

Residential and Dining Services Policy

*Last Updated October 2023

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Residential and Dining Services Policy

Housing residents and their guests are responsible for knowing and abiding by the following Safety and Security and Community Standards Requirements. The Procedures and Protocols are provided to help residents understand how Residential and Dining Services handles various situations.

Safety and Security

Doors and Door Security

Residents are responsible for protecting building security by ensuring exterior doors are locked each time they enter or exit a building. Residents are prohibited from propping or leaving any exterior building, apartment, or unit exterior door open. Residents are responsible for locking their individual bedroom doors.

For safety and security reasons, if a RAD staff member finds a bedroom door unlocked during checks, maintenance, etc., the door will be locked. All doors should be unobstructed and able to be opened freely for exit (egress) in the event of an emergency.

Prohibited behavior:

- Altering door safety closures or locks
- Obstructing doors from opening fully
- Propping or leaving any exterior door open
- Tampering or interfering with the operation of security systems or door locks

Elevators

Tampering with an elevator or engaging in reckless or dangerous behavior that places yourself or others at risk is prohibited. This includes but is not limited to jumping, adding too many people for the space and/or weight limit, damaging controls, etc.

Fire Safety

Prohibited behavior:

- Failure to Evacuate - in case of a fire alarm or other mandated evacuation in a prompt and orderly manner
- Blocking or Barricading - any route of evacuation including doors and windows
- Misuse of Equipment - tampering with, damaging, disarming, or falsely discharging any provided fire safety equipment, including alarms, emergency lighting, fire extinguishers, smoke detectors, or sprinklers

Identification

Individuals on the Evergreen State College campus, including residents and guests, must show a photo ID if requested by a RAD staff member in completing their position responsibilities.

Prohibited behavior:

- Loaning out a college ID card illicitly
- Obtaining a college ID card illicitly
- Providing false identification information

Keys

For the safety of the residential community, residents must contact the Residential and Dining Office (RAD) or the RA on-duty within 48 hours if they have misplaced or lost their housing key(s). RAD Staff are able to assist residents in entering their room/apartment, and/or beginning the lock change process.

Prohibited behavior:

- Duplicating keys
- Loaning out housing keys
- Obtaining housing keys illicitly

- Retaining keys beyond authorized dates
- Using lockouts to avoid carrying keys**

Lost Keys and Lock Outs

RAD Staff will assist residents in entering their suite/room/apartment and beginning the lock change process if needed.

- If a lock change is needed, temporary key(s) will be provided to assist the resident in the interim.
 - Residents will need to show their Evergreen student ID or another photo ID upon receipt of keys or entry.
 - Residents will be allowed entrance only to their assigned spaces.
- If a resident is unable to produce the assigned key(s) within a reasonable time, a lock change may be completed, and the cost will be billed to the resident's student account.
- Checked-out keys are due back in two business days; failure to turn them in will result in a lock change and charges.
- Lock changes are billed to the resident responsible for the keys which are lost or missing.

**Excessive Lockouts, which is defined as more than three lock-outs per academic year, will result in a meeting with Residence Life staff and may result in a charge for lock change and key replacement and a behavior agreement about key responsibility.

Windows

Windows should be unobstructed and able to be accessed for egress in the event of an emergency.

Prohibited behavior:

- Throwing, dropping, or hanging any objects from windows, balconies, or stairwells
- The use of a window as an access point for entry into or exit from a unit (except in emergencies)

Community Standards

Advertising/Posting

Advertising/postings/flyers are only allowed on designated community posting areas in Residence Hall A, Apartments, and the HCC (with the exception of RAD Services postings); designated RAD Services bulletin boards are reserved solely for RAD Services advertising/postings. Postings found anywhere else will be removed per the college's [Posting Policy and Procedures](https://www.evergreen.edu/node/295821). (<https://www.evergreen.edu/node/295821>).

Alcohol in Housing

- Alcoholic beverages may not be used, possessed, consumed by, or distributed to, anyone under the age of 21.
- Residents and guests who are age 21 and older may consume alcohol in private apartment/units when everyone present is age 21 and older.
- Residents aged 21 and older sharing a space with others under age 21 may only possess, store, and consume alcohol in their room, not in common areas.
- Kegs, beer bong, beer balls or other common-source containers of alcohol are prohibited.

Alterations to Physical Space

Residents are responsible for keeping their assigned room, furniture, and fixtures free from damage. Residents and their roommates are jointly responsible for damage to common areas unless a specific person(s) accepts responsibility or is found responsible based on evidence. The cost of restoration, repairs, or damage will be billed to the responsible resident(s). All wall repair and painting must be completed by Residential and Dining Services staff.

Prohibited behavior:

- Making any alterations, modification, or additions to residential property or grounds, including painting or removal of fixtures
- Making outdoor additions or construction of any kind.
- Placing additional locks on any door.
- Removing college provided mattress covers

All mattresses are covered with a flame barrier that also acts as protection from allergens and insects such as bedbugs. For these important reasons, mattress covers cannot be removed; removal of the cover compromises the mattress itself and means that the mattress must be replaced.

Bedroom and Common Area Cleanliness

Residents are responsible for keeping their assigned bedroom and common spaces clean and free from excessive clutter/litter and displeasing odors. Unsanitary living conditions that may be hazardous to students' health or can attract pests are prohibited. Residential and Dining Staff will do Health and Safety Checks in individual bedrooms and all common areas during each quarter and prescribe cleaning, health, or safety tasks if needed. If residents fail to address bedroom and/or common area concerns in a timely manner, the responsible resident(s) may go through the college conduct process and be charged if Residential and Dining Services must clean the space, remove excessive items, or repair damage or dismantling of life safety equipment.

Bicycles

Bicycles may be stored in individual living spaces if all roommates agree in the signed suite agreement. Bicycles may also be stored in designated bicycle racks if the bicycle is registered through police services. Storing bicycles in stairwells, balconies, hallways, common area lounges, or any area that may be a safety hazard, is prohibited. Improperly stored bicycles may be removed and impounded. Following spring closing, all bikes, other than those parked in front of designated summer housing, will be removed, and impounded by the Wednesday after spring closing. (See abandoned property policy for more information on impounded property)

Business Use

Apartments/units are to be used solely as residences. Residents are prohibited from operating any for profit or nonprofit business from their apartment/unit. Residents are prohibited from using College resources, such as the Internet, for business purposes (see also Evergreen's [Appropriate Use of Information Technology Resources](https://www.evergreen.edu/policy/appropriateuseofinformationtechnologyresources) (<https://www.evergreen.edu/policy/appropriateuseofinformationtechnologyresources>))

Candles and Incense Prohibited

The possession or burning of candles and/or incense is prohibited, except if approved in writing in advance by a Resident Director (RD), for religious ceremonies or spiritual purposes. If approved to light candles/incense, they must be attended to and extinguished as soon as the ceremony is over. Residents will be billed for any damage from candles/incense. Items found in violation of this policy may be confiscated by a RAD staff member and may be returned to the resident on their next trip to their off-campus residence if practicable. Schedule a meeting with an RD to apply for a Lighting Exception Permit.

Cannabis - Medical and Recreational - is Prohibited

Possession or use of cannabis, medical and recreational, and cannabis paraphernalia are prohibited everywhere on campus. Even though Washington State law allows adults age 21 and older to possess small amounts of cannabis for medical and recreational use, federal law prohibits cannabis possession and use of any kind. Because The Evergreen State College receives federal funds, the College must adhere to federal laws pertaining to possession and use of cannabis. Students are encouraged to visit Student Wellness Medical Services on campus to assess alternative treatment options. Cannabis and cannabis paraphernalia found on campus will be confiscated and destroyed by RAD staff and/or Police Services. The possession or use of drug paraphernalia, as defined in RCW 69.50.102, is all strictly prohibited.

Communicable Disease/Insects

Residents must report all communicable diseases or insect infestations to Residential and Dining Services and seek appropriate college, public, or private treatment. On-campus housing will be made available to students with communicable diseases or insect infestation while complying with federal, state, county, and College policy and procedure in relation to the disease. Precautions will be taken by Residential and Dining Services on the advice of appropriate public or private health science professionals.

Composting, Recycling, and Trash

Residents are responsible for taking compost, trash, and recyclables outside to designated containers located throughout Residential and Dining Services. Residents are responsible for keeping their assigned apartment/unit clean and free from excessive compost, trash, and recyclables.

Decorations

Decorations that do not alter or damage, do not present a fire hazard within, and do not prevent egress from an apartment/unit are permitted.

Permitted decorations include:

- artificial, nonmetallic trees
- decorative lighting that is Underwriter Laboratories, Inc. (UL) approved and in good condition
- living potted plants

Prohibited decorations include but are not limited to:

- decorations attached to or in contact with building pipes, heaters, ceilings, smoke detectors, and other fire and life safety equipment
- decorations that obstruct any walkway, hallway, stairwell, door or any part of the premises and grounds
- equipment that would interfere with or damage any building surface or require removing/altering doors or windows
- lighting that is not UL approved and/or is in poor condition

Equipment/Items - Approved

The following UL approved equipment and items are allowed in housing:

- blenders
- coffee makers
- computers
- fans
- hot water pots
- indoor grills
- lamps
- microwaves
- printers
- popcorn makers
- refrigerators (small, individual)
- rice cookers
- slow cookers
- sound equipment (non-amplified)
- space heaters (required specifications: adjustable thermostat, over-heat and tip-over protection, intact power cord and plug, a handle or hand holds for carrying)
- toasters
- waffle makers

Equipment/items that are not listed on the approved list must be approved in writing by the Director of Residential Life or designee in advance of bringing the item to housing. Equipment/items found in violation of this policy may be confiscated by a RAD staff member.

Equipment/Items - PROHIBITED

- air conditioners
- barbeque grills
- camp stoves
- candles
- electric skillets
- gas/propane grills
- halogen bulbs and lamps
- hot plates
- incense
- kilns
- large appliances not on the approved list
- motorize vehicles inside housing facilities
- space heaters without required specifications, see Equipment/Items - Approved

- toaster ovens
- water beds

Furniture

All furniture must remain in the apartment/suite/unit. Residents will be charged for any missing or damaged furniture. Community furniture provided in floor lounges and other social spaces in housing must remain in those spaces. Removing community furniture from floor lounges and other social spaces is prohibited. Possessing community furniture in your unit/suite/apartment is prohibited.

Guests

Residents are responsible for the behavior of their guests and guests should be accompanied by the person they are visiting while in Housing facilities. Overnight guests may stay in a resident's bedroom with written approval by all roommates. An approved guest may stay no more than three days and two nights in one month. Unapproved guests are not permitted to stay overnight.

Musical Instruments

The playing of all drums and amplified instruments/music/sound is prohibited, except if approved in writing, in advance by a Residential and Dining Services staff member for a planned program or activity. Students found responsible for violating the musical instrument policy will have the item(s) confiscated. Residents may remove the item(s) to their off-campus residence or other off campus location during their next planned trip if practicable.

Noise – Courtesy and Quiet Hours

Courtesy Hours are in effect 24 hours a day.

Noise is not to be excessive or disruptive to the community, including to suitemates and neighbors (next door, downstairs, upstairs, and outside the building). If asked by anyone to reduce volume, please comply immediately. To minimize impact on others, the use of amplified instruments/sound equipment is prohibited in housing. Headphone use is encouraged.

Quiet Hours are in effect:

- Sunday through Thursday from 11 p.m. to 9 a.m.
- Friday and Saturday from midnight to 9 a.m.

During quiet hours, no noise should be heard outside of a resident's room, suite, or apartment. While it is each student's responsibility to control noise, there is also the responsibility of those impacted by noise to first contact the community member and request that the noise be reduced. If this approach does not work, contact the RA on duty.

Outdoor Recreation Equipment

The outdoor areas by the apartment/unit may be used for outdoor recreation equipment like small wading pools, tents, etc., on a temporary basis lasting no more than three days. This excludes large equipment such as: trampolines and bouncy houses/inflatables. Residential and Dining Services staff or another College official has the right to disallow the use of outdoor items under circumstances when facilities/maintenance work would be hindered, or where it is deemed inappropriate for the College campus, or otherwise presents security, safety, or health concerns. Contact the Residential and Dining Services Office for permission for use longer than three days.

Pets

Fish in tanks no greater than 10 gallons are the only pets allowed in housing.

Residents and their guests may not house or harbor any animal/pet for any length of time inside or near any housing facilities.

Service and support animals are not pets and must be approved by Access Services and Residential and Dining Services, prior to the admission of the animal into the residential community.

Violations of the Pet Policy:

Students who violate the pet policy will have a maximum of 48 hours to find an alternative off-campus living arrangement for the animal. A student responsible for violating the pet policy will be billed for any cleaning, repairs, or pest control treatment deemed necessary due to the animal. A student who does not comply with the 48-hour removal requirement may be immediately removed from housing.

Sexual Misconduct/Sexual Harassment

(<https://www.evergreen.edu/policy/sexual-harassment-misconduct>)

Residents are required to comply with Evergreen's Sexual Misconduct and Sexual Harassment Policy (<https://www.evergreen.edu/policy/sexual-harassment-misconduct>). Residents must also comply with the Code of Student Rights and Responsibilities which prohibits conduct that is defined as sex- or gender-based misconduct. A resident engaging in conduct in violation of the College's policy or code will be subject to conduct action that may include, among other things, suspension from residing in student housing. In this case, the College may terminate this contract as provided for in the Housing Agreement.

Sleeping Space

Sleeping in unassigned areas is prohibited, this includes common lounges, the Housing Community Center, and other social spaces.

Smoking

Smoking is prohibited in all College buildings including student housing per the campus (<https://www.evergreen.edu/policies/policy/smoking>). Residents may smoke only in designated outdoor smoking areas on the College's campus. Smoking as used in this policy, refers to the inhaling, exhaling, burning or carrying of any lighted smoking or activated vapor equipment including cigarettes, electronic cigarettes, cigars, or pipes.

A service charge will be assessed to cover the costs of cleaning and repairs in units/suites/apartments due to damage from smoking on a case-by-case basis.

Smoking Areas:

- Two public outdoor smoking areas are located near housing: behind the Housing Community Center (HCC) and in Modular housing (MODs).
- The smoking areas are open 24 hours and students must abide by the "Noise – Courtesy and Quiet Hours" standard when using them.

Solicitation

Door-to-door solicitation or distribution of promotional materials by anyone who is not a Residential and Dining Services or Evergreen Residence Hall Association staff member, is prohibited.

Sporting Equipment

All sporting equipment must be stored within rooms/apartments with the exception of bicycles. Bicycles may be stored in the covered bicycle racks located throughout the premises.

Suite Agreement

All residents are responsible for working with their suitemates to complete Suite Agreements at the beginning of fall quarter, and any other time residents, new to the space, move in. Resident Assistants (RAs) will help facilitate Suite Agreement meetings if assistance is needed. Suite Agreement meetings are the opportunity to voice needs, preferences, and concerns about how residents use and share their assigned space.

Common topics that are discussed:

- allergies
- cleaning
- guests
- noise
- purchasing and/or using items (e.g., cleaning products, food, toilet paper, etc.)
- sharing or not sharing items
- study habits
- safety and security

After an understanding is reached it will be signed electronically by all residents. Failure to sign and follow the agreement may result in referral to the conduct process if there are disruptive behaviors or policy violations occurring in the living space.

If a conflict occurs, the first course of action will be to review the Suite Agreement all parties signed. Students will not be allowed to move from their current space until the Suite Agreement has been completed and revisited at least twice, except in urgent safety situations.

Weapons

Possessing firearms or other dangerous weapons; the unauthorized use, possession or storage of any explosives, fireworks, dangerous chemicals, or substances; or the use of any instrument designed to cause harm, or realistic replica of such instrument, in such a manner which might reasonably threaten or cause fear or alarm to others is prohibited. See the campus Weapons Prohibited policy for further details and definitions.

Window Posting

Residents may post items in window(s) provided they do not conflict with Evergreen's [Code of Student Rights and Responsibilities](#).

No posting may hang from or be attached to the exterior of any residential building except on public bulletin boards. Full detail and information can be found in (<https://www.evergreen.edu/node/295821>).

Procedures and Protocols

Abandoned Property

Property left in a room with an estimated value of less than \$50 will be thrown away, recycled, or donated. Property with an estimated value of \$50 or greater will be documented and impounded. Students will be charged for the removal and impounding of property for labor on an hourly basis. Residential and Dining Services staff will attempt to contact students via their Evergreen e-mail, or the phone number listed with the college about the impounded property. Students will then have 30 days to contact RAD to make arrangements for their property. Students can have property mailed to them, pick it up in person, or have items donated. After 30 days, if arrangements have not been made the property will be considered abandoned and the college will dispose of this property. Items that are mailed will be billed for the cost of shipping plus labor. If arrangements are made for property to be picked up, the student has 60 days from the original date of impoundment to retrieve the property.

Access to Residential Spaces

Residential and Dining Services reserves the right to enter unit/suite/apartments for any of the following reasons:

- concern for resident health or safety (e.g., wellness check, smell of smoke)
- disruption or noise complaint reported (e.g., continuous alarm bothering others)
- emergency repairs (serious leak)
- Health and Safety Checks and follow-ups for animal, cleaning, health, or safety issues (minimum 24-hour notice given excluding emergencies)
- reason to believe harm to self or others may be occurring
- requested maintenance repair

College Police Services officers may enter community areas outside of individual units/suites/apartments unannounced to do rounds concerning health, safety, or security checks, to enforce policies, or to investigate possible criminal activity. Students will have no expectation of privacy in the hallways, lounges, and other interior and exterior shared community spaces within housing. Residents will have an expectation of privacy in their individual room/suite/apartment per the access provisions set forth herein.

Accommodations: Access Services for Students with Disabilities

<https://www.evergreen.edu/access/access-services-students-disabilities>

The Evergreen State College recognizes the importance of providing reasonable accommodations in its housing policies, practices, and facilities where necessary for individuals with disabilities to use and enjoy College housing. Requests for reasonable accommodation in college housing must be submitted to and are determined through Access Services.

Communications

Residents' Evergreen email account is the primary mechanism for all official communications including from Residential and Dining Services regarding activities and events, billing, conduct, Health and Safety Checks, maintenance, and other important information. All campus housing residents should regularly read messages sent to their college email with a housing-related subject line. Time sensitive information is sent out regularly throughout the year.

Community Billing

Community billing is a process that may be used in response to community/common area damage, vandalism, biohazards, and related issues in the residential community. If such an issue occurs in a shared community area (i.e., lounge, hallway, stairwell, elevator, etc.), and the specific person(s) responsible for the issue cannot be determined, RAD Services may bill a floor, building, or sub-group of residents for the cost of the cleaning and maintenance required to appropriately address the issue.

Conduct Process

Residents are subject to the conduct process set forth in Evergreen's Code of Student Rights and Responsibilities. Students, staff, faculty, and community members can initiate the conduct process by providing information to college officials regarding possible prohibited behavior as outlined by Evergreen's Code of Student Rights and Responsibilities, the Residential and Dining

Services Rental Contract, and any other College Policy. When a conduct violation may have occurred, an incident report is typically written to document the situation. More information about filing a report or responding to a complaint can be found on the Student Rights & Responsibilities webpage. Please see the Code of Student Rights and Responsibilities, WAC 174-123, for more information about the student conduct process.

Emergency Room Transfers

If you are concerned for your personal safety in your apartment/unit, contact the on-call Resident Director by calling Dispatch. The Resident Director will respond to discuss your concerns and may approve an Emergency Transfer.

If an emergency transfer is appropriate, the on-call Resident Director will find you a temporary room if one is available. After the situation has been resolved, Residential and Dining Services will assist with a transfer to a new space, assist with return to the previous space, and provide support and available referral options.

Extended Absence Policy

Extended Absences are available at the discretion of Residential and Dining Services. To qualify for an Extended Absence, a resident must plan if they will be away from Evergreen for more than 30 days for one of the following reasons:

- Academic internship, individual learning contract, or study abroad requiring the resident to live outside Thurston County for 30 consecutive days or more during an academic quarter. The form must be signed by the student's Faculty member and returned to the Residential and Dining Services Office with a copy of their Internship/Individual Learning Contract or class syllabus seven (7) days before the student intends to leave campus. Information needed is the resident's: Program/Internship Title, area where student will be staying (city, state, country), and faculty signature.
- Medical Leave. This requires a licensed physician's statement on office letterhead explaining why the medical condition requires the resident to be away from school for an extended period.
- Leave of absence for one quarter. Must include a statement of why the resident is taking a leave of absence and what the academic plan will be for the following quarter.

Residents may seek an Extended Absence by completing and submitting an Extended Absence Form to the RAD front office. If approved, residents can keep their space, leave their belongings, and pay only a portion of the typical housing rate during their absence. For additional information please speak with RAD Staff.

Health and Safety Checks

Residence Life staff check all individual bedrooms and common areas (bathrooms, kitchens, living rooms, entryways, and hallways) in housing during each quarter to ensure a clean, healthy, and safe environment for all residents. Residence Life staff will also check that fire and life safety devices are functioning properly, and that bedrooms and common areas are set up in accordance with fire safety codes. Residents will be informed via Evergreen email at least 24 hours in advance of Health and Safety Checks.

RAD Services' cleaning standards are based on a new person being able to move into a clean and healthy environment, which is free of trash, dirty dishes, messy common spaces, and displeasing odors. RAs and other RAD staff are available to advise residents of specific cleaning, health, and safety expectations throughout the year.

If a living unit is found to have a concern, resident(s) will be given time to address the concern before the unit is re-checked. Items in violation of policy may be confiscated. After a second check, RAD Services may clean a unit that fails to meet the required standard. The student shall be responsible for paying the College for its costs to clean the unit at the published rates. Severe health and safety violations may result in required room change or removal of the resident from housing.

RAs can assist in creating suitemate agreements. Agreements help identify cleaning responsibilities for all suitemates, which are fair, mutually agreed upon, and meet cleanliness standards. If residents are unable to negotiate a reasonable agreement, a suitemate agreement will be required.

Open Room Transfer

Subject to availability, a resident may be approved for an open room transfer starting Monday of the third week of each quarter, Open Room Transfers are no longer accepted after Friday of week eight each quarter.

Room Transfers of any kind are ultimately dependent on whether suitable spaces are available. A resident must select a room and sign a Room Transfer form to receive an assignment and keys to the new room. A resident will have 48 hours to move and check out of their prior assigned room.

Receiving a New Suitemate

If a student lives in a space and a suitemate moves out, resident(s) must be open to receiving a new suitemate in that vacant space. A new suitemate may be assigned to a vacant space any time during the academic year. RAD Services staff will make every effort to provide advanced notice that a new suitemate is coming, however, a new suitemate may arrive without prior notice. Students may be subject to conduct action and charged additional rent if: the room or common areas of the unit are not appropriately clean and ready when a new suitemate arrives; if a resident turns away a newly assigned suitemate; or if a resident discourages a prospective suitemate from moving in.

Repairs/Work Orders

Staff are available to fix any items that are furnished with your apartment/unit. Call 360-867-6764 to request a work order or [submit it online](#). You will need to supply your name, phone and room number, and details of the work needed and/or the situation. If an after-hours emergency occurs, you should contact Resident Maintenance on-duty by calling Dispatch at 360-867-6832.

By placing a work order, you give permission for our staff to enter your apartment/unit to fix any problems concerning items that are furnished with your apartment/unit. You do not have to be present. Staff will leave a note on your door to inform you of the repair status.

Work Orders are addressed based on the seriousness of the problem (for example, overflowing toilets have a high priority).