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Intro

In addition to the Code of Conduct, University policies, and the Housing Contract, students residing on campus are expected to abide by the following standards, which are in place to protect individual rights and freedoms as well as to promote a safe, inclusive, and enriching living environment for all students. Students who may be in violation of the Code of Conduct, University Policies, the Housing Contract or the Community Standards will be referred to the University's Conduct Process.

Residential Student Policies and Information

Alcohol

1. Students under the age of 21 are prohibited from possessing or consuming alcohol.
 - a. In the case where one roommate is 21 and the other(s) are not of legal age, the student of legal age cannot consume alcohol in the presence of the underage roommate(s).
 - b. Guests of underage residents are not permitted to consume alcohol while on campus (for reference see [Joint Responsibility Policy](#))
 - i. Proof of legal drinking age must be presented when requested by a university official.
 - c. Possession of shot glasses or empty alcohol containers by an underage person is also prohibited.
2. Students 21 or older may only consume or keep alcohol in their assigned residential room. Consumption may never take place in common areas or public spaces.
 - a. All residents assigned to or in the room must be 21 or older for alcohol to be consumed
 - b. Residents who are 21 or older are allowed to have alcoholic beverages that are limited to:
 - One 12-pack of beer (144 ounces/4.26 liters) OR
 - One standard bottle of wine (750 ml) OR
 - 750 ml of hard liquor
3. Kegs, beer balls, alcohol by the case, other central sources of alcoholic beverages, or unauthorized quantities of alcohol are not permitted on campus grounds.
4. Any activity or game that promotes or encourages the consumption of large amounts of alcohol is prohibited, including, but not limited to, activities such as beer pong, quarters, and flip cup. This also applies to the possession of materials used in drinking games or activities that promote or encourage the consumption of large amounts of alcohol.

Illegal Drugs

Simmons University does not tolerate the distribution, manufacturing, possession, sale, or use of illegal drugs or drug-related paraphernalia (e.g., bongs, pipes, etc.), including the improper use of prescription drugs. A student determined to have recently used, be under the influence of, or be using illegal drugs are in violation of this code. Usage may be indicated by, for example, odor, fans, or towels under the door. This policy includes marijuana, and its derivatives including edibles, beverages and tinctures. No accommodation can be made for students in possession of a medical marijuana card.

Failure to Cooperate

Students are required to comply with reasonable directives or requests from University student staff or University officials performing their duties. Failure to cooperate also includes all acts of dishonesty, including but not limited to personal misrepresentation and knowingly furnishing false information to the University.

Joint Responsibility

Any student who assists another person in committing or attempt to commit a violation of the Code of Conduct, Community Standards, Housing Contract or other University policies may be held jointly responsible. This includes hosting a guest who commits a violation.

Guest

A guest is defined as anyone who is not a residential student at Simmons or is a residential student, but is not a resident of the hall that they are entering/visiting.

1. Each resident of the assigned space can host one (1) guest.
2. Residents must obtain the permission of their roommate(s) ([See Roommate's Right](#)) prior to the visit of any overnight guests.
 - a. Overnight guests may stay for up to six (6) nonconsecutive days in a 30-day period and for up to three (3) consecutive days at a time.
 - b. The University does not allow cohabitation. A cohabitant is defined as a visitor, who adopts daily activities analogous to those of an assigned resident with respect to unlimited use of the room, using the amenities of the hall (such as a bathroom or laundry room) on a frequent basis, and any combination of these or similar activities.
3. Guests must be escorted by their host residential student at all times and in all areas of the residence halls. Each resident is responsible for ensuring that the behavior of their guest is consistent with the policies of Simmons University. ([See Joint Responsibility](#)) Should a resident host require assistance with the removal of a guest, they may call Residence Life or Public Safety. Residence Life staff members reserve the right to require the removal of any guest deemed by them to be in violation of policy or disturbing to the community.

Roommate's Rights

The roommate's privacy, study time, or sleep must not be restricted or limited in any way by visitation or guests. Thus, all students wishing to entertain a guest must have the express permission of their roommate(s). If a roommate feels their right to free access to the room is being violated, they should first have a conversation with their roommate. If more assistance is needed, residents may contact their Resident Advisor as in any other roommate conflict situation, who will then notify Professional Staff as needed.

Minor Guest

All overnight guests must be 16 or older and the residential host or hosting department must complete a Minor Visitor Form 24 hours in advance where emergency contact information is required. This

information will be stored and kept on file by the Office of Residence Life in case of an emergency. The Minor Visitor Form can be found at this [link](#).

Residence Hall Room Policies and Information

Room Entry

Residence Life staff reserves the right to enter and inspect room(s) as needed for the purpose of verifying compliance with fire and health and safety standards, to investigate probable violations of University policies, and for inventory purposes periodically throughout each semester. Facilities will enter spaces to complete work orders placed by students, to address emergency facilities issues (leaks, power outage, etc.) and to check fire safety devices (alarms, smoke detectors, etc.). Public Safety will access rooms to address life safety concerns. Notice will be given prior to entering residence hall rooms for routine matters including monthly Health and Safety Checks. Only in cases of emergency (including fire safety checks), suspicion of violation infraction, and/or perceived situations where the health or safety and general well-being of persons are at risk shall an entry be made without prior notice. Please note: Facilities will not provide advance notice when entering a room to complete a work order. They will come as soon as possible after the student enters the work order to make the repair

Maintenance

Residents are responsible for the care and general upkeep of their own room. Students may use command strips/hooks to hang objects on walls with the understanding that items should never be hung from the ceiling or sprinklers and should not cover more than 25% of the wall space. Hooks, nails, or sticky tack should not be used on walls, and individual students will be responsible for the cost of repairing any damage they cause. If a room needs maintenance or repairs, residents should complete an online work request at fixit.simmons.edu

Damages

A room condition report will be completed by Residence Life staff before students move in and again when students move out. Residents should review this report upon check-in to confirm the information and report anything additional to their RA. Residents are liable for damages sustained throughout their housing contract term and will be billed accordingly. Charges associated with that damage are communicated to students via their Simmons email with photos and written explanations for each instance of damage.

Health and Safety Checks

Residence Life staff will conduct monthly Health and Safety checks of all students' rooms to ensure compliance with fire code and health and safety regulations. Items that are not permitted will be confiscated and disposed of or donated to charitable organizations. The inspection includes but is not limited to cleanliness, fire door safety, proper use of electrical equipment and extension cords, and items prohibited in student rooms. Any questions regarding fire safety and/or health and safety issues should be directed to a Residence Life professional staff member.

Possession or Use of Candles/ Incense, Open Flames, or Cigarettes

Absolutely no possession or use of candles, oil burners, incense, or other items that require an open flame is permitted in the residence halls. Smoking cigarettes, cigars, or other tobacco products is not permitted in any of the residence halls or outdoor spaces, including lounges, hallways, individual rooms, the Residence Campus quad, and parking lots. Students who cause fires or the triggering of the fire alarms will be referred to the Conduct Process

Pets, ESA's and Service Animals

Students are not permitted to have pets in the residence halls, with the exception of non-carnivorous fish in a properly maintained tank of no more than five gallons, Emotional Support Animals approved by the Office of Accessibility Services and registered Service Animals.

Prohibited Items

Prohibited items found in any room or suite are subject to confiscation by Residence Life Staff. The following materials are not permitted in the residence halls:

- Possession, use, or sale of weapons including but not limited to firearms (including but not limited to pellet guns, BB guns, or any reasonable facsimile of a gun), mace, unregistered pepper spray, explosives of any kind including fireworks, knives (with the exception of kitchenware), nunchucks, stun guns, or any other articles or substances commonly used as weapons. Pepper spray can be registered through Public Safety.
- Possession or use of electrical appliances with heating elements or high energy consumption, such as air fryers, hot plates, wax warmers, electric coffee pots, immersion heaters, popcorn poppers, crock pots, electrical heaters, lava lamps, electric frying pans, electric woks, stoves, toaster ovens, air conditioners, torchiere style halogen lamps, or any other appliance which uses over 1,000 watts of electricity (with the exception of hair dryers), and/or any appliance that does not meet current UL specifications. Please note this exception: Coffee pots and electric tea kettles, irons, and rice cookers with automatic shut-offs are permitted.
- Possession or use of microwaves with the exception of those attached to Microfridges that are no larger than 3.5 cubic feet; possession or use of refrigerators that are larger than 4.5 cubic feet. Microfridges are only acceptable if they are energy star compliant and no larger than 3.5 cubic feet.
- Possession or use of waterbeds;
- Possession of any type of upholstered furniture not provided by the University which does not meet Massachusetts Regulations which require furniture in university dormitories to meet the standard of CAL 133 or CAL 117;
- Possession of any bed mattress that is not issued by the University.
- Possession of bed risers that have a power source or any form of electrical charge
 - Residents can have bed risers but cannot stack them

- Possession or use of cinderblocks;
- Gasoline-powered machinery such as motorcycles or mopeds and any other combustible items including combustible engines, flammable liquids, non-electric lanterns, and large combustible decorations;
 - Electric mopeds and scooters are permitted but must be kept outside in the bike racks
- Hanging anything outside windows or on the residence hall facades, or placing anything on outside window ledges, except as part of an official university event or with the approval of the Director of Residence Life
- Lights that are not UL certified (Underwriters Laboratories) are prohibited in the residence halls
 - Residents are responsible for unplugging the UL certified lights when out of the space
- Any additional items prohibited by law, University policy, or deemed unsafe by University staff

ORL permits the use of UL-approved power strips and multiplug adapters with internal surge protectors, as well as other UL approved appliances that are not listed above or otherwise prohibited in the Residential Community Standards and the housing contract. For information on UL-approved appliances, visit ul.com.

Residence Campus Community Policies and Information

Hall Closing/ Break Housing

Important dates are provided in the housing contract, and on our website. Updates about hall closings and breaks will be provided to students via their Simmons email account. Students are responsible for making travel arrangements well in advance and must vacate the halls on or before closing dates. Residents are required to register to stay on campus during Fall and Spring Break but the halls close during Winter Break. Students who need to stay on campus over winter break may request this option through a separate housing application, contract and fee. Guests are NOT permitted during Winter Break, this includes other Simmons students. Summer housing is available for those who meet one of the following conditions

- Enrolled in a class or other academic commitment through Simmons University during the term in which the resident is applying to live on campus OR
- Active Student Employee for a Simmons University office or department

There is a separate housing application, contract, and fee for summer housing. Please note: Dining halls are closed during all university break periods, including Fall, Winter, Spring and Summer.

Unauthorized Moves/ Room Changes and Consolidations

There is an administrative room freeze for the first two (2) weeks of the Fall and Spring Semesters. After the room freeze period, a sole occupant of a room may be required to consolidate, if space requirements demand it. Residents who are required to relocate to a new room, or who will be having a new roommate move into their room, will be notified through their student email. Residents with vacancies in their rooms cannot prevent or interfere with the process in order to avoid being assigned a

roommate. The Office of Residence Life expects that all prospective roommates will be treated fairly and respectfully.

Unauthorized moves/room changes that are not approved by the Office of Residence Life are prohibited. Residents can only occupy their allotted bed and storage space. All room changes or room swaps must be approved in writing by the Office of Residence Life before a student moves into a new room. Room changes or room swaps made without the permission of the Office of Residence Life will result in a referral to the conduct process and nullification of the room change or room swap. Residents will be required to return to their original room assignments within 24 hours. Requests for room changes as an accessibility-based housing accommodation should be addressed with the Office of Accessibility Services and will be implemented, as appropriate and applicable, by the Office of Residence Life.

Communal Spaces

Damages or vandalism to communal areas of a residence hall (e.g., study and social lounges, kitchens, laundry rooms, hallways, bulletin boards, etc.) will result in a referral to the conduct process and financial restitution for repairs or replacement of property. If damages cannot be attributed to specific individuals, costs will be shared among all residents occupying the building at the time of the incident.

Kitchen Use

Students are permitted to cook in the kitchen areas of their residence halls. The safety of the residence hall community must always be the most important priority for students who decide to use these cooking spaces. The following kitchen use guidelines must be followed:

1. Students who are cooking or baking must stay within sight of the cooking appliance(s) they are using. Students cooking in the common area kitchens must never leave the kitchen area while food is being cooked or the oven/burners are in operation. A fire or smoke-related incident that starts because a student was not paying attention to their cooking is not considered an accident, but rather an incident of unsafe and negligent use of the kitchen facility. In these cases, students may be responsible for damage costs.
2. Students who cook and/or use the kitchen facilities are required to clean that area immediately. Common area kitchens are for the benefit of all community members. Leaving a mess in this area prevents others from taking advantage of this space.
3. Student-owned appliances and other cooking materials must be UL-approved and in good, safe working condition. Large knives, and other appliances/utensils that may be considered unsafe in a residential community may be confiscated at the discretion of Residence Life.
4. The act of cooking is prohibited inside a residence hall room, suite, or common area and can only be done inside a designated kitchen. Students may store appliances without exposed heating elements i.e. air fryers, slow cookers (unplugged) in their rooms for appropriate use in the kitchen facilities.

Keys and Lock-outs

1. Residents are responsible for their room keys and may not loan or share use of a key or identification card. You must sign out the key upon checking in and return the key and sign out with a Residence Life staff member when checking out of your housing assignment. If you do not return your key at the time of check out you will be charged a fee, the cost of which will be determined by facilities. If you lose your key and require a new key during the term of the Housing Contract you will be charged a fee, the cost of which will be determined by facilities.
2. During business hours (8 AM - 5:30 PM), students that are locked-out may come to the Office of Residence Life where they will be let into their assigned space by a staff member. When the Office of Residence Life is closed, students in need of a key must contact the RA(s) on Duty. The first (1) lockout is complimentary, the second (2) will result in an educational conversation or project with a member of Professional Staff, the third (3) will result in a conduct meeting that may result in sanctions, such as a fee charge.

Quiet/ Courtesy Hours

Quiet hours in the residence halls are from 11 PM until 9 AM. These hours must be observed both inside and directly outside of on-campus housing. During Quiet Hours, noise must be kept at a low level and not be heard outside of a resident's room/suite. Courtesy Hours are in effect at all other times. During Courtesy Hours, any resident approached for excessive noise by other students or University staff is expected to comply with the request as if it were Quiet Hours. A 24-hour quiet policy will be enforced during final exam periods. Violations of quiet or courtesy hours will result in a referral to the conduct process.

Smoking

Simmons is a tobacco-free university, which includes cigarettes, e-cigarettes, and all forms of smokeless tobacco. Smoking is not permitted anywhere in or around any university housing. The University does not offer a smoking lounge or smoking area on university property. Students cannot use any form of tobacco or e-cigarettes on Simmons University property. Students wishing to smoke, must do so outside of the Residence Campus gates. Smoking cessation resources are available for interested students. If tobacco products are used on campus by either a student or guest of a student, they will be asked to stop immediately by Public Safety, Residence Life staff or fellow community members. If members of the Simmons Community violate our tobacco-free policy, they will be referred to the conduct process.

Fire Alarms and Equipment

For the health and safety of all members of the community, students are expected to comply with all fire and safety regulations required by the University or applicable local, state, and federal law. When an alarm sounds, each person is required to exit the building and to move at least 100 feet from the building once outside. Public Safety and/or Residence Life staff will give further instruction. No student is permitted to re-enter the building until instructed to do so by a professional staff member. All fire safety systems and equipment are checked by university personnel routinely and must pass fire code safety inspections.

Please report any fire safety equipment problems (including missing equipment) to Public Safety or a Residence Life staff member immediately.

Fire Door Between Adjoining Rooms

Students residing in adjoining rooms with fire doors may not store or place any items in front of the doors that connect the rooms. The door must remain unlocked and there must be clear access through these connecting fire doors according to local, state, and federal fire codes.

Fire Drills

Planned fire drills are conducted each semester by the Department of Public Safety in coordination with the Residence Life staff to give residents an opportunity to practice and learn safe exit procedures. Students should take their keys and ID's as they exit the building. Failure to immediately evacuate a building when the alarm sounds, tampering with fire safety equipment, causing a false alarm, or reporting a false fire are grounds for immediate disciplinary action through the conduct process.

Posting, and Distribution of Flyers

1. The University expects that all members of the community will treat others with dignity, civility, and respect. Given this, the University expects that writings, pictures, notes, etc. displayed in a public or communal area must adhere to the standards of the Simmons community. This includes, but is not limited to, room doors, hallway walls, bathrooms, and lounge areas. Students agree not to use their residence hall room and common spaces for anything that will be unlawful, improper, or contrary to any applicable law or federal, state, and municipal ordinances, regulations, and Simmons policies.
2. All materials for posting, advertising, or distribution within the residence hall community must comply with and be approved by the Office of Residence Life. Student organizations outside of ORL wishing to post program flyers must complete the [Residence Hall Posting Request Form](#) and then drop off their flyers to the front desk in the ORL. Materials must be received at least five (5) business days prior to the event date. Once approved, desk staff will stamp flyers using the "Simmons Office of Residence Life" stamp. Flyers will be posted by the ORL staff. Student organizations and other parties are not permitted to post their own flyers. All flyers will be removed by the RAs on Duty within 24 hours of the program taking place. Approval will not be granted if the [Residence Hall Posting Request Form](#) has not been completed prior to seeking the stamp from the Office of Residence Life.

Parking

Students are not permitted to park on Residence Campus. Due to the scarcity of street parking and the availability of public transit, students are strongly discouraged from bringing cars to campus. Students can park on Academic Campus during the day (Monday-Friday 5AM-12AM) for the public rate. The garage is closed Saturday and Sunday and does not allow for overnights.

Storage of Items

The Office of Residence Life does not offer on-campus storage for personal belongings.

Booking of Telehealth Rooms

This academic year, Residence Life has identified six (6) rooms on Residence Campus to be used for telehealth appointments. Residents can book telehealth rooms through a [scheduling link](#). Once confirmed they can pick up the key from the Office of Residence Life. These spaces are only available between 8:30 AM - 4 PM during weekdays excluding holidays and University closures.