



Housing and Residential Education

University Wisconsin- Green Bay

Housing & Residential Education Policies

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

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

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

Residents found responsible for violations of Housing or University policy may be subject to University disciplinary action through Housing and Residential Education or the Dean of Students Office. Residents involved in formal disciplinary action for a violation of the rules and regulations that could cause a room change or Housing Contract termination will be afforded the following:

1. a written notice of the charges;
2. sufficient time to prepare a response to the charges;
3. a timely conference to discuss the matter; and,
4. an opportunity to appeal to a higher administrative authority.

Assistance and additional information regarding the judicial process is available through the [Dean of Students Office](#).

Violations of housing policy that occur in or around residential buildings are generally addressed by Housing and Residential Education staff members. Failure to comply with a reasonable request made by staff, including student staff, may lead to disciplinary action.

Policy Violations Which May Result In Housing Contract Termination On The First Offense

The policy violations listed below upon first offense may result in housing termination and/or other disciplinary or civil action.

1. Illegal possession, use, or providing of alcohol or illegal drugs, including marijuana dependent on quantity and type of substance.
2. Possession of weapons, including, but not limited to, firearms, stun guns, tasers, mace, illegal knives, nun-chucks, swords, bows, arrows and ammunition.
3. Setting fires or possessing explosives, accelerants (e.g., gasoline, propane), or fireworks.
4. Creating a fire hazard or careless use of cigarettes, candles, or open-coil cooking/heating equipment.
5. Tampering with smoke detectors, fire alarms, sprinkler systems, fire extinguishers or exit signs.
6. Tampering with any type of door locks.
7. Trespassing in apartments or residence hall rooms.
8. Throwing objects from windows or entering/exiting facilities through windows.
9. Misuse or disruption of the University computing network.
10. Presenting a health hazard (e.g., depositing bodily fluids, including but not limited to vomiting, urinating or defecating outside of restrooms, improper or lack of disposal of food waste or garbage materials).
11. Bias-motivated behavior or harassment targeting an individual or individuals who are part of the campus community, dating/domestic violence, or abuse of another person.
12. Sexual assault, dating or domestic violence, stalking or sexual exploitation.
13. Any behavior deemed by University personnel to be dangerous to self or others.

Policies

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

Discrimination and harassment have no place on campus. Harassment can be verbal, physical or electronic in nature. Threats, demands for favors, social media posts or constant calling or texting are examples of conduct that is intended to demean or manipulate an individual. This can also create a hostile, intimidating, or demeaning environment which is prohibited.

Residents who feel they are the victim of, or witness to, harassment, discrimination, dating/domestic violence, stalking, bias-motivated behavior, or physical or sexual assault are encouraged to report the matter to the [Wellness Center](#), [the Dean of Students Office](#), [Housing and Residential Education Office](#) and/or [University Police](#). Any of the following should be reported:

- a. Sexual assault, including acquaintance rape, is of concern to the UW Green Bay community, which affirms respect, responsibility and caring among all persons within the community. Reports of sexual assault will be taken seriously and supportive measures will be provided to victims. If requested, the matter will be investigated, and those found responsible may be suspended from the University. [Amnesty is granted to victims](#) of sexual assault who were under the influence of alcohol or drugs at the time of the incident. Victim support is available from [The Wellness Center](#), [the Dean of Students Office](#), and the [Housing and Residential Education Office](#).
- b. Domestic violence will not be tolerated on campus. Wisconsin domestic violence laws apply to both roommate and other relationships. Specifically, this law applies to:
 1. adults who reside or have resided together,
 2. adults who share a child in common, and
 3. spouses/former spouses.

This means if a physical confrontation occurs between members of these groups and those confrontations meet the requirements as defined by state statute, police are required to arrest the individual deemed the predominant aggressor.

- c. Threatening behavior toward individuals will not be tolerated on campus. Bias-motivated behavior includes activity motivated by an offender's bias against a victim's age, disability, ethnicity, gender, gender identity, national origin, race, religion, sex, sexual orientation, or any other physical or cultural characteristic. Bias-motivated behavior may include, but is not limited to social media, graffiti, vandalism, destruction

of personal property, threatening phone calls or messages, verbal harassment, or physical abuse.

- d. Residents who feel they are the victim of, or witness to, harassment, discrimination, dating or domestic violence, stalking, bias-motivated behavior, or physical or sexual assault are encouraged to report the matter to the [Wellness Center](#), [the Dean of Students Office](#), [University Police](#), or [Housing and Residential Education](#).

2. Alcohol and Other Drugs

- a. The use and/or abuse of alcohol and other drugs or the use of alcohol and drugs in ways which are illegal, harmful to self, or disruptive to others negatively impacts the residential community on campus. If Housing and Residential Education staff find that a student is misusing alcohol and/or drugs, they are required to report the situation immediately.
- b. Assistance with addressing the misuse and abuse of alcohol and other drugs is available by contacting the [Wellness Center](#) or [the Dean of Students Office](#).

*In order to ensure a safe and welcoming community the following is **not** permitted and all students are required to follow these policies.*

2a. Alcohol Policies – Not Permitted by Students or Guests Under 21 Years of Age:

- a. Possessing and/or consuming alcoholic beverages. State law prohibits the possession or consumption of alcohol by persons under the age of 21.
- b. Possessing or displaying empty alcohol containers. Students are not allowed to have empty alcohol containers, defined as cans, bottles, caps, boxes used for transportation, or items with alcohol residue.
- c. Providing alcohol to other underage individuals.
- d. Hosting guests who are over 21 and consuming alcohol in their residence.
- e. Participation, whether drinking or not, in a gathering within university residence halls or apartments where underage alcohol consumption is occurring.
- f. Students who observe or anticipate a violation of the alcohol policy should remove themselves from the gathering or contact a staff member within Housing and Residential Education to address the violation.

2b. Alcohol Policies - Not Permitted for Students or Guests 21 Years of Age and Older:

- a. Providing alcoholic beverages to students under the age of 21.
 1. Having more than one actively open, standard alcoholic beverage per “of age” occupant, i.e. can of beer, cup, or glass.
- b. Consuming alcohol in the presence of underage individuals consuming alcohol.

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1. In the event one roommate is 21 years old or older while the other(s) is not, the student who is of legal drinking age may consume alcohol in their room/apartment, but may not furnish alcoholic beverages to those under the age of 21.
2. Guests who are of legal drinking age may consume alcohol only if the student hosting them is 21 years of age or older is present. Each individual of legal drinking age may only possess one active open alcoholic beverage at a time.

2c. Alcohol Policies - Prohibited Regardless of Age:

- a. Consumption or possession of alcohol in any university residence hall (Roy Downham, Donald Long, Bob Schaefer, James Temp, R.E. Small, Cletus Vanderperren, Robert Warren, Josephine Lenfestey, Arlene Walter, Byron Walter, and Ted Lenfestey halls) or in any university apartment where all occupants are under 21 years of age.
- b. Consumption or Possession of alcohol in common areas of Housing and Residential Education buildings or on housing grounds.
 1. It is recommended that to avoid unnecessary enforcement contacts by Housing and Residential Education staff or University Police students over 21 years of age should take care to conceal their alcohol purchases during transport to their rooms.
 2. Hosting a gathering where alcohol is consumed by underage individuals.
 3. Providing alcohol to underage individuals.
 4. Possessing devices to rapidly consume alcohol or encourage mass consumption of alcohol, i.e. kegs, funnels, beer bong, and commercially designed party games specifically intended for the rapid consumption of alcohol such as beer pong tables.

2d. Drug Policies - Prohibited Regardless of Age:

- a. The use, possession and/or distribution of illegal drugs including but not limited to marijuana, opioids or narcotics.
- b. Being in the presence of an individual using illegal drugs.
- c. The misuse or abuse of over the counter and/or prescription drugs.
 1. Prescription drugs may only be possessed and used by the holder of a current prescription.
 2. Students are required to produce a copy of a current, valid prescription with their name if requested by staff in the course of an investigation.

3. Sharing or distributing prescription drugs to others is illegal and will be referred to University Police.
- d. The misuse of legal substances with the intent to achieve a recreational high or hallucinogenic effect.
- e. The possession and/or use of drug paraphernalia, i.e. marijuana pipes, bong, rolling papers.
- f. Participation, whether using drugs or not, in a gathering within university residence halls or apartments where drug consumption is occurring.
 1. Students who observe or anticipate a violation of the drug policy should remove themselves from the gathering or contact a staff member within Housing and Residential Education to address the violation.

3. Air Conditioner Use

- a. Locked covers are installed over the apartment air-conditioners each fall semester, and will remain in place throughout the remainder of the academic year, unless the following standards are met:
 1. Overnight temperatures remain above 55 degrees for three consecutive nights (the building heat is set to activate when the outside air temperature drops below 55 degrees) and the long-range forecast predicts the continuation of mild daytime temperatures (high temperatures that are consistently above 70 degrees)
- b. If the above standards are met, Housing and Residential Education will remove the covers. Residents will be given a minimum of 24-hour notice of entry before the process can be initiated.
- c. In situations where the above standards cannot be met, Housing and Residential Education will turn on the air-conditioning in the building lounges, thus providing a climate-controlled space in which residents may gather to study or socialize. Building residents should be encouraged to open their apartment windows (especially during the overnight hours) and to place a running fan in the open window space in order to pull in the cool outside air.
- d. Residents are not to remove air conditioner covers at any time. Only designated Housing Staff may remove covers.
- e. Exceptions can be made to the above for residents with documented medical needs for habitation in a climate-controlled environment. Students interested in receiving an exception must contact [Student Accessibility Services](#) (SAS). SAS will then determine the

need for an exception and follow up with Housing and Residential Education staff for next steps.

4. Appliances and Extension Cords

- a. For fire safety reasons, cooking and heating appliances with open coils, exposed heating elements, or open-flames are prohibited.
 1. This includes, but is not limited to
 - i. convection ovens,
 - ii. hot plates,
 - iii. indoor grills,
 - iv. propane-powered appliances,
 - v. pizza/toaster ovens,
 - vi. cup-type immersion heating coils,
 - vii. space heaters,
 - viii. or any other appliance deemed by Housing and Residential Education staff to be unsafe or of excessive wattage.
 2. George Foreman grills and like appliances are allowed, but must be used in a kitchen space.
 3. Small refrigerators (no larger than 4 cubic feet) and small microwaves are permitted. Energy Star-rated appliances are strongly encouraged.
- b. Stand-alone freezers, window air conditioners, dishwashers, and personal clothes washers/dryers are prohibited.
- c. . Overloading electric receptacles or using multiple-socket plugs is prohibited.
 1. Extension cords may not run under rugs, and must be in good condition (no frays).
 2. The only permissible extension cords are those that are UL listed 3 wire/3 prong cords (15 amp. maximum).
 3. Power strips must also be UL listed 3 wire/3 prong strips (15 amp. Maximum) and can only be utilized if equipped with a circuit breaker.
 4. Usage of these devices is not to exceed one per electrical outlet, and must be plugged directly into the outlet.
 5. Continual overloading of receptacles causing power outages may lead to disciplinary action.

5. Bicycles, Rollerblades, Hoverboards, Motor Vehicles, and Parking

- a. Bicycles

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1. Residents are advised to register their bicycles with [University Police](#) and lock bicycles when not in use.
 2. Bicycles parked outside must be parked in bicycle racks and may not be attached to trees, street signs, light poles, handrails, etc.
 3. Bicycles may be stored in resident rooms and apartments, provided all roommates agree.
 4. Riding bicycles inside residential facilities is strictly prohibited; as is using rollerblades, skates, skateboards, etc.
 5. Bicycles may not be left in entryway vestibules/breezeways, hallways, stairways, lounges, and other public areas within the residential facilities.
 6. Bicycles left abandoned in bicycle racks will be removed and disposed of following 30 days after the conclusion of the spring semester
- b. Hoverboards or self-balancing transportation devices are not permitted to be used on campus and may not be stored in any residential buildings including rooms and apartments. University policy prohibits their use on campus.
 - c. Residents are permitted to bring motor vehicles to campus, including mopeds, motorcycles, and automobiles.
 1. Motor vehicles are not permitted on walkways and lawns.
 2. For safety reasons, mopeds and gasoline are not permitted inside residential facilities.
 3. Motor vehicles must be parked in designated parking areas. Virtual parking permits are required for motor vehicles and can be obtained through [University Police](#).
 - d. Vehicle charging is not permitted in housing parking lots outside of designated charging spots.

6. Campaigning, Canvassing, Solicitation, and Posting

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

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- b. Only University offices and recognized student organizations are permitted to have information posted in residential facilities or distributed in student mailboxes via Housing and Residential Education.
 - 1. Outside organizations, private businesses, and political candidates/campaigns are required to send their information directly to resident students through USPS mail.
- c. Items posted on the outside of room/apartment doors or in room/apartment windows which are intended to demean an individual or create a hostile, and/or intimidating environment are prohibited.

7. Candles, Incense, Candle Warmers, and Smoking

- a. Possession or use of candles, incense, or wax/candle warmers is strictly prohibited and will result in disciplinary action.
- b. Pursuant to [University of Wisconsin-Green Bay Policy](#), smoking, and the use of electronic inhalant delivery systems, commonly known as e-cigarettes (vaping), is prohibited in all state-owned campus buildings, all state-owned campus vehicles, and within 30 feet of all state-owned campus buildings, indoor and outdoor facilities.
- c. Residents are required to deposit cigarette butts in cigarette disposal containers.

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

- a. Residents are encouraged to provide the University with an Emergency Contact by entering this information into the [Student Information System \(SIS\)](#). Residents may also provide a Missing Person Contact if they want the University to notify someone other than their Emergency Contact in the event that they are reported and determined to be missing for 24 hours.
- b. For minors, the University will notify parents unless residents have been legally emancipated. Emergency and Missing Person Contact information remains confidential and is only shared should the need arise.
 - 1. Additional information regarding Emergency and Missing Person Contact notification is available through the [Dean of Students Office](#) or [University Police](#).
- d. GB Alert allows residents to register to be notified via text message or email in the event of a campus emergency. GB Alert is voluntary, and will be used for emergency notification purposes only. Emergencies include credible, on-going incidents that pose a threat to the University Community.

- e. At no time will GB Alert be used to distribute advertising or other unsolicited content. Subscribers to GB Alert will pay no fees for service, other than the normal fees charged by their mobile service provider for receiving text messages. Additional information about the GB Alert emergency notification service is available through [University Police](#).

9. Fire Safety

- a. For fire safety reasons, the following are strictly prohibited in all residential facilities on campus:
 - 1. smoking;
 - 2. possessing or using candles or incense;
 - 3. overloading electric receptacles or using two-prong non-grounded extension cords or multiple-socket plugs;
 - 4. using open-coil cooking or heating appliances;
 - 5. disconnecting smoke detectors or removing fire-resistive draperies;
 - 6. possessing fireworks, explosives or accelerants (e.g. gasoline, propane);
 - 7. engaging in any activity which presents a fire safety hazard (e.g. leaving items on top of cooking surfaces);
 - 8. tampering with fire safety equipment (e.g. fire alarms, sprinkler systems, fire extinguishers, exit signs); and
 - 9. triggering activation of false fire alarms.
- b. All residents and guests must evacuate the building when a fire alarm is activated. Residents are advised to take responsibility for fire prevention; participate in planned fire drills; and know how to protect oneself in the event of a fire emergency. This includes:
 - 1. developing an evacuation plan;
 - 2. knowing the location of fire extinguishers, and fire alarm pull stations;
 - 3. checking smoke detectors regularly;
 - 4. taking all fire alarms seriously; and
 - 5. confronting or reporting anyone violating fire safety policies.
- c. All residents, including residents with disabilities, are responsible for developing personal evacuation and escort plans for use in the event of a fire.
- d. Should a fire occur, residents are advised to:
 - 1. make survival your top priority;
 - 2. notify others near the fire - if safe to do so;
 - 3. activate the fire alarm system;

4. call 911
5. quickly decide if the fire can be safely extinguished;
6. exit the facility, closing all doors behind you; and
7. if you are unable to exit the facility, get someone's attention for help.

10. Burning:

- a. Burning is generally prohibited in University buildings including residence halls. Specifically, [Wisconsin Administrative Code section UWS 18.10\(4\)\(a\)](#) provides as follows.
 1. No person may light, build or use, or cause another to light, build or use, any fires, including but not limited to burning candles, burning incense or gas or charcoal cooking appliances, on university lands or in university facilities except in such places as are established for these purposes and designated by the chief administrative officer. Additional information regarding fire safety is available through [University Police](#).
- b. Housing and Residential Education will, however, reasonably accommodate students' bona fide, sincerely held religious/cultural beliefs. To this end, Housing and Residential Education allows the use of candles, incense, sage, sweetgrass, and cedar smoke when its use is for the purpose of practicing a religious/cultural belief.
 1. The burning must be required by or consistent with religious observances and comply with the protocols outlined in this document.
- c. Residents are required to complete a [Requesting Approval to Burn Materials in UWGB Housing Form](#) and receive approval at least one week in advance of the requested burning timeframe.
 1. Once the form is submitted, the requestor will need to meet briefly with a member of the Housing and Residential Education staff for an inspection of the area where the burning is to occur, along with a brief overview of how to use a fire extinguisher.

11. Furniture

- a. All apartments and residence hall bedrooms are furnished with a desk, dresser, and adjustable bed for each student.
- b. You may not remove furniture from your apartment or room.
- c. Furniture may not be structurally altered.

12. Gambling

- a. Housing staff will enforce state laws regarding gambling.

- b. The exchange of money in gambling ventures is prohibited including, but not limited to, penny poker, games of chance, betting on various sports functions, etc.

13. Guests and Visitors

- a. Guests are defined as anyone not currently assigned to live in the host room/apartment.
- b. UWGB residents may host one overnight guest of any gender for up to 72 consecutive hours to not exceed nine (9) nights per month total for all guests.
- c. Residents wanting to host multiple guests during one overnight period must secure permission to do so from Housing and Residential Education.
- d. Overnight guests are not permitted until all room/apartment occupants have completed a Roommate Agreement form.
 - 1. In cases where roommates cannot agree, the right of a resident to occupy their room/apartment without the presence of an overnight guest takes precedence over the right of a roommate to host an overnight guest.
 - 2. Each overnight guest is limited to staying in UWGB housing for no more than nine (9) nights per month regardless of host room/apartment.
 - 3. All overnight guests under the age of 18 years old must possess written permission from a parent or guardian to stay on campus. The written permission must specifically name the host, host's campus address, and parent/guardian contact information. University Police will be called when guests under the age of 18 violate state law, such as underage consumption of alcohol.
- e. For safety and security reasons, hosts are required to register their overnight guest via the Housing and Residential Education [Housing Hub](#).
- f. Hosts are responsible for their guest's conduct during their visit, and must accompany their guest at all times.
- g. Residents may not allow a guest to use their ID card/PIN for building/room access purposes.
- h. Residents who abuse this policy may forfeit the privilege of hosting guests in their campus residence, and may be subject to disciplinary action for any guest misconduct, including liability for any guest-related damages.
- i. Guest vehicles are monitored as part of the UWGB virtual parking permit system.
 - 1. All guests who visit more than 5 calendar days per semester must purchase a virtual parking permit from the Student Billing office. Guests who arrive by

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automobile and do not have a virtual permit must register for parking online using the [ParkMobile App](#) for each visit. do See the [University Parking web site](#) for more information. All overnight visitors must park in the Studio Arts Parking Lot.

- j. Violations of the guest policy will result in Housing and Residential Education staff instructing the guest to immediately leave campus housing.
- k. Hosts will have additional consequences regarding guest policy violations.
- l. Violations of policies which may have a negative impact on the peace, quiet or safety of the community may result in termination of housing contract.

14. Noise

- a. In order to maintain an environment conducive to academic study and sleep, courtesy-hours are enforced twenty-four (24) hours per day in residential facilities.
- b. Quiet hours are Sunday - Thursday, 11:00 p.m. - 9:00 a.m. and Fridays and Saturdays from Midnight. - 9:00 a.m..
- c. It is the responsibility of all residents to ensure that noise generated from their room, by them or their guests, does not infringe on the living-learning environment and others' rights to sleep and study - regardless of the time of day or night.
 - 1. Examples of excessive noise include yelling, running, or playing music at a volume which emits disruptive noise through walls/floors/ceilings and/or out of windows.
- d. Tolerance for noise is both individual and situational in nature. Specific concerns related to the noise policy being enforced too conservatively or too liberally should be reported to Housing and Residential Education.

15. Pets

- a. Only small non-dangerous fish in aquariums no larger than 29 gallons (one per occupant) are permitted in the residential facilities on campus.
- b. All other pets are prohibited.
- c. If a student is in need of a support or assistance animal within campus housing, they must first contact [Student Accessibility Services \(SAS\)](#). Please review the information in section 20 for additional instructions.

16. Recycling and Trash

- a. Recyclables and trash must be placed inside of the dumpsters located outside of the residential facilities.

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

17. Room and Apartment Entry

- a. University officials may enter resident rooms and apartments for serious life or health threatening emergencies at any time including over break periods.
- b. Authorized personnel may enter to perform requested, preventative, prescheduled or emergency maintenance. When possible, advance notice of entry will be given.
- c. Housing Staff will enter rooms/apartments for periodic Health and Safety inspections. Residents will receive 24 hour notice of these events.
- d. Housing employees are required to report any policy violations they may observe when in student rooms and apartments.
- e. Rooms and apartments may be searched by appropriate legal agencies with your permission or with a warrant.
- f. Property may be seized and removed when it constitutes an imminent danger or when it is University-owned property.

18. Room Decoration and Modification

- a. Room/apartment personalization is encouraged; however, decorations must meet basic safety standards.
- b. Items suspended from or attached to ceilings are not permitted.
- c. Holiday lights may not be strung around metal furnishings/fixtures such as door frames, hung from ceilings or displayed in a fashion that creates a safety hazard.
- d. Halogen lamps are prohibited.
- e. Furniture may be rearranged, but cannot be configured in any way that prevents egress (exit) from the room/apartment, which includes the ability to evacuate through the window.
 - 1. Additional furniture may be brought into the room/apartment; however, University-provided furniture must remain in the living unit at all times.
- f. Tack strips are provided for attaching items such as posters and pictures. Tack strips are not to be used as shelf supports.
- g. Nothing, including all forms of electronic equipment, may be attached to walls or doors with any kind of nails, tacks, etc.
- h. Poster putty or painter's tape must be used to adhere light weight items to walls.

1. All other adhesives are restricted.
2. *3-M Command Strips* or similar products are not recommended as they cause damage to walls and other surfaces.
3. Painter's tape may also be used on room/apartment doors.
- i. University-provided window coverings (blinds and draperies) are to remain in place as mounted, and no modifications can be made.
- j. Plumbing fixtures are not to be altered, including but not limited to the replacement of showerheads.
- k. Rooms/apartments may not be painted by the occupant(s).
- l. Artificial holiday trees are allowed, but real trees are prohibited, as they are a fire hazard.

19. Safety and Security

- a. While the University of Wisconsin Green Bay and the surrounding community are relatively safe places, it is important to recognize that no place is without certain dangers. Residents are suggested to practice the following safety precautions:
 1. use the "buddy system," especially at night;
 2. if you choose to consume alcohol, do so in a legal and responsible fashion;
 3. be especially attentive to your personal safety during non-routine times of the year (e.g., semester break); and
 4. report crimes and suspicious or unusual behavior immediately to University Police, and then to Housing and Residential Education.
- b. Additional information regarding personal safety is available through the [University Police](#).
- c. All residential facilities remain locked 24 hours per day, 365 days per year.
- d. Tampering with any door access system is strictly prohibited.
- e. Residents gain access to the residential facility in which they reside in via use of their University ID card.
 1. Residents gain access to their rooms and apartments via use of both their ID card and a confidential Personal Identification Number (PIN).
- f. Residents are required to practice the following security precautions:
 1. do not compromise building security by propping outside doors or letting strangers into the facility;
 2. keep room and apartment doors locked at all times, even when home;
 3. report lost ID cards immediately [University ID Services](#); and
 4. [reset the door access PIN](#) if its confidentiality has been compromised; and

5. never use someone else's ID card or lend an ID card to another person.
- g. Residents who are locked out of their room or apartment may obtain an emergency access code from the Housing and Residential Education Office.
 1. The first 3 lockouts are free, after that a student will be charged for each additional lockout.
 2. Additional information regarding door access security is available through Housing and Residential Education.

20. Service and Emotional Support Animals

- a. Students with disabilities or needing special accommodation needs who wish to live on campus should contact [Student Accessibility Services \(SAS\)](#).
 1. Emotional Support Animals provide therapeutic benefit to individuals with a disability, and are prescribed by a licensed health professional.
 - i. Unlike service animals, Emotional Support Animals require no specific training (as their mere presence within the individual residence mitigates the effects of the disability), and do not provide service with activities of daily living nor accompany individuals with disabilities at all times.
 2. Students must apply through SAS to have an ESA. The animal is not allowed in housing until all steps have been approved and completed, which can take up to 60 days.
 3. SAS will determine if a student is approved for an emotional support animal.
 4. If approved by SAS, Housing & Residential Education staff will follow up with the student and provide next steps.
 - i. There will be additional documentation the student will need to provide.
 - ii. The student will also need to meet with a Housing and Residential Education staff member **BEFORE** receiving final approval to have the animal in campus housing.
 5. Unlike service animals, Emotional Support Animals are prohibited in public areas including but not limited to, community restrooms, lounges, kitchens, study rooms, classrooms and non-residential facilities on campus.
- b. It is the policy of UW Green Bay that service animals assisting individuals with disabilities are generally permitted in all facilities and programs on campus.
 1. Service animal is defined as an assistance dog, and may include other animals specifically trained to perform physical tasks to mitigate the effects of an individual's disability.

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2. Service dogs are trained to perform a variety of physical tasks including but not limited to pulling a wheelchair, lending balance support, picking up dropped objects or providing assistance in a medical crisis.
 3. Service animals must be trained, licensed, vaccinated, leashed in public, and under control at all times.
 4. Assistance dogs include guide dogs that guide individuals who are legally blind; hearing dogs that alert individuals who are deaf to specific sounds; and service dogs for disabilities other than blindness or deafness.
- c. The presence of an animal for comfort or protection does not qualify as training to mitigate the effects of an individual disability and therefore does not qualify as a service animal.
 - d. A service or emotional support animal may be asked to leave a UW-Green Bay facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others, is a disturbance to the community, or is not properly cared for by the owner. For example, a service animal that displays vicious behavior toward people, excessive barking, or excessive cleaning or unsafe living conditions as a result of an animal may be excluded.
 - e. All students living on campus, including residents with disabilities, are responsible for developing personal evacuation and escort plans for their use in the event of a fire, tornado, snow storm, or power outage.

21. Vandalism, Theft, and Insurance Coverage

- a. Malicious or intentional vandalism of residential facilities, theft of University property, and damage and/or theft of personal belongings is a criminal offense.
- b. Theft of University property and vandalism in public areas of residential facilities including entryways, hallways, stairways, lounges, kitchens, and laundry rooms will result in disciplinary action and restitution.
- c. If individuals responsible for theft of University property or vandalism are not identified, all residents of the facility where the theft or vandalism occurred may be charged for the theft or vandalism.
- d. For public health reasons, depositing bodily fluids, including but not limited to vomiting, urinating; or defecating outside of restrooms is strictly prohibited and may result in Housing Contract termination. This is also a violation of [UWS 18.09\(4\)](#).
- e. UW-Green Bay assumes no responsibility for resident's personal belongings that have been damaged, stolen, or lost.

- f. Residents are encouraged to:
 - 1. secure their personal belongings by locking doors;
 - 2. not leave belongings in parked cars; and
 - 3. purchase renter's or homeowner's insurance.
- g. Residents who are victims of, or witnesses to, acts of vandalism or theft are encouraged to report the matter to [University Police](#) or [Housing and Residential Education](#).

22. Weapons

- a. Possession of dangerous weapons or facsimile weapons or use of items intended to be used as weapons is strictly prohibited in all residential facilities on campus.
- b. Dangerous weapons are defined as:
 - 1. any firearm whether loaded or unloaded;
 - 2. any device designed as a weapon and capable of producing death or great bodily harm;
 - 3. any electric weapon; or any other device or instrument which could cause death or great bodily harm.
- c. Specific prohibited weapon examples include but are not limited to
 - 1. firearms,
 - 2. bb/pellet/paintball/airsoft/replica guns,
 - 3. bows and arrows,
 - 4. knives (excluding pocket knives and small kitchen knives),
 - 5. swords,
 - 6. nun-chucks,
 - 7. mace,
 - 8. stun guns, and
 - 9. Tasers.
- d. Live or spent ammunition may not be possessed in residential facilities.
- e. Inappropriate use of pepper spray is also prohibited in all residential facilities and on campus.

23. Weights, Exercise Equipment, and Waterbeds

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

24. Windows and Window Screens



Housing and Residential Education

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