed if the payment is not received by 4:30pm on the 1 st of the month. Payments should be made via BroncoWeb or at Payment and Disbursement (Admin building, room 211). If you receive financial aid, it will be applied first to your student fees; any remaining aid will be applied to your housing costs.

University Housing has the capability to post rent for an entire term (Spring, Summer, or Fall); however, 1) it cannot be reversed once it is processed so you will need to be certain you have enough funds to pay the entire balance and 2) the entire amount will all be due on the same due date. Requests for additional rent must be submitted in writing to BSUApartments@boisestate.edu or 208-447-1001. Please allow 5-7 business days for the additional charge to show on your BroncoWeb account.

APARTMENT LIVING: RIGHTS & RESPONSIBILITIES

All occupants residing in University Housing are subject to the policies and procedures outlined in the Boise State Student Code of Conduct and policies and procedures outlined on the University Housing website. Please be sure to familiarize yourself with the Student Code of Conduct for specific policies as well as the procedures for filing a complaint and for being held accountable for allegations of behavior violations.

Housing policies are centered on community interests and are applied to all residents and guests who visit Housing, regardless of residency in University Housing or attendance at Boise State University. All residents will be held accountable for any violations of policy. It is essential that residents educate their guests about all policies while they are on the premises.

Community Living – Rights & Responsibilities When you move into a University Housing facility at Boise State University, you have chosen to become a part of a unique community. This community is made up of a group of diverse individuals, here to pursue common educational goals, who have come together to share a wide variety of experiences.

The most important part of a positive community, however, is YOU!

You will have many opportunities for self-direction and experience, but you must balance the rights that you have as an individual in the community with the responsibilities you have to the other members of the community. The following information explains some of your “rights” – what you are entitled to as a student living in University Housing and some of your “responsibilities” – what is expected of you as a member of the University Housing community.

RIGHTS

- Right to a safe and secure living environment.
- Right to a reasonably peaceful and quiet space to sleep and study.
- Right to privacy and proportionate use of your housing in terms of space and time.
- Right to be free of unwanted guests in your living space.
- Right to choose your means of appropriate recreation and relaxation.
- Right to confront another’s behavior that infringes upon your rights.
- Right to the assistance of a University staff member when you need help with a problem.
- Right to know what is acceptable and not acceptable within the University Housing facility.

RESPONSIBILITIES

- Responsibility to keep your room and/or apartment clean.
- Responsibility to respect the rights of others.
- Responsibility to observe quiet and courtesy hours; keep stereo and voices at reasonable levels, and remind others that you expect the same.
- Responsibility to determine preferences on sleep, study, and work within the common living environment with roommates.
- Responsibility to discuss visitation in your personal space, the hours it is acceptable to have guests, and appropriate behavior while in your space.
- Responsibility to know and abide by the policies, regulations, and laws of the State of Idaho and Boise State University.
- Responsibility to examine your own behavior as well as being reasonable and mature when confronted yourself.
- Responsibility to notify community members or staff of your problem in a timely manner and cooperate with them to help you find a solution.
- Responsibility to read the information in the [Student Code of Conduct](#), on the University Housing website, and your [Boise State University Apartment Lease](#).

Each member of a community must balance their rights and responsibilities in order to thrive and succeed in any group living environment. Students who disregard their responsibilities or violate the rights of others will be held accountable for their actions and choices.

THE STUDENT CONDUCT PROCESS

When there is an alleged violation of policy, there is a conduct process that the Department of University Housing and the University go through to ensure that the rights of the students are preserved. The Student Conduct Program, located within the Office of Student Rights & Responsibilities (OSRR, located on the first floor of University Suites Building C) in conjunction with University Housing, is responsible for managing this process. The Student Conduct Program holds students accountable for their decisions that may have a negative impact on the community they have chosen to participate in. University Housing staff members are required to report and to follow up with any violations of University or University Housing policy. In all cases, the student(s) involved will have an opportunity to present their side of the issue before any final decisions are made as to what is most likely to have happened during the incident. Detailed information about the conduct process, appeals process, etc. can be found at the [Office of Student Rights and Responsibilities](#) website.

Questions may also be referred to any Resident Director or the Assistant Director for Residence Life.

University Apartment Policies

This section pertains to University Housing policies that provide guidance on the rules and regulations for living in University Housing Apartments. It is strongly recommended that you read the entire section if you will be living with University Housing.

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ABANDONED PROPERTY

Boise State University and the Department of University Housing are not responsible for lost, stolen or damaged property in the University Apartments or public areas of these communities. Items left in apartments or common community areas at the end of the lease term will be stored for a minimum of 48 hours and a maximum of 30 days. After a 30 day period University Housing will determine if the items are in a condition to be donated to charity or discarded. Tenants may be charged for the staffing needed to dispose of property left within facility.

ACCESS TO APARTMENTS

BroncoCard Student ID

University Housing uses a card access system for the University Square Apartments exterior doors. Only those listed on the agreement and over 12 years of age will have access to that particular building. If your Bronco ID card does not grant you building access or is not functioning properly, please contact the Apartment Desk immediately. Allowing someone else to use your card is prohibited. Please report all missing Bronco ID cards ASAP through the Bronco Card office at (426-4171) or through their [website](#). Replacement fee for a Bronco ID card is \$50.

Keys

Key security is very important – do not loan or hide your keys under a mat. The lease holder is assigned keys to their apartment, laundry room and mailbox. This allows limited access for safety and security reasons. Lease holders will be issued a spare apartment key and additional ID cards for occupants listed on the agreement. Lost keys should be reported to a staff member immediately to ensure the safety of yourself, your belongings and in some cases your community. In your absence, we will not allow anyone access to your apartment without your explicit written permission if they are listed on the agreement or tenant information card.

Access into an apartment other than the one assigned to you without permission is prohibited. In addition, using keys improperly, making copies of keys, or loaning or giving keys to a non-resident is in violation of University Housing policy and subject to disciplinary action. Key replacement charges for all keys begin at a minimum of \$30 depending on the apartment and the number of keys to be replaced.

Lockouts

Residents are responsible for carrying their keys and ID card to gain appropriate access to facilities. When a student is locked-out, a "loaner" key can be checked out from the University Apartments Service Desk for no more than 24 hours. Students who do not return the "loaner" key within 24 hours will have their apartment re-keyed at their expense. Each student is given one free lock-out. Additional lock-outs will cost \$10.00 for each occurrence. Misuse of this service may result in additional charges. University Housing staff will issue spare keys only to those listed on the lease or the tenant information card, except during emergency situations where written permission can be given by the resident (e.g., hospitalization).

ACCESS TO COMMUNITY SPACE IN UNIVERSITY HOUSING: INDOOR AND OUTDOOR

University Housing has limited space for outside organizations to use. University Housing should feel like home and allow residents to enjoy a reasonable level of the privacy from solicitation and disturbance and to enjoy the facilities without competing with outside groups for access. Therefore, there is limited space in each area whereby a recognized student organization or Boise State campus department may partner with UHA or staff member to provide an activity in the area.

- 1) All organizations including Hall Council, UHA, outside groups, etc. may reserve space for meetings and activities; reservations for space should be conducted through the appropriate Resident Director.
- 2) Space around University Apartments is governed by University Housing policies. Groups may reserve outside space such as the grassy BBQ areas but must first gain permission from University Housing's Assistant Director of Facilities & Operations through the appropriate forms.
- 3) Information tables may be arranged on a limited basis. Any non-housing, ASBSU-recognized student group or Boise State office that would like to set up an informational table in an Apartment community, must contact the Apartment Resident Director. No tables will be permitted during the opening and closing of the buildings or other high-traffic periods or times deemed inappropriate by the Resident Director or other Housing Administrator. Recruitment activities will be limited to informational tables; members tabling may not approach students walking by but rather must allow students to approach the table freely. No tables will be permitted just outside the doors into the building as the residential students of all our facilities have the right to enter and leave their apartments unencumbered.

AIR CONDITIONING & HEAT

Each apartment is equipped with its own air conditioning and heating controls. Do not obstruct or damage air conditioning or heating units or set anything near the wall mounted units as this may interfere with normal operation. Residents are not allowed to bring additional air conditioning or heating devices without written permission of the Assistant Director of University Housing Facilities & Operations.

Housing staff check extended forecasts and reviews monitoring data to determine the heating and cooling needs of the 2,300+ residents that live with us. Housing's general practice for heating and cooling is to provide room temperatures between the range of 68 and 76 degrees, depending on the season. If the room temperature falls outside of this range, residents should first attempt to reset the temperature setting and ensure nothing is obstructing the vents or radiators. If this does not correct the situation within a reasonable amount of time, residents are encouraged to contact a staff member for additional assistance.

While adjusting cooling in your apartment avoid turning below 60 degrees to prevent the unit from freezing up. Freezing will damage the AC unit and can cause water damage to the carpet/flooring and any belongings around the AC unit.

ALCOHOL

Students of legal age residing in University Apartments will follow state laws, University and Housing policy regarding alcohol use.

1. University Apartment residents of legal age may not contribute to the delinquency of minors – by purchasing, providing, or making alcohol available to underage students and/or guests.
2. Underage guests found in an apartment where alcohol is present will be held responsible in the conduct process as will the apartment tenants. The ONLY exception granted will be for those minors in the stewardship of the apartment tenant/s (their children or dependents).
3. Alcohol containers should not be displayed in windows nor should bar or bar structures be erected anywhere in University Housing property.
4. Public intoxication is not considered a responsible contribution to the community and therefore is inconsistent with University and University Housing standards. Public intoxication is considered a violation of University Housing policy and may be defined as a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties. This includes, but is not limited to, loss of motor coordination, aggression, loss of memory, contributing to loud noise, abusive behavior, or damage to property and any situations which result in a student being transported by emergency personnel due to concern for their safety.

5. A person considered in violation of University Housing's policy on alcohol use if their personal alcohol consumption infringes upon the rights of other persons or property.
6. Possession and/or consumption of alcohol are prohibited in any public area of the University owned buildings or grounds. Therefore, alcohol is not allowed on landings, balconies/decks, in the parking lots, grassy quad areas, playgrounds and outside University Housing facilities on University grounds.
7. Both excessive amounts of alcohol and common sources are prohibited. Excessive amounts are defined as supplies of alcohol which are excessive for the number of students of legal drinking age present or amounts which are distributed indiscriminately. Examples of excessive amounts include more cases of beer than reasonable for the number of people of legal drinking age present or large mixtures of "punch" or the presence of "punch buckets". The determination of what is excessive will be made during the conduct hearing process. Examples of typical common sources of alcohol are kegs and beer balls. Common source containers, whether full or empty, are not permitted in University Housing areas including apartment communities. Parties and other gatherings where alcohol is shared in this fashion are prohibited.
8. Drinking games (and associated paraphernalia) foster an atmosphere of irresponsible consumption which can lead to significant injury. For this reason they are strictly prohibited and any student found in violation will be followed up with appropriately.

We encourage all of our students to take responsibility for the safety of themselves and others. As such, residents who are concerned for the welfare of another community member, but are worried about sharing information with University Housing Officials because of apprehension about their own conduct status, should review the [Medical Emergency Protocol for Drugs and Alcohol](#).

APPLIANCES, FURNISHINGS AND DECORATIONS

The electrical systems in apartments are not designed to carry heavy loads of electrical equipment. To prevent blowing circuits, residents are required to be responsible in their use of appliances/electronics, which includes proper and judicious use of multi-outlet strips and surge protectors. Extension cords are not permitted and all electrical equipment must be UL listed.

Prohibited Appliances, Furnishings and Items

Due to fire concerns and/or regulations the following items are not allowed in University Apartments:

- Any item with an open flame or that burns (candles, Sterno burners, incense, etc)
- Appliances that are damaged or used in areas other than the kitchen (frayed cords, bent plugs, broken safety handles/legs, etc)
- Fog machines
- Halogen lamps/lights
- Liquid fuel
- Water beds

Not only are candles and incense a fire hazard, but they may also produce an odor that can disturb or provoke an allergic reaction in some individuals. If candles are found in your apartment, you will be asked to remove them from the community or you will be subject to a conduct hearing. If you have specific issues with candles or incense relating to any religious practice, please contact the Apartment Resident Director to discuss solutions.

Apartment Decorations

Personalizing the space in your apartment is encouraged. However, University Housing requires that this be done in a manner that does not cause damage, does not violate State law, University policy, or is deemed to be defamatory and/or degrading to members of the University community.

Residents will only use hanging products that guarantee no surface damage (like 3-M Command hanging strips). Flammable materials are not permitted in University Apartments, including decorating personal space. Decorations may not be affixed to ceilings. Items cannot be attached to or block any fire safety equipment including smoke detectors, sprinkler heads, and exit signs. Decorations must not impede access to hallways, doorways, stairs, corridors, or other equipment. Due to fire safety concerns, no more than 10% of a room's wall space can be covered by posters or other decorative materials. No rugs, bed sheets/spreads or tapestries can be hung in any University Housing space. University Housing does allow small twinkle lights, artificial trees, wreaths, and other such decorations, provided that these are UL listed.

University Housing follows the Statement of Shared Values as a model of establishing and maintaining a civil housing community. Therefore, the exterior of apartment doors (the side that faces hall corridors or public spaces) and room windows are considered public space. University Housing reserves the right to have removed items that could be construed as bigoted, demeaning, degrading, or victimizing in a discriminatory manner. Failure to comply with community standards or the request of a staff member to remove such materials may result in disciplinary action. Other questions about what is permitted should be referred to your Community Assistant or Resident Director.

BICYCLES

There are bicycle racks at each apartment complex. Please use the rack nearest your apartment. University Housing strongly suggests

students use a strong krypton-type lock on their bikes. Limited individual bicycle lockers are available for rent (located at Towers Hall only). Information on bike locker availability can be directed to the Towers Hall front desk. We also suggest all bikes be registered with the Boise Police Department. The online form can be filled out at [City of Boise's Bike Registration](#).

Storage

Bicycles may not be stored or parked in any public areas, passage ways, apartments, entryways/landings, nor ridden inside the apartments for reasons of safety. Bicycles should only be locked on exterior bike racks or placed in bicycle lockers. They should not be propped against/chained or otherwise locked to trees, stair railings, garbage cans, etc. Lockers are available for \$25 per semester (or \$50 for the academic year). There are a limited number of spaces available, and lockers will be distributed by a lottery system during the first week of classes if necessary. Residents who lose or do not return locker keys will be charged \$30.00 to replace the lock. There are also a number of spaces located in the [Bike Barns](#) managed by Campus Parking and Transportation that residents may want to consider.

Removal

Bicycles that are parked in and/or chained to non-designated spaces will immediately be tagged and impounded for a minimum of 48 hours. After a maximum of 30 days any remaining impounded bicycles will be donated to any number of community charities as determined by University Housing. The same process applies for bicycles left in/on University Housing after the end of the spring semester. Students that are found to be repeat violators of storage policies for bicycles will be sent through the conduct process.

BUILDING TRANSFER REQUESTS

Residents wishing to transfer to a different University owned apartment, must submit a Transfer Request form to the Apartment Office. Transfer Request forms are available on the University Housing website under [Forms and Documents](#). Transfers are only permitted after the first six (6) months of your lease and only if your BroncoWeb account is in good standing. As with applications, transfers are offered based on the date received, apartment availability, and at the sole discretion of University Housing.

Upon identifying a new apartment for the tenant, University Housing will send out an apartment offer and after acceptance, a \$75 transfer fee will be posted to the tenant's BroncoWeb account. The tenant will then need to complete the check-in process.

CABLE TELEVISION & INTERNET ACCESS

University Square has free basic cable service delivered directly to each apartment. If you have problems with the cable in your apartment, contact the Apartment Desk to troubleshoot and/or complete a work request. Tenants residing in Heights, Manor, Park and Village can opt to purchase cable TV directly from a private vendor.

All of our facilities provide direct, high-speed access to the Internet. You must have an Ethernet card, current virus scan software, and a BroncoWeb user account to gain access. Contact the Apartment Desk for help or more information about your computer/internet needs.

CHILD SAFETY

It is the expectation of University Housing that Apartment residents are responsible for the care and well-being of their children. We expect children to be well-supervised at all times. Tenants are responsible for the actions and conduct of anyone that resides with them or is their guest. Parents/guardians will be held accountable for the actions of their children, both financially and through our conduct system. Neither the University nor your neighbors have any responsibility for the supervision of your children.

Children age 17 and younger must be accompanied by the apartment tenant in the shared laundry facilities and playground areas. It is recommended that children not be left alone or in charge of other children. If it is necessary to leave responsible children alone for short periods of time, please make sure that they are capable of making sound decisions and they know how to access help in case of an emergency.

Be alert and contact the Apartment Desk at 447-1002 or University Security at 426-1453 if:

- You observe someone unfamiliar talking privately with a child or leading a child away.
- You cannot get cooperation from children who are in danger of hurting themselves or others.
- You suspect child abuse or neglect.
- You observe a child cause damage to University or personal property.
- You observe an apartment resident leaving their child unsupervised in any University Housing playground area.

COMPUTER SERVICES

University Housing employs an IT staff which is available to all University Housing students for problems such as connecting to the internet, eliminating computer viruses, etc. Students interested in learning more should visit the Apartment Desk located in the Village Community center and/or visit the [IT section](#) of the University Housing website. A variety of computer technologies are available for checkout for residential students. Laptop computers, a digital camera, and a digital video recorder are available for checkout with a student ID card between 8am – 5pm through the Keiser Computer Lab. Students are responsible for following the policies regarding check-out of equipment. This includes any damages, loss or theft, or if the item is not returned by the stipulated date.

CONFISCATION

University Housing may confiscate and remove any items found that are in violation of University Housing or Boise State University

policy or deemed unsafe by designated University Officials. Boise Police Department (BPD) may confiscate items that are deemed illegal. In instances when University Housing has confiscated an item, a notice will be left in the apartment in question and the residents of the apartment should expect to receive further notification from their Resident Director about conduct follow-up. Students that receive these notices are encouraged to seek out their RD to receive further information about their individual situation. Some items prohibited by policy for health, fire, or safety reasons may be returned to the owner at the time of move-out (or earlier by arrangement with their Resident Director) provided that the item be removed from campus immediately and not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) are not items that can be released and will not be returned but rather will often be destroyed by BPD. Items not claimed in a timely fashion by their owners will either be disposed of or donated to charity.

COOPERATION WITH UNIVERSITY OFFICIALS

All University Housing staff members are Boise State University officials. Residents are required to comply with lawful orders and reasonable requests from any University official. Verbal, physical, or emotional abuse directed at any staff member will not be tolerated and will subject the offending student(s) to University conduct proceedings.

COTENANCY

Students who opt to sign a joint lease with another student are considered cotenants. In these instances the total rent for the apartment is split between the two students. If one of these students breaks their part of the lease early, the remaining tenant will be given 30 days by University Housing to find an acceptable replacement tenant who must meet all eligibility requirements for living in University Apartments. If after 30 days the remaining leaseholder is unable to find a suitable replacement, they will then be financially responsible for the entire rent. University Housing highly encourages any students considering cotenancy to discuss this possibility and agreed upon solutions prior to any of them signing a lease.

DAMAGE TO PROPERTY AND VANDALISM

University Housing needs residents help in keeping the facilities in top shape by helping the University Housing staff hold accountable those residents and/or guests who choose to damage or remove community property. Students that know of any damage or theft should contact a University Housing staff member immediately.

- 1) Damages that are not considered normal wear and tear, such as peeled paint from posters, broken or missing furniture, stained carpet, broken windows, etc., will be billed to the tenants of the apartment. It is important that residents thoroughly review their apartment inventories for damages at move in so they are not charged inappropriately at check out. A University Housing staff member will review the inventory with the tenants.
- 2) Vandalism, damage, or destruction of University property or property belonging to other residents will not be tolerated. Residents found responsible for vandalism, damage/destruction to property will face disciplinary action, which may include but is not limited to removal from housing, fines, restitution, and criminal action.

DESK SERVICES

University Apartments has a service desk where packages are delivered, work order requests can be completed, computer tech appointments can be scheduled, meetings with RDs can be set-up and questions can be answered. In addition, games, athletic equipment, and a variety of other supplies are available for residents use. The desk is found in the Community Center of Village Apartments and is for all apartment residents. The Village Desk is open from 8am-8pm Monday through Friday and 10am to 8pm on Saturday and Sundays. Hours may be modified during breaks and summer but will be posted throughout the apartment communities prior to the break for resident planning purposes.

DISRUPTION AND ENDANGERMENT OF THE COMMUNITY

In facilities such as University Housing, where a large number of students are living in a condensed amount of space, some disruptions can have a profound effect on the living environment of others. All students have the right to have reasonable expectations that the apartment environment which they live in will be conducive to studying, sleeping and basic daily living activities. Any resident or guest that behaves in a way that is disruptive to the community or endangers the safety of themselves or others will be subject to disciplinary measures including but not limited to: relocation to a different community, behavioral contracts, termination of the lease, non-renewal of lease, etc.

DOOR SAFETY

All residents are expected to aid in maintaining the safety and security of all housing communities by not propping doors, keeping apartment doors and windows locked at all times and not allowing other individuals into Housing facilities, even if they look familiar. All University Square residents are provided an ID card which grants them access to the building to which they are assigned. Residents who lose their ID are responsible for having it replaced at Campus ID in the Student Union Building. Propping, unlocking, barring, or leaving open an exterior door is prohibited and jeopardizes the safety of the members of the community. Tampering, damaging, inhibiting the use of or improper use of building security equipment which includes: doors, door locking hardware, door exit hardware, electronic door monitoring equipment, proxy readers, swipe readers and cameras is a violation of University Housing regulations. Sanctions for violating this policy may include removal from University Housing, suspension from the University, fines and/or criminal prosecution.

DRUGS

Boise State University takes the issue of drug use, possession and dealing very seriously. Anyone found in possession of; using or

dealing drugs will face serious disciplinary and/or criminal charges that may include removal from Housing, referral to the Student Conduct system and potentially removal from the University. This includes drug paraphernalia including, but not limited to: bong, hookahs, pipes, grinders, rolling papers, scales, etc. In the case of marijuana, the odor of marijuana is sufficient evidence for a referral to the student conduct system and possible removal from University Housing.

Prescription medications may also be qualified as a violation of policy if they are being used by a person and/or in a manner inconsistent with whom and/or what it was prescribed for. These violations will also be considered cause to send students through the conduct process.

EARLY TERMINATION OF THE LEASE

The University Housing Lease is a binding agreement for the full duration of dates listed within the lease. However, in the event of unforeseen, extenuating circumstances that are out of a student's control that impact their student status, they may meet with their Resident Director to discuss the process to petition for a release from the lease. Examples of extenuating and unforeseen circumstances include complete withdrawal from Boise State, significant changes in a student's financial status, military deployment, graduation, travel abroad opportunities for University credit, or medical withdrawal from the university. Petitions are granted on a very limited basis and include a contract buy out fee and deposit forfeiture. These are most often only granted in the occasions of travel abroad experiences, off-site internships, etc.

ELEVATORS

Please be respectful of this equipment and the safety of others; do not jump up and down, shake, tamper, disable, or overload elevator cars; jumping or misusing the controls may cause malfunctions. The elevators are serviced regularly, but should an elevator get stuck between floors, remain calm and use the call button inside. A staff member will respond to assist with the appropriate evacuation. Do not try to evacuate an elevator on your own or try to pry open the door. If you notice any damages, report these to the front desk immediately. In the case of a fire, do not use the elevator and evacuate the building using stairwells.

EMERGENCIES

Residents who witness emergency situations are encouraged to contact Public Safety who can dispatch both Campus Security and Boise Police Officers. University Housing will inform residents of situations that require broad notification by sending staff members to doors, placing messages on students' BroncoCard, or posting general area announcements on bulletin boards or doors. In any of these instances it is imperative that residents follow any instructions given. Residents are also highly encouraged to [Opt In](#), which is a phone and text-based system allowing the university to notify students, faculty and staff when an emergency is taking place on or near campus. The system is only be used in critical situations, including weather emergencies with potential to affect health or safety.

ENTRY BY STAFF

University Housing respects our resident's right to privacy. However, there are times whereby University Housing staff may enter an apartment without notification. When an immediate threat exists to the health, safety or property of student or of the other occupants of the assigned room; when University or private property is at risk of damage or destruction; to secure space during breaks and conduct routine fire, safety, health inspections; to make necessary or desirable repairs and perform routine or other maintenance; for other purposes as deemed necessary or desirable by University Housing.

University Housing staff will always knock and announce themselves prior to any entry into an apartment. Staff will leave a notification in your apartment stating reasons for entry and will also lock the door if they found it unlocked when they entered.

ENTRYWAYS, STAIRWAYS AND LANDINGS

Fire code requires that entryways, stairways, landings, and other common areas be kept free of any item including (toys, bicycles, barbecues, furniture, garbage, shoes, etc.) as they pose tripping hazards to residents and emergency response crews.

1. Residents and their guests may not display or hang items from the (entryways/stairways/landings) as this is not consistent with the aesthetic appeal of our community.
2. Residents and their guests may not engage in or behave in ways that are dangerous to self or others (e.g. jumping from, repelling, hanging over the edge, climbing up to the stairwell landings, etc.).
3. Residents and their guests may not throw items to and from stairwell landings.
4. Residents and their guests may not use grills on any landings.
5. [Smoking is prohibited](#) on all entryways/stairways/landings (and all other campus properties).
6. Furniture may not be stored on any entryways/stairways/landings for any period of time.
7. All entryways/stairways/landings are subject to the same policies and procedures governing behavior within the apartments themselves.

EVICTION (REMOVAL FROM HOUSING)

Failure to pay rent when due or comply with other terms of the agreement, such as noise and pet policy, will result in the termination of the lease (eviction). University Housing reserves the right to terminate a lease due to behavior that is not congruent with the Boise State University Student Code of Conduct or the University's Statement of Shared Values. Students who jeopardize the overall safety and security of the residential facilities or cause significant disruptions to the community may have their housing lease terminated. If eviction is necessary, the tenant will be held responsible for any legal fees incurred by the University to facilitate the eviction.

FIRE ALARMS & FIRE SAFETY

All residents must treat every fire alarm as real and must leave the facility when it goes off regardless of the cause. Community members who fail to evacuate a building, take an unreasonable length of time to exit the building, tamper with fire/safety equipment (including smoke/heat detectors, alarms, sprinklers, fire doors, pull stations and fire-extinguishers), do not follow policy and or requests made during an alarm will be subject to University disciplinary action which may include removal from University Housing, suspension from the University, fines, and/or criminal prosecution.

Tenants cannot block access to any fire and safety equipment with personal belongings or furniture. Tenants (and/or guests and occupants) found responsible for tampering with fire safety equipment or sounding a false alarm may also be held financially accountable for the false alarm. Fire extinguishers are present in/near every apartment. Maintenance should be notified if the extinguisher has been used or the gauge is not reading in the "normal" range. Tenants should inspect their fire extinguishers annually. All apartments are also equipped with smoke detectors. Batteries and operation should be checked on a regular basis. If your smoke detector is in need of replacement batteries contact the Apartment Desk.

Fire Evacuation

In accordance with federal law, during the course of the academic year, a planned fire alarm will occur at least twice per semester in each building. Residents will not be notified as to when these will occur. These planned alarms are intended to familiarize all residents with the exits, sounds, lights, and procedures for evacuating a building. Additionally they provide staff an opportunity to practice their response and allow for review of procedures currently in place. All students and guests are required by law and University policy to leave the facility and meet at the designated gathering location for the building in alarm when an alarm sounds. Additionally, all residents are required to comply with requests made by Emergency Personnel and Housing staff. If an alarm sounds, residents should consider the following:

- 1) Put on a coat and hard-soled shoes quickly.
- 2) Take a towel to prevent smoke inhalation.
- 3) Close windows.
- 4) Check the doorknob and door before exiting. If either is hot, do not open the door, but exit through a window instead (only if it can be done safely) or summon help.
- 5) If the knob is cool, exit cautiously, and close and lock the door.
- 6) Take keys and Bronccard.
- 7) Walk quickly to the closest exit in the area and stay 100 feet away from the building.
- 8) Never use elevators during a fire or fire alarm.
- 9) Do NOT re-enter the building until told it is safe by a Residence Life staff member (even if the alarm has been silenced).

University Housing staff will assist in the basic evacuation of the facility and will help to coordinate re-entry into the building when appropriate authorities provide clearance. However, staff will not be responsible for evacuating students who are ignoring the alarm and/or other emergency procedures. It is essential that residents take responsibility for their own evacuation. If assistance to evacuate is required, please contact the Apartment Resident Director at the beginning of the year.

*Fire safety plans will be reviewed by Residence Life Staff members and copies of plans will be posted in buildings.

FIREWORKS/EXPLOSIVES/FLAMMABLE MATERIALS

Fireworks of any type are prohibited and may not be kept in your apartment. Explosives of any kind, or equipment or materials to make explosives, are not allowed. This includes, but is not limited to firecrackers, gun powder, pipe bombs, bullets, Molotov cocktails, gasoline, kerosene, lighter fluid, or any potentially explosive materials. Possession of fireworks or explosives of any type implies the intent to use them. Hazardous chemicals or flammable liquids are also prohibited, including propane tanks for grills and camping equipment.

GAME ROOMS & LOUNGES

There are three apartment community centers, one in Village, one in Park, and one in Square. They offer a space that vary in amenities such as TVs (some are equipped with DVD/VCR), pool, foosball, air hockey or table tennis tables. The space is dedicated for use by Housing staff and students. Space can be reserved by filling out a reservation form at the Apartment Desk.

GARBAGE DISPOSAL

Students must dispose of garbage in the appropriate bins and locations. Garbage is to be put in the dumpsters and not left on the landings, stairwells, lounges, elevators, lobbies, by the doors, or on the ground by the dumpsters. Household trash is not to be emptied into the smaller trash cans around the grassy areas or around the buildings. A fee for removal will occur (\$25.00 minimum) if students are found disposing of their trash inappropriately. Increasing fines will occur for subsequent offenses.

GUESTS AND ESCORTING OF GUESTS

As a member of the University Housing community, you are responsible for the conduct of any guest of yours. A guest is defined as: any visitor that does not live in the apartment in which they are visiting, including other apartment tenants that live in the same building. All guests must be accompanied by a resident at all times. For guest parking passes/information call Boise State University Transportation at (208)426-7275. Metered parking is also available for guest use.

Responsibility of Guests & Hosts

1. Guests must be escorted at all times by their host. They must be escorted in and out of the building and remain with the resident during their time in the building. Guests without an escort will be asked to leave the building. NEVER agree to escort someone you don't know personally.
2. Residents are responsible for educating their guests on policies and procedures of the building they are visiting. Residents are responsible for all actions of their guests, whether or not they are aware of the conduct, and will be held accountable for violation of policies committed by guests as if they, the resident, also committed the violation.
3. Guests may be required to leave the apartment facilities and campus by a University Official at any time.
4. Guests must adhere to all University Housing and University policies. If a guest is involved in a University or Housing policy violation, the host must take immediate action to stop the behavior and report it.
5. Guests cannot stay in a resident's apartment for more than 2 weeks, any amount of time longer than that and the guest must be added to the apartment lease.
6. Cohabitation is strictly prohibited. Cohabitation is defined as the continued presence of someone staying in a room/apartment that is not assigned to them (and/or does not meet the eligibility requirements to be an apartment occupant), using the space as if it were their own, or staying beyond a reasonable visiting time.

HARASSMENT, DISCRIMINATION & BULLYING

University Housing believes that people are individually and collectively responsible for their own behavior and accountable for their own actions in their physical communities and virtual communities (e.g. Myspace, Facebook, Twitter, etc.). Bigotry and intolerance do not have a place within our communities, nor does the denigration of another person. Verbal or written abuse, threats, intimidation, violence, or other forms of harassing behavior will not be tolerated against any resident, staff member, student, or guest in our facilities. Humor, ignorance, anger, alcohol, drugs, or substance abuse will not be accepted as an excuse, reason, or rationale for this behavior.

It is essential that students are able to live free from coercive, abusive or bullying behaviors that create undue stress and interfere with another person's ability to sleep, study, and succeed in their goals. At no time is it acceptable for roommates, suitemates, or community members to act in a way that creates a hostile environment for someone else. Bullying behaviors can include but are not limited to repeated hurtful comments, moving another's belonging in their room/suite or community space, or leaving negative notes for others – all made with the intention of creating a hostile environment to solicit a harmful reaction or result.

Students who feel they have been harassed, discriminated against or bullied by another student, staff member, or have received annoying or inappropriate phone or verbal abuse, should contact their Resident Director and/or the Affirmative Action office immediately.

HEALTH & SAFETY INSPECTIONS

Housing staff will enter all apartments twice each calendar year for fire, safety, health and facility checks. These checks are required by University Housing to ensure that our properties are in compliance with state and federal regulations and that all of our apartment environments are safe and healthy for residents to live in. University Housing staff will give at least 48 hours notice of entry for this purpose. University Housing encourages residents to be home when staff checks the rooms, but it is not necessary. Staff will look at fire safety equipment (smoke detectors, sprinkler heads, fire extinguishers), screens, window & door locks, overall cleanliness, ensure personal effects are not placed against heaters & air conditioning units, check that electrical outlets are not overloaded, etc. Residents will receive a notification directly after the inspection to inform them of the observed status of their apartment. If any aspect of the apartment is deemed unacceptable or in violation of University or Housing policies/standards or of state/federal law, a notice will be left identifying the specific violation for the resident(s) to address. Residents of the apartment in question will then have a follow-up meeting with their RD to rectify the situation.

IDENTIFICATION

Failure to identify oneself or providing false information to a University staff member in the course of their duties is prohibited and will result in disciplinary action. Residents are expected to cooperate with University officials and staff in a respectful manner when identification is requested.

INSURANCE

Boise State University is not responsible for theft, fire, or water damage. Boise State University recommends that all tenants purchase renter's insurance or be covered on a parent's homeowner plan in the event something unforeseen happens.

LANDSCAPING

University Housing will provide regular upkeep of the landscaping around the apartment facilities. Lawn mowing will take place between the hours of 8:00am and 5:00pm and usually on week days.

LAUNDRY FACILITIES

Each residential facility provides washers and dryers for use by the residents of that facility only. University Square is the only apartment complex on campus that includes a washer and dryer within each individual apartment. University Housing no longer provides coin operated machines, but rather card operated, energy efficient machines. Residents will need to place money on their BroncoCard to enable them to use the laundry machines. Additional information and [FAQs about our laundry systems](#) can be found on the University Housing website.

LEASE TRANSFERS (SUBSTITUTION OF ANOTHER STUDENT)

The lease agreement may not be assigned to another student. Any attempted assignment shall be void and shall not operate to release the tenant from their obligations. However, the tenant may, upon receiving written approval from University Housing, be released from their lease agreement by finding another qualified student to occupy the assigned apartment. Such student is subject to the eligibility requirements and approval by University Housing. After University Housing has approved the new occupant, University Housing will enter into a new agreement directly with the new occupant.

LOUNGE OR PUBLIC FURNITURE

The community centers are meant for the general use and enjoyment of all the residents of that community. This furniture must remain in the lounge or public area. If public furniture is found in a student's apartment, it may result in possible University and/or criminal charges.

MAIL

Each apartment is assigned an individual numbered mailbox with a private key. Mailboxes are centrally located in each apartment complex. Residents will be informed of their mailbox number and assigned their key during the check-in process. Oversized mail and packages for Park, Heights, Manor and Village can be picked up at the Apartment Desk in the Village Community Center. University Square can pick up packages at the Suites Desk in University Square, Building C. There is a \$30.00 replacement fee for any lost mailbox key.

MAINTENANCE AND REPAIRS

For non-emergency repairs or maintenance needs, residents should visit the Apartment Desk to complete a work request. The following information must be provided: location, nature of problem, and contact information. If there is an emergency maintenance need during regular desk hours (burst pipe, overflowing toilet, broken window or door, etc.), please contact the desk immediately. If an emergency occurs after the desk is closed, please contact a Housing staff member by calling the on-call phone number 208-867-6178. Computer repairs do not qualify as emergencies; please submit a work request at the desk to schedule an appointment with a technician.

MEDICAL EMERGENCIES

Residents complete a Tenant Information Card during check-in which lists contact information of parties to call in an emergency. Please use this form to inform University Housing staff of any conditions that might require medical assistance. A copy of this confidential form is kept on file with the Resident Director. If you have a medical emergency and need an ambulance or other emergency personnel, call 911 and a University Housing staff member if possible.

MISSING PERSON PROTOCOL

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting currently enrolled students who are reported missing. A student shall be deemed missing when he or she is noted to be absent from the University and/or has been reported missing by another individual without any known reason. All reports of missing students shall be directed to University Security which shall investigate each report and immediately notify the Boise Police Department. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. If a missing student is under 18 years of age, University Security is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by University Security that the student is missing. The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure

Notification:

Anyone who suspects a student may be missing should notify University Security, the Executive Director of University Residences or the office of the Vice President of Student Affairs immediately. Any report of a missing student should be directed to Public Safety. When a student is reported missing Public Safety shall: Initiate an investigation to determine the validity of the missing person report. Notify Boise State Police within 24 hours after determining that the student is missing. Notify the Vice President for Student Affairs. Make a determination as to the status of the missing student. Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing. The Vice President for Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student. The Office of Student Affairs may also contact the student's instructors if necessary or beneficial in the situation to the student and/or instructors.

Student Contact Information:

Students are given the opportunity to confidentially designate emergency contact information at registration. This information is part of the University registration and is protected under FERPA. This information is accessible by University Security and University Residences. Students are given the opportunity to confidentially designate emergency contact information at the time of housing registration. This information is accessible by University Residences and University Security. Students are given the opportunity to designate a person to notify in a missing person investigation. This information will not be disclosed outside of a missing person investigation.

Student Notification of This Policy:

Included on the University Housing website. Discussed at beginning semester Housing meetings. Included in the annual Campus Security Report. Sent to students by University e-mail. Included on the Public Safety website. Included on the Vice President of Student Affairs website.

MOLD AND MOISTURE ISSUES

All apartment residents are required to follow the guidelines for preventing mold and moisture issues in University Housing facilities. This includes allowing for proper ventilation of the apartment with special attention given to the bathroom and kitchen where damp conditions in combination with warm temperatures are of particular concern. Preventative measures include but are not limited to: using the fan in the bathroom and over the stovetop, prompt clean-up of water spills in any room of the apartment, judicious use of temperature controls within the apartment and immediate attention and clean-up to any condensation formed on any surface in the apartment. Residents should notify University Housing should any problems persist despite taking precautions as mentioned above so that we may investigate and rectify the situation in a timely manner.

MOVE-IN & MOVE-OUT PROCESS

Do not drive cars or trucks on grassy areas or sidewalks to load/unload belongings. Such action could cause damage to the landscaping, sprinkler systems and block fire access and may result in a referral to the Student Conduct system and/or charges for any resulting damages.

Move-In

Upon receiving an apartment offer, a check-in appointment is scheduled for the tenant. After acceptance, the tenant will need to be prepared to bring their student ID and receipt for their first months (prorated) rent payment and deposit to the appointment. During the appointment, the tenant will review all the documentation for the apartment with a University Housing staff member. The tenant will be given a copy of the apartment lease agreement, inventory sheet, parking referral form, and apartment and mailbox keys (Manor residents will receive laundry room keys, and Heights, Village, and Park residents will receive a laundry code). The tenant will need to contact the utility companies to change the utilities to their name.

Move-Out

Prior to moving out of the University Apartments, you are required to give notice as defined in your lease agreement. The termination date is listed on your agreement. You are required to submit intent to vacate in writing at least 30 days in advance of the expiration date to the Apartment Office by emailing BSUApartments@boisestate.edu.

Upon receipt of your notice, check out information will be emailed to you with instructions on completing a proper check out. No apartment is considered vacated until all keys have been returned to the Apartment Desk. Tenants also need to return their parking permit(s) to the Parking and Transportation Office or the Apartment Desk upon check out.

OCCUPANTS

Per section ten of the University Apartment Lease, the occupants of the premises shall only include the persons listed on the lease agreement. To add or remove occupants, the tenant must notify the University Apartments in writing. Any non-related person who is not a student at Boise State is not eligible to live in the University Apartments. Students found in violation of this policy may be subject to eviction.

OUTDOOR BBQ'S

Most facilities are equipped with outdoor BBQ's. Use is on a first-come first-served basis with priority given to residents of that area. Reservations can be made through the Resident Director. Only charcoal briquettes and Dura flame logs can be used; no liquid lighter fluids of any sort may be used. Following use, the BBQ must be cleaned appropriately.

PARKING

Each apartment community has its own designated parking areas for which residents may purchase passes. Costs and parking regulations can be obtained through the [Department of Parking and Transportation Services](#): 426-PARK.

Please note that second parking passes for the apartment community may not be available as these are issued when there is availability and on a first-come, first served basis. Second passes can be purchased through Parking and Transportation Services. Passes are only in effect from August to August of the following year – thus passes must be renewed each July.

Guest passes are available for each apartment. Guest passes are free for up to five days per month and must be retrieved prior to the timeframe needed. There will be a daily charge for guests who park beyond five days. Passes can only be obtained through Parking Services. Any concerns about parking should be communicated directly to parking services.

PERSONAL SAFETY DEVICES

The only approved personal safety devices recognized by University Housing and University Security are pepper spray and mace. Residents who own and/or carry personal safety such devices should know how to use them properly and it should stay in their possession only. These devices should only be used when needed for protection and according to manufacturer's instructions. Inappropriate discharge or failure to use the device according to manufacturer's instructions will result in a referral to the student conduct system.

PETS

No pets are allowed in University Housing, either on a permanent or visitation basis, except for fish; fish aquariums are allowed up to a 10 gallon tank. Assistance animals are permitted if you have gone through the documentation review process and have been approved by the Disability Resource Center and have final written confirmation from University Housing of the final accommodation granted prior to moving into your apartment. Animal control will be called to confiscate any unsanctioned pet if it is not removed within twelve hours (or as directed by a University Official or Staff member).

PHONES

Red phone booths are located in the main courtyard of University Square for visitors to call residents for an escort into the building. Guests can use these booths to dial the phone number to the apartment or can use cell phones to call your full number to alert you of their need for an escort into the building.

Each apartment in University Square is equipped with a local phone line available in the living room. The cost for local phone calls is included in the rent, but long distance phone calls must be made with a calling card purchased from an outside vendor. Students are responsible for providing their own analog phone. If you choose to use a cordless phone, it is **STRONGLY** recommended that it be a minimum of 900 megahertz.

Tenants in the other apartment communities must work with an outside vendor to purchase a phone line. Those residing in Manor may request local phone service through the Apartment Office for \$25 a month.

POSTING/ADVERTISING POLICY

Posters, signs, banners and other promotional materials serve an important purpose in our community. They can effectively communicate upcoming events/activities and disseminate information and opinions on important issues. This said, it is important that all such materials maintain an aesthetic environment consistent with our mission, avoid fire/safety hazards and excessive custodial and maintenance costs. Excessive posting/promoting is discouraged as it does not support University and/or Housing sustainability goals. Any member of the community who finds a poster/material offensive or disrespectful is encouraged to contact the organization or individual sponsoring the materials to address their concerns.

Promotional Material Guidelines

Items such as posters, signs, flyers, banners, door hangers, chalking, window painting, etc., are referred to as Promotional Materials. University Housing has established the following specific guidelines for the use of Promotional Materials. Materials approved for posting on the interior of University Housing buildings may only be posted by University Housing employees or a designee.

Content

- Promotional materials must include the date(s) for the event they are promoting and may be posted no more than 30 days in advance of the event. Undated and early notices will be accepted.
- Promotional materials must include: time, date, location, sponsor, and contact information for the sponsor providing the materials.
- Materials promoting establishments that sell alcoholic beverages or promoting alcohol and/or illegal substances will not be approved.
- Materials must be appropriate for common space viewing (language use, picture/image use, etc.)
- Materials that have been defaced, vandalized, or suffered excessive wear and tear will be removed immediately regardless of the date of event on the materials.
- Students, faculty, staff, etc. must be aware of current laws regarding libel, defamation, obscenity and any applicable laws as they relate to posting of and content of promotional materials.

Posting Approval:

- University Housing will only accept posting products that guarantee “safe release” and no surface damage such as a product produced by 3-M called Command picture hanging strips or blue painters tape.
- Properly posted materials will be removed after 30 days or, in the case of advertisements for an event, directly after the date of the event by housing staff and materials will not be returned.
- Departments, organizations, clubs, etc. that are requesting to have materials posted in and or around University Housing must first have flyers or advertisements stamped by Student Activities at the Information Desk in the Student Union Building before promotional materials may be considered for distribution in University Housing facilities.
- Upon approval, up to 33 copies of the promotional materials can be delivered to the University Housing Main Office in Chaffee Hall. Copies should be received at least five working days prior to the event to ensure adequate time for housing staff to post. Distribution of all materials will be conducted by University Housing staff and will occur within three working days of receipt of delivery.
- University Housing reserves the right to refuse posting of any material that do not coincide with Departmental or the University’s mission, regardless of Student Activities’ approval.
- On occasion University Housing may allow student organizations to host a table in residential facilities to provide information for a program or event. Such requests must be made to the Resident Director for the area. If approval is granted all materials

used at the table must follow the same promotional guidelines as listed above and the students present for the tabling event are not allowed to “solicit” their views, program, etc. to students. Students who have approval to table are limited to the area the Resident Director has designated. Tabling groups are not permitted to wander through University Housing buildings or knock on doors.

- Organizations that do not adhere to the policies and procedures of University Housing will permanently forfeit the privilege to table or use space in any University Housing facility or on the premises.

Notable Considerations

- Organizations, departments, or individuals may be billed for cleanup/damage expenses for illegally posted materials and may permanently forfeit the privilege to promote in any University Housing facility.
- University Housing staff members may on occasion, be allowed an exception to the posting policy. These occasions will be examined on a case by case basis and may only be granted by the University Housing Associate Director as well as the Assistant Director of Facilities & Operations.
- In most cases accepted posting materials will be restricted to campus related activities, organizations or departments.

Posting Locations

Interior of Facilities

- Promotional materials or other visual display materials may be affixed only on permanent building bulletin boards by University Housing Staff or a designee.
- Promotional materials may not be attached to windows, glass surfaces including covered bulletin boards, poles painted surfaces, woodwork (including doors), chalk boards, wipe boards, projections screens, mailboxes, restroom walls, ceiling tiles, over existing University signage, light fixtures, flooring, trash/recycling receptacles, elevator surfaces or exit signs of any building. Hallway and restrooms doors are not to be used for posting information.
- Limited slip-in notice holders are affixed in some elevators, outside of classroom doors, in restrooms, etc. These as well as any free standing kiosks in the residential facilities are for University Housing staff member use only.
- Student mailboxes are deemed for the use of first class mail and communication of information by University Housing or partnering entities approved by University Housing. Access to student mailboxes and student information by entities and departments outside University Housing is restricted and seriously scrutinized. Contact the Associate Director of Housing with questions.

Exterior of Facilities

- Promotional materials may be affixed to buildings ONLY with the authorization of the Resident Director of each facility.
- Promotional materials may not be placed on, against, affixed to or written on any structure or natural feature of University Housing facilities such as, but not limited to: doors, building exteriors, windows, sidewalks, trees, fences, shrubs, light poles, existing University signage, trash/recycling receptacles, railings, bicycle racks/lockers or any other fixture of the landscape, nor can freestanding displays be placed in any area other than those authorized by the Resident Director of each facility and/or the Assistant Director for University Housing Facilities & Operations.
- Staked banners/signage must be used only in locations as designated by University Housing at the time of approval to reduce damage to sprinkler systems and/or landscaping.
- Limited use of chalking may be approved by the Assistant Director for University Housing Facilities & Operations. If approval is granted it will be for specific locations which does not include any areas that are inaccessible to rain or on any vertical surface. In general chalking sidewalks within 30 feet of a University Housing facility entrance, or on the building itself, is prohibited.

PRIVACY RELEASE

Boise State University abides by the federal guidelines for student privacy: FERPA (Family Educational Rights and Privacy Act). According to FERPA, it is essential for a student to file a “privacy release” form with the Registrar’s office if University Housing is to share information from a student’s formal records with family members or designees, which includes sharing information about bills, grades, and student conduct records. If you want University Housing staff to be able to speak freely about such records with your parents or other family designee(s), please complete this form. Conversations with students are not considered a part of FERPA.

QUIET HOURS & COURTESY HOURS

University Housing seeks to provide an environment free from undue noise in which residents can pursue their educational goals, sleep, and study. It is essential that students monitor their noise levels and consider the larger community when engaging in activities that create loud noise. Courtesy hours are in effect when quiet hours are not. During courtesy hours, residents are expected to maintain a level of quiet conducive to community living and respond courteously to other residents’ and staff requests for quiet.

1. Noise should be reduced to minimum and not heard outside, above, or below your apartment.

2. Amplified music, noise out of a window or speakers directed outside of an apartment is not allowed unless part of an official University Housing sponsored event. Contact your Resident Director for permission to use amplified music.
3. Residents may play musical instruments during courtesy hours as long as it is not distracting. Practice rooms are located in the Morrison Center for Performing Arts for extended needs.
4. Residents should be cooperative and respectful when any community member asks another member to lower their music, TV, voices, etc.
5. If you have a problem with noisy neighbors, first try to talk to them about the problem. If you continue to have problems, contact the Apartment Office at 447-1002. For problems after hours, contact University Security at 426-1453 or the CA on-call at 867-5744.

Quiet Hours

9:00pm-10:00am daily

Courtesy Hours

24 hours a day

Finals Week

Monday-Sunday 24 hour Quiet Hours

During finals week, all of the Apartments will have expanded quiet hours to create an enhanced study atmosphere. Residents should maintain an extraordinary level of quiet at all times during this time period and plan on taking any "loud activities" out of the apartments. Noise disruptions during this time will be dealt with quickly and seriously.

RECYCLING

University Housing is proudly taking measures to reduce our carbon footprint. This includes using a compactor to minimize our garbage and coordination of recycling bins in all of our residential facilities. We are a single stream recycling community, meaning that any approved recyclable items can be placed in any given recycling canister. Boise State University can only collect those items that the city of Boise recycles. No need to separate items as long as they meet the requirements. Items that should be placed in recycle bins are:

Paper & Cardboard: boxes, cereal boxes, construction paper, envelopes, computer/fax paper, magazines, catalogs, phone books, newspapers, paper bags and junk mail.

Plastics (rigid plastics #1- #7)- plastic bottles, dairy containers, yogurt cups, frozen food trays, etc.

Cans: aluminum, steel, tin and empty aerosol cans.

Items that cannot be recycled are: glass, Styrofoam, hazardous waste containers, food contaminated paper (pizza boxes, plates, coffee cups), wax coated cardboard, plastic bags, plastic bottle caps, milk/juice cartons, tissues, napkins or paper towels.

Additionally, at the end of each semester, University Housing coordinates with the Idaho Youth Ranch and the Idaho Foodbank to provide bins for large scale recycling and donation of items students no longer want or cannot transport back home. Students are strongly encouraged to consider these options rather than throwing usable food or daily living items in the trash.

RENEWAL OF LEASES

Tenants wishing to renew their agreement must be eligible to renew (enrolled in 8 or more credits, no more than 2 late payments made during the duration of the lease, and in good standing with Boise State and University Housing). Leases must be renewed forty-five (45) days prior to the end of the lease term. Any tenant who does not provide their desire to renew thirty (30) days prior to the end of the lease term will be required to vacate.

RESTRICTED AREAS

For safety reasons, residents and their guests may not enter or climb on areas such as roofs, dumpsters, construction areas, access tunnels, and other areas that are locked OR do not allow for general use. This includes trying to gain access to a landing/stairwell by climbing in restricted use areas and roof tops adjacent to apartments. Residents found on any roof or restricted area should expect follow-up with their Resident Director.

RESIDENT CONFLICTS

University Housing recognizes that conflicts arise within any group living situation. University Housing encourages residents to try and work out these differences for themselves. If assistance is needed, University Housing staff members have experience and training in mediation and conflict resolution and are always willing to lend their assistance. If no solution can be found to a conflict, the Resident Director and University Housing have the option of moving one or more of the people involved in the conflict, in order to best serve the needs of the residents and the community as space permits.

SMOKING

Due to health concerns and building maintenance, smoking is prohibited on all Boise State University Property, including in and around all University Housing facilities (buildings, grassy quads, parking lots, sidewalks, the greenbelt adjacent to campus, etc.) More information on this policy can be found at: www.boisestate.edu/healthservices/smokefree. Anyone found smoking on campus will be in violation of University policy and may be charged additional cleaning/damage fees, may be put through the conduct process and/or may be cited by Campus Security. This policy includes but is not limited to cigarettes, pipes, cigars, hookahs, bong, etc.

SNOW REMOVAL

During the winter, University Housing staff will remove the snow and ice from the sidewalks, landings, and most frequently traveled walkways surrounding housing facilities. University Housing will ordinarily clear the snow between the hours of 7:00 a.m. and 5:00p.m. During periods of prolonged snowfall, snow may be removed after 5:00 p.m. and before 7:00 a.m.

SOLICITATION & COMMERCIAL ENTERPRISES

Residents are not permitted to operate or promote a business from their apartment, community common areas, or other University Housing spaces, including privately-owned businesses. Students may not use Housing facilities to host parties for the purpose of promoting private businesses or engaging in sales of products.

The University does not allow door-to-door solicitation of funds, products, services, or donations for charity in University Housing facilities. Additionally, all campus (non-University Housing Association), local, state, national, and international campaigning, canvassing or solicitation of voting is considered solicitation and will be handled accordingly. This also includes companies/businesses attempting to give away free items/samples. Entry into University Housing facilities in these situations will be considered trespassing and will result in removal by Boise Police as a minimum but may include exclusion from campus and/or arrest.

Any solicitors should be reported to a University Housing staff member or the Boise City Police Substation (426-1453) immediately. Students or student organizations wishing to raise donations for charity through social/community programs or other means may obtain permission from their Resident Director.

SPORTS IN THE APARTMENTS

Residents may not engage in any sports in the hallways, stairwells, lounges, rooms or any other public areas. This includes bouncing balls, throwing a Frisbee, Nerf guns, water guns, water balloons, footballs, etc. In addition, residents may not ride bikes, wheeled vehicles (unless for medical purposes) or any types of skates or skateboards within housing facilities. Do not ride on or use skates, skateboards, or bicycles on public benches, tables, stair railings and concrete walls.

STORAGE

Due to limited space and liability issues, University Housing is unable to accommodate storage of residents' personal items or room furnishings. Residents may wish to explore professional off-campus storage services to accommodate any additional storage needs.

VEHICLE MAINTANENCE

Boise State University is situated in close proximity to the Boise River and discharges storm water directly into the river. Due to the proximity and environmental laws, vehicle maintenance needs to be done responsibly and without adding pollutants to the storm drain system or to landfills. Washing vehicles should be done without the use of any soap, preferably at a low-water usage location such as a car wash. Oil changes may be done on campus but students must properly dispose of the oil and clean up afterwards. Used oil may be dropped off at any Boise AutoZone location, up to 12 quarts in containers that are not leaking and have lids (milk jugs or similar). Select Schucks around Boise accept up to 5 gallons and require the individual to keep the container the oil is brought in. Other acceptable disposal methods include either the Ada County Hidden Hollow Landfill (577-4736) or Household Hazardous Material mobile collection sites (384-3901).

VENDING MACHINES

There are vending machines available in select apartment facilities. In the event of a vending machine error, contact the Apartment Office at 447-1002. University Housing is not responsible for providing refunds

WEAPONS & FIREARMS

Rifles, handguns, weapons, ammunition, or any device or object used as a weapon are forbidden in University Housing as they present a danger to the larger community. This also includes, but is not limited to: pellet or BB guns, air soft guns, paintball guns, sling shots, arrows, axes, machetes, nun chucks, throwing stars, knives, brass knuckles, blow guns, daggers, cross bows, ornamental weaponry, hunting devices, stun guns, tasers, or any other device that could be used as a weapon. Weapons will be confiscated by the Boise City Police or a University Housing staff member and will be addressed through the conduct process.

*Please note that the University also prohibits weapons from being stored in vehicles parked on University property.

WINDOWS

At no time should any article be thrown or dropped out of apartment windows. Given the nature of the facilities, this could result in serious injury. In addition, students should not throw things into windows from the ground as this could damage the facility and lead to injury. Residents are not allowed to place themselves in an open window, hang out of windows or enter/exit the building via windows due to safety concerns. Removal of window screens from the windows is prohibited. Residents should not use windows to post materials, for more information regarding these guidelines, please refer to the Appliance/ Furnishings/Decorating and Posting Policy sections of this website.