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Graduate and Family Housing Policies

Student Housing has the right to change policies at its sole discretion. Student Housing and UCI Police Department reserve the right to determine what constitutes disorderly conduct, excessive noise, or interference with rights, comforts, or conveniences of other students. Termination of tenancy will be pursued if a resident demonstrates an inability to abide by university regulations and the requirements of community living. Updates to policies will be noted on the Student Housing website http://housing.uci.edu/communityLife/Policies.html and in Community publications including newsletters, blogs, and through community listservs.

Air Conditioner
Window air conditioning units are not allowed in Graduate and Family Housing. Room type air conditioning units may be utilized with prior approval from your Community Housing Office. Installation of room type air conditioning units must comply with the following:

- Unit must be contained within the apartment with no portion protruding from windows or other openings.
- Window screen must remain in place and intact.
- Units are to be 120 volt, not to exceed 15 amps.
- Student Housing is held harmless from any liability arising from installation.
- The installation must not damage the property of the building or the property of its residents.
- Upon vacating Graduate and Family Housing, it will be the responsibility of the resident(s) to have the fan or room air conditioner removed and the apartment returned to its original condition.

Alcohol Possession
All Graduate and Family Housing apartments are the property of the University of California, therefore, the University’s rules, regulations, and policies are applicable.

Appliances
All apartments include a stove, refrigerator, carpeting, blinds, and smoke detectors. Written permission from your Graduate and Family Housing community housing office must be obtained before major appliances (such as free standing air conditioners, pianos, organs, or water-filled furniture) are moved into the apartment. Dishwashers, washing machines, clothes dryers, burglar alarms and refrigerators (second or replacement) are not allowed.

Balconies and Patios
We encourage you to make your private patio/balcony an enjoyable exterior living space that is safe and well maintained. Not all apartments have a private patio or balcony. No alterations to the buildings (including use of fasteners e.g., nails, screws) or grounds are permitted. All items must be confined to the actual patio/balcony area and may not overflow onto public/common areas. Storage is limited to 25% of the total patio/balcony area (floor to ceiling and side to side). Items used in these areas must be suitable for outdoor use and safely used/stored in the space per manufacturer’s instructions and
Graduate and Family Housing guidelines. Flowerpots and planters may not be placed on patio or balcony railings, patio walls, entryways or stairways. They pose a safety hazard and may cause damage to balconies from water seepage. Do not hang any items including brooms, mops, laundry or other unsightly items on your patio. Note: repair costs associated with plant/water damage will be assessed to resident. Periodic inspections will be performed.

**Barbecues and Hibachis**
The use or storage of any type of personal barbeque appliance is not permitted in Palo Verde Housing or Verano Place Housing. Public barbecues located throughout the community are available on a first-come, first-serve basis.

**Bicycles**
Care and caution should always be taken when riding a bicycle/unicycle through the community. Review the UCIPD bicycle safety policy at:
http://www.police.uci.edu/safety/publications/Bicycle.pdf and

a. **Storage**
   - Bicycles may be left, parked, or stored on University property only in areas designed for bicycle parking. These areas are indicated by the presence of racks or other parking devices, or where signage designates the space as a bicycle parking area.
   - For reasons of safety and facility maintenance, bicycles/unicycles may not be left in living rooms, study rooms, hallways, entryways, or in front of doors. Entryways include exterior and interior stairwells.
   - Bicycles/Unicycles may not be locked to railings or hung from ceilings.
   - Bicycles/Unicycles may be kept in an individual apartment so long as it does not pose a fire hazard and apartment mate(s) agree to its storage.

b. **Riding**
   - Bicycle riding is allowed on UCI properties except in campus areas where signage restricts such activity, inside all campus buildings, and on all building decks. See UCI Policy 904-13(e)2 for details on regulations regarding operating a bicycle on the UCI campus. A map of campus bike paths can be found at http://bike.uci.edu/maps/maps.cfm.
   - Bicycle/Unicycle riding indoors and inside housing corridors is prohibited. Any repair costs resulting from improper use or storage of bicycles/unicycles is the responsibility of the resident.

c. **Impound**
   - See UCI Policy 904-13(e)4 for information and regulation regarding bike impound on the UCI campus.
   - Per UCI Campus Policy, bicycles may be impounded if abandoned or parked/stored outside of designated areas. Please see UCI Campus Policy 904-13 for details. Additionally, your Graduate and Family Housing Community Housing Office may serve as an additional impounder of bicycles.

d. **Registration**
   - Per UCI Campus Policy, all bicycles ridden on the UCI campus must be registered. Please see UCI Campus Policy 904-13 for details.

**Bullying/Cyber Bullying**
Bullying/Cyber Bullying is defined as the process of intimidating or mistreating somebody weaker or in a
more vulnerable situation. Persons involved in bullying/cyber bullying will face student conduct action and may be referred to Student Life and Leadership Office.

**Candle/Incense Usage**
The use of candles/incense in University-owned residence areas is prohibited unless written authorization is given by the Campus Fire Marshal. Open flame devices such as exposed candles, incense, or fog machines are not permitted.

**Car Maintenance/Repairs/Car Washing**
Major car maintenance/repairs and car washing is prohibited on UCI property which includes all the Graduate and Family Housing Communities. UCI has implemented a Storm Water Management Plan (SWMP) as required by the Federal Environmental Protection Agency under the Clean Water Act. Student Housing residents and staff are prohibited from washing their vehicles or conducting any kind of maintenance or repair on cars. Further information regarding the SWMP may be found at: [http://www.ehs.uci.edu/programs/enviro/cleanwaterprog.html](http://www.ehs.uci.edu/programs/enviro/cleanwaterprog.html).

**Children**
Children are invited and encouraged to play at the Graduate and Family Housing playgrounds and in common areas under the supervision of a parent or guardian. Parents and guardians are responsible for the supervision and actions of their children, which includes financial responsibilities for any harm or damage caused by their children, to themselves, others, and/or property. Children are not permitted to play in parking lots, garages, garbage dumpster enclosures, laundry rooms, the community gardens, on stairwells, or in areas where other hazards may prevail. Storage of toys, bicycles, and strollers is not permitted in common areas or stairwells.

**Commercial Enterprise**
Any activity of a business or commercial nature is not permitted on University property. This includes, but is not limited to, investment ventures, real estate sales or brokerage, child care, animal care, or any venture involving the transfer of money or products in exchange for services.

**Common Space Use**
Common areas in Student Housing (any space or facility other than the interior your apartment and private patio/balcony) are for the use and enjoyment of the community at large. These areas may not be used for resident storage, placement, planting, or construction of any items. Residents must keep common areas clean and free of debris and personal items. Shouting or running in and about stairs or hallways, and the slamming of doors is prohibited at any time. No wheeled vehicles, including skates and skateboards, are to be used in walkways, courtyards, hallways, or passages. Please collect your personal belongings and remove any trash that you may have generated before leaving a common area or facility. Items left in common areas may be removed by the University.

**Conduct**
Residents are responsible for the actions and conduct of themselves and their guest. Physical abuse, threats of violence, or conduct that threatens the safety or wellbeing of any person, including harassment, is strictly prohibited. Such contact may lead to eviction or result in legal action.
The inability to exercise care for university property or the property of others, or for one's own safety or the safety of others, due in whole or in part to alcohol/drug consumption is considered a violation of policy. The influence of drugs or alcohol shall not in any way mitigate the consequences of any behavior or limit the responsibility of the individual(s) involved.

**Computer and Network Use**

Students will be held responsible for misuse of the UCI network and computing services. Infractions can result in temporary or permanent loss of computing and/or network privileges, Student Conduct review, and/or federal or state legal prosecution.

By connecting to the Residential Network and registering your computer, students and their sponsored guests acknowledge and agree to the policy, and are therefore responsible for knowing and abiding by its rules. Consult the Computer and Network Use Policy, found here: [http://resnet.uci.edu/](http://resnet.uci.edu/) for information on your rights and responsibilities.

To ensure students can keep their UCInet ID and password private and that non-student residents have access to the internet, residents living in Graduate and Family Housing who have a lease for an entire apartment and have family members living with them, (or are subleasing their apartment for the summer), can sponsor up to two non-student occupants for ResNet Network Access. Sponored ResNet UCInetIDs are intended to enable authentication for access to the Internet via the residential housing network on campus. Access to other UCI online e-resources is not provided. To apply for a sponsored UCInetID visit [http://www.oit.uci.edu/ucinetid/resnet/](http://www.oit.uci.edu/ucinetid/resnet/).

**Cooperation with University Personnel**

Residents and their guests must cooperate with and act respectfully toward University personnel who are acting in the performance of their duties. Residents and guests must show identification when requested. This includes, but is not limited to, interactions with all Student Housing staff, UCI Police, and directives from any other University official. Examples of violations of this policy include; providing false information, withholding information, interfering with staff while they are performing their duties, being noncompliant with verbal or written directives or sanctions, using abusive language, or exhibiting abusive behavior toward staff.

**Disruptive Behavior**

Any behavior that disrupts the community is considered disorderly and is prohibited. Student Housing and the UCI Police Department reserve the right to determine what constitutes disorderly conduct, excessive noise, or interference with the rights, comforts, or conveniences of others. Lewd conduct is prohibited. University staff can ask any resident or visitor to leave the premises if he/she feels such action is necessary. Residents are responsible for the actions and conduct of themselves and their guests. **Termination of tenancy will be pursued if a resident demonstrates an inability to abide by the requirements of community living.**

**Drugs**

Federal law, state law, and University policy prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by law. Any person known or suspected to be in possession, using, or distributing drugs, including medicinal marijuana, is subject to
disciplinary action and criminal action under state and/or federal law. Possession or use of illegal drugs will result in review of tenancy per the lease agreement. Any resident involved in drug trafficking will be evicted immediately.

Facility or Grounds Alterations
The University maintains the community facilities and grounds. No additions, alterations, or defacing (temporary or permanent) to the interior or exterior of any door, room, furnishings, hallway, building, or grounds can be made without prior written approval from your community Housing Office. Residents may not put up fences, place signs, cultivate plants, or make other changes to the grounds. Any projects that alter the appearance or integrity of a facility or present safety liabilities are prohibited. Residents are prohibited from accessing nonresidential areas of the facility. This includes, but is not limited to, attics, mechanical/utility rooms, and roofs.

Fire Safety
All residents are required to evacuate during every fire alarm (drill or actual alarm). Failure to evacuate during a fire alarm is a violation of Housing and University policy. Every person who violates any provision of the Health and Safety Code section 13111, is guilty of a misdemeanor punishable by a fine of not less than one hundred dollars ($100) or more than five hundred dollars ($500), or imprisonment for not more than six months, or both. For more information on the Health and Safety Code, go to http://leginfo.legislature.ca.gov/faces/codes.xhtml and look up Health and Safety Code 13111.

It is against University regulations, Federal, and State laws to tamper with any of the following items:

- sprinklers
- heat detectors
- smoke alarms/detectors
- elevators
- door/hardware/closing mechanisms
- fire alarm systems
- fire hoses
- fire extinguishers
- pull stations
- fire doors

Tampering includes, but is not limited to:

- removing batteries of any alarm system
- disconnecting wiring of any alarm system
- muffling the sound of any alarm system
- removing hardware from fire doors to prevent proper latching/closing
- propping fire doors open with a “wedge”

Any person initiating a false fire alarm or violating any provision of the State Fire Codes is subject to damage charges, civil prosecution, and serious disciplinary action. Residents who cause a fire (even if the cause is unintentional) and/or disregard kitchen safety will be held financially responsible for repair
or damages. If it is not possible to determine who is responsible for this violation, all associated fees may be divided equally among the residents of the apartments.

NOTE: It is imperative that you notify your community Housing Office and complete a work order any time you have reason to believe your fire equipment/alarms are not functioning properly. Residents are encouraged to decorate their living environment with attention to fire safety. It is important to note the following safety precautions:

- Incense, candles, open flames, and fog machines are not permitted in any on-campus residence. Exceptions can be requested for special circumstances through your community housing office.
- No materials (cloth, paper, etc.) shall be placed over light bulbs for any reason.
- All lighting (including halogen lamps) in housing facilities must be UL-approved. Use of halogen lamps is discouraged based upon the potential fire hazard however, any halogen lamps on the premises must have the safety screen installed.
- Flammable/explosive liquids cannot be stored in any on-campus housing community.
- No items may touch, obstruct, or be hung from sprinkler heads.
- Hallways and fire exits may not be blocked in any manner.
- All extension cords and power strips used must be the LCDI type (Leakage Current Detection and Interruption).
- Power strips may not be connected to one another, for example “daisy-chaining”.
- In Verano Place, apartments 66101-69414, a one foot clearance must be maintained from all wall heaters.

To ensure that apartments meet safety requirements, safety inspections will be conducted in each apartment annually. Apartments with automatic sprinklers maybe inspected quarterly.

**Furniture**

Written permission from your Community Housing Office must be obtained before major appliances, pianos, organs, or water-filled furniture are moved into the apartment. Student Housing reserves the right to deny requests to move in the furniture listed above. The resident may not install own refrigerator, dishwasher, clothes dryer, or window mounted air conditioner.

**Gambling**

All gambling prohibited by Section 330 of the California Penal Code is prohibited in all campus residential facilities. For more information on the California statute, go to [http://leginfo.legislature.ca.gov/faces/codes.xhtml](http://leginfo.legislature.ca.gov/faces/codes.xhtml) and look up Section 330 of the Penal Code.

**Garages**

Garages are only available in a specific area of Palo Verde. Garages are for parking operative vehicles and may not be used solely as storage space for miscellaneous items. For safety purposes, storage of toxic, poisonous, carcinogenic, flammable, and/or explosive substances is strictly prohibited. Garage doors are required to be kept closed when not in use. The resident will forfeit his/her garage after the third notification for Palo Verde Garage Policy violations. Parking in front of garages is prohibited and is subject to citation and/or towing. Please see the Palo Verde Garage Policies for further details.
Guests/Visitors
Residents may have overnight guests in their apartments for no longer than seven (7) consecutive days with approval from the apartment-mate (when applicable). Be sure to discuss the visit and receive your apartment-mate’s approval prior to the guest’s arrival. Remain sensitive to your apartment-mate’s feelings and concerns. Please be sure that your guest is aware of Student Housing and UCI policies. Residents are responsible for the actions of their guests.

All guest’s vehicles must be registered when on site and may only park in designated visitor spaces. It is the responsibility of the resident to manage and record the appropriate information in their parking account. Visitor parking is for the sole intent of providing invited guests with a means of parking while visiting current residents.

Harassment
The University of California and the Student Housing are committed to providing a non-discriminatory and harassment free residential community. Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to University programs or activities that the person is effectively denied equal access to the University’s resources and opportunities.

Harassment includes, but is not limited to, conduct that is motivated on the basis of a person’s race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identify, gender, gender expression, genetic information (including family history), pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.

Physical abuse, threats of violence, or conduct that threatens the safety or well-being of any person, including harassment, is strictly prohibited. Such conduct may lead to eviction or may result in legal action. Harassment may also involve written or verbal invasion, or violation of an individual's rights. It may be conveyed through graffiti, verbal statements, obscene telephone calls, or by other means.

Violations of this policy can be reported to the UCI Police at (949) 824-5223 and may result in action by the University as well as criminal charges. In an emergency, call 911. See Appendix 8 at http://dos.uci.edu/conduct/appendix_8.php for UCI Guidelines for Reporting and Responding to Reports of Discrimination and Harassment.

Mopeds and Motorcycles
Mopeds or motorcycles are not permitted in buildings or under stairwells. They are to be parked in areas designated for motorcycles in the parking lots. Please review the guidelines for non-automobile vehicles, such as mopeds at Sec. 904-13: Guidelines for Vehicles Other Than Automobiles, and Sec. 904: Policy on Parking, Transportation and Traffic Regulation.
Noise and Quiet Hours
Consideration for the rights of others is essential in a multi-unit residential complex. Quiet hours are in effect Sunday through Thursday from 10:00 p.m. to 8:00 a.m., and Friday and Saturday from 12:00 midnight to 8:00 a.m. Please note that this does not mean that all noise levels are acceptable before these hours. The rights of other members of the community should always be taken into consideration. Band, instrument, or vocal practice is not permitted in the apartments at any time if it disrupts other residents’ peace. Student Housing reserves the right to terminate any noise including amplified sound, band, instrument, or vocal practice at any time if the noise is deemed to be disruptive.

An around-the-clock quiet period begins on the Friday prior to final exam weeks and extends through the last Friday of final exam weeks. If a neighbor requests your cooperation in lowering noise levels so that he/she may study or sleep, please be considerate and keep in mind that their schedule may not be the same as yours.

Parking
All vehicles located in Graduate and Family Housing parking areas are subject to parking regulations of UC Irvine and California Vehicle Code Section 21113(a), must have current registration, and be in operable condition in accordance with California Vehicle Code Section 4000(a). Graduate and Family Housing’s parking policies are enforced by UCI Transportation and Distribution Services and the UCI Police Department. All vehicles parked in Graduate and Family Housing parking areas must be registered under the appropriate resident account. Guests must park in marked “Visitor Parking”, or be subject to citation.

Please see your community Housing Office’s Parking Policies for a detailed description of all parking policies. Vehicles parked in violation of any of these policies and regulations will be cited and/or towed at the owner’s expense.

Personal Care
Residents are responsible for managing their personal care which includes, but is not limited to personal hygiene, mental health, management of medical conditions or illnesses, and/or health related personal needs.

Pets
Pet dogs are not permitted in Graduate and Family Housing. Animals needed to provide assistance to persons with disabilities are not deemed pets and are permitted. Residents who wish to bring comfort/assistance animals into housing for a disability related need must contact UCI Disability Services Center at http://www.disability.uci.edu/Services_Accommodations/registering_intake.php. Disability Services Center will determine any and all accommodations and will provide written verification to Student Housing.

Cats and small caged animals (e.g., guinea pigs, fish, small birds) may be permitted as pets at the university’s sole discretion with prior written approval and registration. Fish in containers or tanks no larger than 10 gallons are permitted. No other animals are permitted. A $50 cat deposit is required and pets need to be registered and cared for in accordance with the Community’s Pet and Animal Policy.
Detailed information on these policies is available at:

Posting and Solicitation
Housing supports posting of materials that notify residents of events in and out of the housing community. Please review the campus posting policy prior to distributing/posting any materials in housing communities. The policy can be found at
http://www.housing.uci.edu/communityLife/Graduate_Policies.html. This policy applies to all campus organizations as well as off-campus groups or individuals. Any unapproved message or flyer that does not meet the campus posting guidelines will be removed and discarded.

- The University does not allow door-to-door solicitation of products or services in the housing communities.
- Solicitation on the campus at large can only take place with prior permission from the Vice Chancellor of Administrative and Business Services.
- Report any solicitors immediately to the UCI Police Department at (949) 824-5223 or to your community Housing Office.

Privacy
All persons have a reasonable expectation of privacy while living in student housing communities. Making a video recording, audio recording, or streaming audio/video of private, non-public conversations and/or meetings without the knowledge and expressed consent of all recorded parties, or where the persons has a reasonable expectation of privacy is prohibited. Action will be taken and cases may be referred to the Student Life and Leadership Office. Definitions of express consent, private location, nudity and private, non-public conversations and/or meetings are in section 102.25:
http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html.

Satellite Dishes
Written approval from your community Housing Office must be obtained before installing a satellite dish. The satellite dish can be no larger than 3ft. X 3 ft. (1 meter) measured across its widest part. The dish can be installed:

- Inside the apartment.
- On a personal balcony (it may not extend more than 12” beyond the balcony). Palo Verde does not have personal balconies. This is applicable to Verano Place.
- On a 4’x4’ post, no taller than 8’, secured with a post saddle and placed no more than12” from the patio slab.

The satellite dish mush meet the strict specification and may not be installed in any way that might penetrate or cause damage to any of the buildings, windows, roof areas, overhangs, balcony railings, or floors. The resident will be held responsible for the cost of damage to the facility caused by actual or attempted installation or removal of the dish. It is important to note, not everyone will receive a strong enough signal to warrant having a satellite dish.
Smoking
Student Housing, as well as UC Irvine, is designated as “smoke free.” Smoking and tobacco products are not permitted on campus or other UC Irvine properties, including UCI Graduate and Family Housing. Residents and their guests are not permitted to smoke or use tobacco products within individual units, in common areas, or throughout the grounds. This includes all hallways, lobbies, garages, parking lots, walkways, and all exterior grounds. Detailed information on the UC Smoke and Tobacco Free Environment Policy is available at http://policy.ucop.edu/.

Sexual Harassment and Sexual Violence
The University of California, Irvine is committed to creating a maintaining an environment in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of sexual assault, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. Every member of the University community should be aware that such behavior is prohibited by law and by University policy. The University will not tolerate sex offenses in any form.

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy on Sexual Harassment and Sexual Violence.

The full UC Policy on Sexual Harassment and Sexual Violence can be found at http://policy.ucop.edu/doc/4000385/SHSV. Additionally, UC Irvine’s Policy on Student Conduct and Discipline can be found at http://dos.uci.edu/conduct/policy.php?s=100.00#10200 and UC Irvine’s Guidelines for Reporting and Responding to Reports of Sexual Harassment and Sexual Violence can be found at: http://dos.uci.edu/conduct/appendix_3.php.

Please contact the Office of Equal Opportunity and Diversity, OEOD will further questions or concerns; http://www.oecd.uci.edu/ or 949-824-5594.

Theft
Theft, conversion, damage, or destruction of any University or personal property is prohibited.

Walkways, Sidewalks, and Stairs
Walkways, sidewalks and stairs, including the emergency stairwells, may not be obstructed or used for storage. Shoes, clothes, trash, or other personal items should not be left on any landing or common area.

Weapons and Explosives
University regulations strictly prohibit the use or possession of firearms. Also prohibited are weapons such as, but not limited to, stun guns, daggers, retractable bladed knives, knives with a fixed blade over 2.5 inches (other than kitchen knives), nunchucks, paint/pellet guns, any device which closely resembles a weapon (such as BB guns, air pellet guns), sling shots, explosives, spear guns, bows and arrows, and
other dangerous items. In addition, mace and pepper spray may not be misused. Other dangerous items or implements used aggressively, in a threatening manner, or for violent purposes are also prohibited and should be reported to the UCI Police at 949-824-5223. In an emergency, call 911.

To store items used for martial arts training, ROTC, Reserves, Fencing, etc. one must contact the UCI Police Department at: 949-824-5223 or http://www.police.uci.edu/.

Fireworks and any other explosive materials are prohibited from campus housing.