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### Alcohol

The college expects all students to abide by all federal, state and local laws regarding the use of alcohol. It is a violation of local; state and federal law and campus policy for persons under 21 years of age to purchase possess or be under the influence of alcohol.

It is also a violation of the law and college policy for anyone of legal drinking age (21 or older) to supply, sell, or furnish alcohol to anyone under the age of 21.

See also [Campuswide Alcohol policy](#).

Neither possession (including open cans, bottles, cups, squeeze bottles, etc.) nor consumption of alcohol is allowed in any public area within the residence halls including kitchens, balconies or patios, hallways, lounges, studios, and community bathrooms.

Alcohol possession and consumption are not permitted outdoors on the adjacent property of the residence halls.

### **The First-Year Community**

Avenue Apartments, Irwin Hall, Clifton Hall

All public areas, student rooms or apartments, or both, and adjacent property in the First-Year Community (Avenue Apartments, Clifton Hall, and Irwin Hall) are considered “dry.”

Regardless of age, no student or guests may possess, consume, distribute, or be under the influence of alcohol at any time in any residential area of the First-Year Community.

### **Continuing Student Community**

California Street Residences, Harriet Street Residences, Webster Hall

The college recognizes that several of the students who reside in the Continuing Student Communities (California Street Residence, Harriet Street Residence, and Webster Hall) are over the age of 21 and legally allowed to consume alcoholic beverages.

This policy is designed to respect the right of these residents to choose to responsibly consume alcohol while maintaining a safe and academically conducive residential environment.

Only residential students 21 years of age and older may possess and consume alcoholic beverages. Alcohol may be possessed and consumed only in student rooms where all occupants are 21 years of age or older.

When consuming alcohol in student rooms or apartments, the room/apartment door must be closed and occupants must be in no violation of other policies.

Students should be aware of the legal liability inherent in supplying alcohol to anyone not of legal age as well as college policy and must not permit minors to consume alcohol on campus.

When bringing to the building or disposing of full and empty (recyclable) alcohol containers must be wrapped or contained in a bag or other packaging so the contents are not visible.

It is not acceptable to hide alcohol containers in pockets or under clothing such as coats and shirts. Alcohol bottles and containers may not be used as decorative items in residential rooms or apartments.

“Common source” distribution, defined as any individual or group of students sharing or supplying alcoholic beverages, is prohibited. Kegs, beer balls, party balls, and other common-source containers are prohibited in all residence halls.

Devices designed for the rapid consumption of alcohol (e.g., shot glasses, beer bong, or funnels) are prohibited and subject to confiscation.

Rooms in which persons fewer than 21 years of age live are considered "dry" rooms. This includes rooms that are shared by under-aged students with students who are 21 years of age or older.

Alcohol and alcohol-related paraphernalia is prohibited in all “dry” rooms. No person fewer than 21 years of age may possess, consume, or be in the presence of alcoholic beverages and alcohol beverage containers in their room (including decorative collections).

Violations of the alcohol policy in any residential community will result in disciplinary action when any of the following take place:

- The possession or consumption, or both, of alcoholic beverages occur(s) in any public area within college housing.
- The possession or consumption, or both, of alcoholic beverages occur(s) by residents and their guests who are not of legal age.
- The possession consumption, or both, of alcoholic beverages results in the violation of other Residential Life policies.
- Underage residents or guests in the presence of alcoholic beverages.
- The alcohol policy is violated.

Disciplinary sanctions will range from warning to removal from housing, depending on the severity of the policy violation.

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## **Amnesty**

To prevent incidents in which students avoid seeking necessary help for themselves or others, CCA has adopted the following Amnesty Policy:

If a student seeks medical attention or staff assistance due to a violation of a residential policy, the discrimination, harassment and retaliation, or sexual misconduct policies (particularly nonconsensual sexual contact or nonconsensual sexual intercourse) that was experienced under the influence of alcohol or drugs, the college will not pursue conduct actions against the student for violations of either the alcohol or drug policies.

Additionally, those students who assist in obtaining medical attention or staff assistance for someone due to a violation of these policies that was experienced under the influence of alcohol or drugs, or who cooperate with a related investigation or hearing, will not receive student conduct sanctions for violations of either the alcohol or drug policies.

The Amnesty Policy does not preclude student conduct sanctions due to any other violations of the Student Code of Conduct unrelated to substance use.

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### **Automobiles, motorcycles, mopeds & scooters**

Residents are not permitted to own or possess an automobile for use at CCA while residing in CCA First-Year Community housing (Avenue Apartments, Clifton Hall, and Irwin Hall).

This includes parking any vehicle on campus or in the Rockridge neighborhood surrounding the campus. Students living in Continuing-Student Communities (California Street Residences, Harriet Street Residences, and Webster Hall) may have vehicles at their own discretion and cost.

The college does not provide designated student parking lots and assumes no responsibility for students' vehicles.

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### **Balconies**

Balconies are to be used only by residents, their guests, and visitors who have direct access (via a door) to them.

Balconies are considered part of the residence hall. Balconies will be closed and cleared if inappropriate behavior (e.g., yelling or other violations of the quiet-hours policy, throwing anything off a balcony, spitting off a balcony, possessing or consuming alcohol, overcrowding, smoking) is displayed by residents, their guests, or visitors.

For health and safety reasons, barbecuing, furniture, and other personal belongings (e.g., clotheslines, art projects) are neither permitted on balconies, nor can anything be hung from the rails or be displayed on the balconies, except outdoor holiday lights.

Violations of this policy will result in disciplinary action, which may include restricted access for the remainder of the semester or academic year.

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### **Barbecuing**

Barbecuing is prohibited in the residence rooms, on balconies, and outside of all college housing buildings without expressed written permission of the Office of Residential Life.

Flammable liquids of any kind are also prohibited.

Barbecuing is permitted in designated safe areas on campus with the approval of the Office of Student Life. Flammable liquids, such as lighter fluid, gasoline, propane, and kerosene are not permitted within 25 feet of college housing.

Students violating this policy may face disciplinary action.

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### **Bicycles & recreational-wheeled devices**

- Bicycles (including unicycles, motorcycles, mopeds, and scooters) are not allowed in the living spaces of the residence halls.
- All bicycles should be parked in designated bike parking areas (Clifton Hall patio, Avenue Apartments courtyard, Harriet Street patio, California Street and Webster Hall bike rooms).
- Bicycles may not be parked or stored in residential rooms, lounges, walkways, hallways, stairways, or along railings or entryways. Illegally parked bicycles will be impounded at the campus Public Safety Office.
- Students are strongly encouraged to purchase renter's insurance and strong locks and learn how to secure their bikes in a manner to discourage theft.
- The use of bicycles and other recreational wheeled devices (including, but not limited to unicycles, skateboards, kick scooters, roller skates, or in-line skates) is prohibited anywhere inside the residence halls, including stairwell towers. Persons may use these devices on walkways adjacent to the residence halls for transportation only (i.e., no acrobatics) and with due regard for pedestrian rights.

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### **Community bathrooms**

Community-bathroom living arrangements are located in Webster Hall. Toilet and shower stalls are designated for individual use only (i.e., one person per stall at a time).

Students should take care to not leave personal belongings behind or unattended in the bathrooms. Students, their guests, and visitors will be subject to disciplinary action for violations of this policy.

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### **Computing in the residence halls**

The residence halls in Oakland (Avenue Apartments, Clifton, Irwin, and Webster Halls) have complete 802.11n wireless coverage in addition to the wired ethernet network.

While the traditional wired network is useful for some desktop computers and gaming devices, Educational Technology Services (ETS) requests that residents with laptops try connecting to the wireless network for everyday computer use.

## Personal Access Points and other Devices:

- All Oakland-based residence halls have wireless coverage and the use of personal switches, hubs, or wireless access points (APs) is prohibited. The 802.11n wireless traffic is sent on a relatively small range of radio frequencies.

Adding additional APs that are not connected, configured, and optimized to integrate with the wireless network in the residence halls will interfere with the current setup. This can cause signal degradation, loss of throughput, and connectivity issues both for those residents nearby and for the entire network.

As wireless printers can cause some of the same issues as APs, they are also prohibited on the wireless network. Residents are therefore required to connect printers to their computers using the USB connection.

- If the wireless network does not meet a resident's needs and that person would like to use the wired network connection, it is recommended that student purchase an ethernet cable.
- Removal of college-owned wireless routers from rooms in California Street Residences or Harriet Street Residences will result in replacement charges up to \$300.
- Tampering, destroying, or removing technology-related equipment in any residence halls, both in Oakland and San Francisco, is prohibited. Anyone found to be responsible for violation of this policy may also incur fines to replace equipment.

See also [Educational Technology Services](#) usage policies and reporting related issues.

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## Cooperation & compliance with staff

A college staff member is defined as any college employee including all Residential Life staff. Residential Life staff members and Public Safety Officers are authorized to make reasonable requests of or give directions to, or both, residents and other students while performing their duties.

**Failure to comply with the reasonable directions of college officials, law enforcement units, and emergency personnel acting in performance of their duties.**

This also includes failure to identify oneself to such persons when requested.

Residents and guests are required to comply or cooperate with any college staff member's reasonable requests or directions. These requests or directions may include providing identification, evacuating a room or building, discontinuing behavior that violates policy, or assisting in the confiscation or disposal of prohibited items.

Students are required to schedule or maintain appointments with staff members when asked to do so in conjunction with the staff members' duties.

All students must carry their CCA ID card with them at all times. Residents and their guests must present proper identification when requested to do so by identified Residential Life staff members, college Public Safety officers, or other college officials upon request.

Failure to cooperate or comply will be viewed as a violation of this policy and result in disciplinary action. Any behavior viewed as interfering with a college staff member while in the performance of that person's duty also may result in disciplinary action.

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### **Destroying, damaging, or tampering with property**

- The willful destruction, tampering, or damage of college property or personal property is prohibited. Misuse of college property or personal property or behavior, or both, that results in excessive cleaning will be viewed as a violation of this policy.
- Marking directly on walls and other college property is considered vandalism and is not permitted anywhere.
- Publicity items created by staff members including, but not limited to, bulletin boards, materials on bulletin boards, and signage are included in this category.
- Residents can be held responsible for damages to college housing property, which have been incurred by them or their guests in an individual room, on the floor, in the building, or any public area within the residence halls.
- Such behavior may result in service charges or assessment, or both, of repair and replacement costs to individual residents, floor, or building members, along with disciplinary or legal action, or both.

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### **Disorderly conduct**

The residence halls are shared living spaces and it is each resident's responsibility to help maintain a safe and positive living environment. Conduct that disrupts the normal functioning of residents or staff members, threatens the health and welfare of a community member, or endangers personal or college property will not be tolerated.

Residents engaging in disruptive behavior (e.g., physical abuse, fighting, uncontrolled horseplay, destruction of property, food/water fights, sports in hallways, throwing or dropping objects from windows or balconies, tampering with elevators, skateboarding in the halls) that could endanger their own health and safety or that of other residents and guests, or both, will be subject to severe disciplinary action that could include immediate removal from the Residence Halls or the college

Any behavior toward staff, including gestures or swearing, that is directed at or in the presence of staff members and is meant to intimidate or be combative while in the performance of their duties is prohibited and subject to disciplinary action that may include immediate removal from college housing.

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## Drugs

To promote an environment of artistic and academic excellence, CCA complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Campuses Act Final Regulations of 1990.

The college has a standard of conduct that prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as a part of college activities.

*The college will impose disciplinary sanctions on students up to and including expulsion.*

[Learn more about CCA's Drug-Free Policy >>](#)

## Medical marijuana

Residential Life does not permit the use of marijuana for any purpose in the residence halls or any adjacent property even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215.

Therefore, even students who qualify under Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana or associated utensils on college-owned or controlled property (including but not limited to residence halls, academic buildings, and parking lots), or during a college-sanctioned activity regardless of the location but such students are not in violation for lawful use that occurs not on college-owned or controlled premises.

## Drug violations

- Use, possession, manufacturing, distribution, or sale of marijuana, heroin, narcotics, or any other controlled substance that is prohibited as defined by local, state, and federal law. Possession of, intentionally or recklessly inhaling or ingesting substances (including but not limited to bath salts, salvia, K2/spice, nitrous oxide, glue, paint) that will alter a student's mental state is also prohibited.
- Use or being under the influence of illicit drugs at any time in any campus residential building or on the adjacent property around the residence halls is prohibited.
- The attempted sale, distribution, or manufacture of any controlled substance, illegal drug, or drug paraphernalia, or both, on college property or at official college functions.
- Use of a prescription drug if the prescription was not issued to the student, or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued.
- Use or possession of drug related paraphernalia, equipment, products, or material that is used or intended for use in manufacturing, growing, harvesting, processing, using, storing, concealing, ingesting, inhaling, consuming, or distributing any drug or controlled substance, including but not limited to bongs, pipes, vaporizers, grinders, scales, hookahs (even for tobacco use).
- Being present while others are using, in possession, or under the influence of illegal drugs.
- Students hosting guests are responsible for their guests' adherence to college drug policy.

## **Elevators**

- Persons may not tamper with or ride on top of an elevator at any time.
- Ringing the elevator bell or using the call box in nonemergency situations is prohibited.
- Vandalizing the elevator equipment and surfaces (walls, lights, buttons, floor, etc.) is prohibited.
- Ringing the elevator bell in nonemergency situations is prohibited.

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## **Firearms, weapons, fireworks & dangerous chemicals**

- Possession or use of weapons or ammunition is not permitted in the residence halls. This includes but is not limited to: firearms, rifles, stun guns, BB guns, paint-ball guns, bows and arrows, switchblades, knives (except typical use kitchen knives and small pocket knives), nun chucks, martial arts or medieval weapons, and sling shots.

*No exceptions to this policy are made for participation in special classes.*

- Possession, storage, or use of toy guns or weapons, including, but not limited to replicas, ceremonial swords, water guns, “Nerf” or dart guns, particularly those which launch projectiles or resemble real weapons, or both, are not permitted.
- Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) may not be stored in resident rooms or living areas. All flammable art supplies should be stored and used in appropriate studio locations on campus.

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## **Fire safety**

Fire prevention is of critical importance in a large community because so many lives can be endangered by accidents or careless actions.

The following regulations have been established for the safety of the residential community:

### **Evacuation**

Immediate evacuation is required when an alarm sounds or emergency flashing lights have been activated or when instructed to do so by appropriate hall staff is mandatory, or any combination thereof.

Reentry into a building before receiving confirmation from appropriate hall staff, public safety, the fire department, or other emergency personnel is prohibited.

*Reentry is not permitted while the alarm is sounding.*

For safety reasons, using an elevator to evacuate a building is not permitted. For anyone using a wheelchair, move to the nearest stairwell and await assistance from emergency response personnel.

### **Cooking**

Persons should not leave their food items unattended on the stove or in the oven at any time. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.

### **Cooking appliances**

Persons are allowed to use the following items in their room or kitchen areas: electric fondue pots, air-stream ovens, electric crock pots, coffee pots, hot-dog cookers, frying pans, drip coffee makers, toasters (not toaster ovens), bread makers and popcorn poppers.

These items are permitted so long as they are single units with sealed heating elements. Convenience items such as blenders, mixers, can openers, and juicers are also permitted.

*(Note: The following items are permitted, but may be used only in kitchen areas: toaster ovens, electric hamburger cookers, waffle irons, ceramic sealed hot plates, hot plates with exposed coils, deep fryers, and counter-top electric grills without flames (e.g., "George Foreman " grills.)*

### **Candles & incense**

Possession or use of all candles and incense for any purpose is prohibited in the residence halls.

### **Extension cords / multiplug adaptors**

For the protection of the residential community, residents are permitted to use extension cords with the following restrictions:

- Only UL-certified (Underwriters Laboratories) three-prong grounded extension cords are permitted to be possessed and used inside the residence halls.
- Only UL-certified (Underwriters Laboratories) multiplug adaptors with circuit breakers are permitted to be possessed and used inside the residence halls.

### **Decorations**

Strands of lights (holiday lights) may be used in residence hall rooms, but are to be limited to no more than three (3) strands plugged into each other.

No flags, banners, or other cloth/flammable decorations are to be hung on or from the ceiling.

### **Halogen lamps**

All floor halogen lamps are prohibited in residence halls. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or fewer are acceptable.

Only UL-approved (Underwriter's Laboratories) lamps can be used in the residence halls.

## **Sprinklers**

Residents are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

## **Fire-safety equipment**

Tampering with the fire alarms, smoke detectors, extinguishers, hoses, exit signs, instruction signs, or other equipment is prohibited.

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## **Furniture**

All college-owned furniture assigned to student rooms and apartments must remain in the room and apartment. No college-owned furniture is to be removed from rooms by students. Residents may be billed for leaving furniture in hallways.

Residents may not disassemble any college-owned furniture, including beds, mattresses, desks, desk chairs, refrigerator units, dressers, sinks, closet doors, and light fixtures.

No college-owned furniture is to be removed from floor lounges or other public areas.

Waterbeds and other water-filled furniture are not allowed in any college housing.

Each residential room or apartment in the Avenue Apartments, Clifton Hall, Harriet Street Residences, Irwin Hall, and Webster Hall, is provided with an approved refrigerator unit.

Students are limited to the use of that one CCA-provided refrigerator unit per residential room.

Students living in the California Street Residences are provided with large community refrigeration units within the building, but may also provide their own small (dorm-sized) refrigerators in their rooms.

No furniture is to be removed from floor lounges or other public areas.

Water-beds and other water-filled furniture are not allowed in any college housing.

Each residential room is provided with an approved refrigerator unit. Students are limited to the use of that one CCA-provided refrigerator unit per residential room.

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## **Obstruction of common areas**

Exits, hallways, stairwells, fire lanes, and fire escapes may not be blocked in any fashion. Items left in these areas will be removed if they present a fire hazard.

Bicycles must be parked either outside of the building or in designated bike storage areas.

See the [Bicycles & other recreational-wheeled devices](#) policy above.

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## **Pets**

A pet is defined as any domesticated or tame animal that is kept as a companion.

- For health and safety reasons, no pets, except aquarium dwelling, nonhazardous, tropical fish in a tank of no more than five (5) gallons are permitted in any residence hall. Fish owners must also have the full consent of their roommate(s).
- Residents are responsible for the proper care and cleanliness of their fish aquarium.
- All unapproved pets or animals are prohibited regardless of length of stay or visit.
- During holiday breaks and intersession periods, all aquariums and fish must be taken with the student. Residential Life is not responsible for any aquarium and fish that is left within a room.

*Note:* Exceptions to this policy for certified service animals must be made in advance and in conjunction with an official request for accommodation made to the Director of Access and Wellness Services.

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## **Policy prohibiting discrimination, unlawful harassment & retaliation**

Any students committing behaviors found violating CCA's Policy Prohibiting Discrimination, Unlawful Harassment & Retaliation will be referred to the campus student code of conduct process.

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## **Quiet hours & courtesy hours**

In order to be successful and healthy, residents need to be able to get an adequate amount of quiet time to sleep, study, and create as needed. Quiet Hours and Courtesy Hours have been established with input from residents to ensure an acceptable amount of time each week to achieve these goals.

During Quiet Hours residents are expected to monitor and control their noise levels. Most violations of Quiet Hours involve loud music or talking, social gatherings of four or more persons in a single room, unattended alarms, public disturbances, and other excessive noise that may disturb residents who are trying to sleep or study.

Please be considerate of your neighbors in this respect.

Concurrent with this policy:

**Courtesy Hours:** Courtesy hours are in effect at all times; 24 hours a day, 7 days a week. Noise originating anywhere on one floor should not be audible within another floor, within the building, or outside. During courtesy hours a resident may ask another resident to reduce the noise.

**Quiet Hours:** During the established quiet hours, noise (including, but not limited to music, voices, laughter) coming from a student's room, lounges or bathrooms must not be audible within the adjacent rooms of other students or within another floor/section or building. Students must also keep noise in the hallways to a minimum. Office of Residential Life staff will confront violations with or without a complaint from another student.

Quiet hours are as follows: Sunday-Thursday 11 p.m. – 8 a.m; Friday-Saturday 1-9 a.m.

**Extended Quiet Hours:** The final week of each semester is an intense and stressful time for CCA students. Extended Quiet Hours begin the Sunday night before finals and continue until the completion of finals week.

Signs will be posted reminding residents of these extended Quiet Hours the week prior.

Due to the proximity of rooms and apartments, no amplified music is allowed at any time. Amplified music includes electric instruments (guitars, key boards, etc.), amplifiers, loud speakers, subwoofers, etc.

Such items are subject to confiscation by Residential Life staff, but will be returned to owners upon move-out of the Residence Halls after completion of their checkout appointment. *The Office of Residential Life assumes no liability for the condition of confiscated items.*

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## **Room & public area decorating**

Residents are encouraged to personalize their rooms and decorate public areas within established guidelines. Residents should seek the advice of staff members before beginning to personalize their rooms.

- Residents are not permitted to make structural changes to any part of the residence hall.
- Students are prohibited from painting residence hall rooms or common areas. This includes murals and writing on the walls.
- Light fixtures, smoke detectors, carbon monoxide detectors and sprinkler heads may not be decorated nor tampered with in any way.
- No lofts are permitted in rooms except for college-provided loft/bunk beds. Placing beds on or over desks, dressers, window sills, radiators, etc., is prohibited except for college-provided lofts.
- No decorations may be placed so as to obstruct access to halls, stairwells or exits.
- For fire safety purposes, no fabric (flags, tapestries, rugs, blankets, etc.) may be hung from ceilings or draped on walls.
- Standing/ placing any kind of object on or outside window sills is prohibited.
- No alcohol signs, cans, bottles, neon signs, posters, aluminum foil, solicitation, personal messages, or other materials may be displayed in or attached to room windows.

- Hanging/mounting putty and painter's tape may be used to hang pictures on walls. Residents may not use push pins, thumb tacks, nails, mounting squares, or scotch tape.
- Miniature lights that are UL approved and do not generate noticeable heat are permissible in student rooms. They are not to be draped or wrapped in flammable materials such as paper or fabric nor strung from the ceiling or across the room from wall to wall (light strands should lay flat to the walls).
- All decorations must be removed from public areas and floor corridors prior to semester breaks and winter closings.
- Contact paper with adhesive backing, markers, crayons, chalk and spray paint are not allowed to be used for decorating.
- Evacuation plans and signage on doors may not be removed or covered.

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### **Room, floor/section & kitchen responsibility**

- Residents are responsible for the proper care of their room, kitchen, lounge, and bathroom. Individual residents must pay for any charges assessed for damages in their rooms.
- All residents using the community kitchens are responsible for cleaning the stoves, ovens, and maintaining a clean common space.
- All residents are responsible for floor damages (including but not limited to microwaves, televisions, exit signs, etc.) and will equally pay for charges assessed to the floor/section/house as appropriate.
- Personal trash may not be left or disposed of in community areas (e.g., hallways, bathrooms, lounges, stairways, or out of windows). Personal trash is to be deposited appropriately in trash and recycling cans located throughout the building or in dumpsters.

Each resident is responsible for properly disposing of garbage and boxes and not creating unnecessary messes in hallways, individual student rooms, lounges, kitchens, and bathrooms.

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### **Room transfers**

Residents may not change room assignments without receiving official authorization from the Office of Residential Life.

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### **Security**

Building security and personal safety is a concern and responsibility for all residents. Residents must avoid taking actions that jeopardize building security and report security concerns and violations immediately to the Residential Life staff or Public Safety, or both.

It is also the responsibility of residents and that of their guests to comply with building security procedures and policies.

Failure to comply with posted or announced security regulations subject the offender to college disciplinary or administrative action, or both, including fines.

- Residents must lock their doors when they are not in their rooms and must securely close and lock outside doors at all times. It is highly recommended that residents lock their room doors when sleeping or showering.
- Residents may not prop open or allow any floor exit door or building exit door to be propped open. Residents may not allow people who are not their guests into the building in which they live.
- No person will be permitted to enter a resident's room without the expressed consent of the residents who live in that room. The last part of this section does not prohibit Residential Life staff members and emergency personnel from entering rooms in conjunction with the performance of their duties as covered in the terms and conditions of the residence hall contract (agreement).
- Residents may not borrow keys or key cards from each other or loan keys or key cards to anyone. Residents must return keys and key cards immediately upon checkout or reassignment and must report any lost or stolen keys and key cards.
- Tampering with keys and key cards or card access is prohibited.
- Residents are encouraged to purchase renter's insurance or to check their homeowner's policy for coverage while away at college.

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## **Smoking**

Smoking is defined as having a lit cigar, cigarette, pipe, e-cigarette, electronic smoking devices, vaporizers, or other lighted device. Smoking is not permitted within 50 feet of all Residence Halls entryways and windows.

Smoking is prohibited in all residence hall facilities including stairwell towers, balconies, landings, entryways, and near windows.

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## **Smoke detectors, sprinkler heads & carbon monoxide detectors**

Each student residence hall room/apartment comes equipped with a properly working smoke detector, sprinklers and carbon monoxide detector for their protection.

Tampering with or disabling these devices is prohibited. If the detectors or sprinklers in a room need to be serviced, students should file a facilities work-order request.

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## **Solicitation**

Soliciting is defined as door-to-door selling, leafleting, and pamphleteering or verbal proselytizing. In order to maximize residents' privacy and security, soliciting in residential areas is prohibited at all times. Students should contact a Residential Life staff member if they are approached by a solicitor.

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## **Visitation & room guests**

- Residents are responsible for and can be held accountable for the behavior of their guests. Residents of a room may be held responsible for the behavior that takes place inside the room whether or not the residents are present. It is the resident's responsibility to inform their guests of Residential Life and college policies.
- For reasons of security and consideration, students must obtain their roommate's consent prior to an overnight guest's arrival.
- Guests must be signed in with a host at all times, and must provide government issued photo identification or nonresidential students may use their CCA student identification card.
- Residents must escort their guest(s) at all times. Residents who are not in the building are not to leave their guests unattended in the hall. Guest must be escorted into and upon exit from the building.
- Overnight guests may reside for a maximum of three (3) consecutive nights. This includes other CCA residential students who are not residents of the particular room or apartment they are visiting. Residents may only have overnight guests for a maximum of 15 nights each semester.

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## **Windows & window screens, objects from windows & restricted areas**

- Tampering with any part of residence hall windows is prohibited.
- Residents may not climb through windows.
- Throwing, pouring, or dropping anything (including keys) from windows, balconies, ledges, or landings is strictly prohibited.
- Persons are not permitted at any time to be on roofs/ledges or to place objects on these areas. Climbing on any exterior building wall or similar structure is not permitted.
- Residents are not allowed in the Clifton parking garage except for in an emergency.