



**NEBRASKA COLLEGE OF
TECHNICAL AGRICULTURE**

**COMMUNITY LIVING GUIDE
2023-2024**

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INTRODUCTORY HOUSING INFORMATION

Questions

If you have questions, email ncta-reslife@unl.edu.

When contacting us, be sure to provide a subject, your name, and your eight digit NU ID number.

Residence Life responds to all emails. If you do not receive a response, the email has not been received by our office.

Gender Inclusive Housing

Gender inclusive housing is available. Read more about options at: go.unl.edu/gender-inclusive-housing.

Students With Disabilities

University Housing is committed to providing accommodation to students with disabilities in the residence halls. Students who require reasonable accommodation must have an accommodation plan issued by the Services for Students with Disabilities Office. In order to ensure that appropriate arrangements can be made, students with disabilities who need reasonable accommodation in the residence halls must contact the *Student ADA-504 Coordinator/Advisor at 308-367-5217*.

Landlord Tenant Act Does Not Apply

In accordance with Neb. Rev. Stat. §76-1408 (1) Reissue 1996, 2002 Cum. Supp.) as amended, the student is entering into this contract for a residence at an institution, which is incidental to the provision of education services, and therefore, this contract is not subject to the Nebraska Uniform Residential Landlord and Tenant Act.

Room Moves/Contract Cancellation

For policies regarding room moves and/or early room cancellations, please see the NCTA Housing Contract Policy. It is important you follow the guidelines outlined in that document because there are possible fees associated with checking out of your space incorrectly.

Contract Changes & Corrections

The University/ Nebraska College of Technical Agriculture has made every reasonable attempt to make sure the information contained herein is accurate at the time of publication. However, we reserve the right to make corrections when necessary. Also, because University Housing tries to respond quickly to student concerns and to facilitate the best possible housing and dining programs, we further reserve the right to make changes in operations as needed.

For Students Not Planning to Live on Campus

On-Campus Residency Requirement: Unless given express permission by the Office of Residence Life, the Nebraska College of Technical Agriculture (NCTA) requires all unmarried students with less than 30 credit hours and who

are under 19 years of age prior to the first day of classes for the fall semester to live in University-approved housing for the entire academic year.

If you are planning to live in any location other than the University residence halls, you must file a request for exemption from the On-Campus Residency Requirement with the Campus Residency Compliance Office.

The specific form to request exemption from the residency policy can be found at: <https://ncta.unl.edu/Campus-Culture/First%20Year%20Student%20Exemption%20Form.pdf>

The On-Campus Residency Requirement form MUST be fully completed, signed by the student and the student's parent(s), and returned to the Residency Compliance office for approval by August 1, 2023.

Approval is not guaranteed. Students who do not comply will have their University records (including financial and academic records for registration and transfer) placed on hold or face other judicial sanctions. Please allow four weeks for a final response.

How We Will Communicate With You

University Housing has established email as an official and primary means of communication with all of its residents. However, students may also be contacted by telephone or campus mail.

University Housing will communicate with you (the student) using your official Huskers electronic (email) address. Students are responsible for reading all information sent to them via this email account. Electronic communications sent by University Housing will be deemed received on the next university business day after the day the email was sent. University Housing is not responsible for email communications blocked due to spam filters or restrictions imposed by the recipient's mail service.

In addition to email, University Housing staff may also contact you by phone, text, or mail about a variety of issues such as your MP (maintenance) requests, plans for holiday breaks, safety issues, etc. We ask that you help us provide you with quality service by responding in a timely manner.

You are responsible for checking your residence hall mailbox frequently. Any notices to a resident shall be deemed received by residents on the date delivered to the resident's room/unit or mailbox.

Get to Know Our Staff

Getting to know the staff team in your residence hall/ complex is important for student residents. Our staff work together to help facilitate your stay in the residence halls. It's important to us that you have opportunities and experiences that promote student academic success at the university.

Resident Assistant (RA):

A resident assistant (RA) is an upper-division student staff member who lives in the residence hall. An RA serves as a

basic source of information, assists students in adjusting to campus life, and provides referrals to other resources available. The overall responsibility of an RA is to provide leadership and support to individual residents, share information to keep you informed, to help you get involved in campus life, and to address potential violations of campus policies.

Residence Life Manager

The Residence Life Manager is responsible for the overall management of the residence halls and lives in an apartment on campus. The Residence Life Manager provides leadership and supervision for the RA staff, advises hall/complex government, coordinates hall activities, and works with staff and student leaders to establish a supportive and positive learning environment. Your Residence Life Manager is responsible for the enforcement of University housing and other policies, can administer room changes, provide personal or academic guidance, and is very knowledgeable about campus resources.

Meal Plans

NCTA meals with the meal plan are provided in the NCTA cafeteria or Chandie's Castle. The number of meals provided depends on the plan purchased. Please refer to the website for the current hours for Aggie Dining Meal plans available and cost can be found at <https://ncta.unl.edu/tuition-costs>

Meal Ingredients

NCTA takes pride in meeting vegetarian, allergy-sensitive and other dietary needs. If you have a special dietary need, please contact the Manager or Floor Supervisor of NCTA Dining Services.

We make every effort to label the menu items being served. At times, however, the ingredients of menu items will not be posted, and the possibility also exists that the ingredients and/or nutritional content may vary from what is posted. Manufacturers may change the formulation of the food without our knowledge and accurate nutritional information for certain product(s) may not be available. Any customers concerned about food ingredients should be aware of these risks and be proactive about their food choices. It is ultimately the responsibility of the customer to decide whether to eat certain foods. NCTA will not assume any liability for adverse reactions to foods consumed or to items one may come into contact with while eating at a NCTA establishment. For questions regarding the ingredients of the menu items or any other questions about food contents, please consult a member of the dining center's management team at any time. If you believe you may have disability-related food allergies or other dietary needs related to a disability, please contact Kevin Martin, ADA Coordinator, 308-367-5217.

COVID-19 and Health Safety

University Housing takes the health and safety of our residential community very seriously. We value all of our students and are committed to their well-being and success.

Students residing on campus are expected to follow University and campus policies concerning health safety protocols as they are announced. Be mindful and use good judgment for the benefit of all members of the community.

LIVING IN A COMMUNITY

Roommate Realities

Students' relationships with their roommate(s) can be one of the best parts of their college experience. Here are a few things to think keep in mind regarding roommates:

You Don't Have to be Best Buddies with Your Roommate:

Be realistic. Roommates don't always end up as best pals. Friendship isn't the main factor in developing a good roommate relationship. Respect and a willingness to communicate clearly are the keys. It is also possible to be friends but not "best friends." Even if your roommate is not your closest friend, you can still treat each other amiably, with respect, and look out for each other's needs. Be realistic about your expectations and connect through compromise.

Agree to Disagree:

There will be times when your values and thoughts are at odds with those of your roommate(s). When students agree to disagree, they recognize and accept that they don't agree with each other on everything. It is okay to agree to disagree and you will likely have to do this with your roommate, at least on occasion.

Respect Differences and Respect Safety:

Roommates should make an effort to understand one another. Work to discover what you have in common with your roommate(s), what differences you may have, what your backgrounds are, and how your backgrounds affect the similarities and differences you have with each other. Each student should feel safe on their campus and living environment. This means that roommates sharing a room/suite/unit should seek to make it a safe place for each other. Discuss locking the room, sharing passwords, hosting guests, and study times, and talk about concerns with alcohol, drugs, smoking, and other issues.

University Housing/Residence Life staff are trained to help roommates work through issues. You should contact your resident assistant (RA) with any concerns.

Resolving Conflicts

Conflict with others is a natural part of life and, sooner or later, we all experience it. Managing conflicts in a healthy, mature manner is part of the college experience. We encourage students to manage conflict by addressing your different viewpoints with the goal in mind of improving your relationship(s). If you are experiencing a conflict with your

roommate(s), your options include:

- Discussing the situation with the person(s) directly, and/or;
- Contacting your RA for assistance in phrasing topics you want to address with your roommate(s), and/or;
- RAs can either advise students on how to approach roommate(s) or can actually meet with the students involved to facilitate a discussion, help keep the discussion focused, and encourage civility.
- Communicating with the Residence Life Manager about your interest in relocating to another room. RAs are prepared and willing to assist students with facilitating these conversations but are unable to make living decisions for them.

Only the students who are living together are capable of resolving their differences. If you do not want to continue living with your roommate(s), it is your choice to stay or move if your roommates are unwilling to move (even if you think they are at fault). It is inappropriate for RAs to intervene other than to facilitate dialogue between students. University Housing/Residence Life staff will not decide who has to move out and who will stay in a room/suite/unit.

Except in extreme circumstances as judged by the Residence Life Manager, students are required to live at least two weeks with their given roommate before a room change is granted. This gives the roommates time to get to know one another better and to potentially make things work following the often hectic time of transition during and following move-in. If you are running into significant problems with your roommate during the first two weeks of school, please speak with the Residence Life Manager, who will decide if it is a situation that warrants a room change during that initial two-week period.

COMMUNITY STANDARDS

Living in a university residence hall requires students to possess the life skills that are needed to live independently and to interact with other residents in mature, civil, respectful, and healthy ways. It also requires students to recognize, understand, and appreciate that a room, floor, and building is a community. A community consists of more than a common physical space and time together, though these are important. It is also a collection of diverse people with interests and needs that are fulfilled by sharing resources according to fair rules and expectations about how to treat one another while using those shared resources to achieve individual educational goals.

When you signed your University Housing Contract, you indicated you would follow the rules established by that contract, the University of Nebraska Student Code of Conduct, and the Community Living Guide. You are responsible to know what the rules and expectations are and what you must do to follow them. If you are not sure, please ask your resident assistant (RA) or the Residence Life Manager.

NCTA Housing reserves the right to deny or cancel a housing application or contract if NCTA Housing, in its reasonable discretion, determines that a student's past/current behavior or a student's criminal convictions indicate a possible risk to the safety, health, or life of any person, or a possible risk to the safety and security of any property, or presents a serious disruption to the NCTA Housing community or living-learning environment.

Concerning Conduct

The Residence Life staff is responsible for maintaining the integrity of residence hall communities. They do this by providing residents with education about policies and procedures that create behavioral standards and expectations for students in the residence halls.

Additionally, they also assist in the enforcement of policies by carefully monitoring the living environment, addressing concerns when they see them, and documenting situations or conditions that indicate a policy may have been violated.

When Residence Life staff observe or learn of residents acting in ways that are inconsistent with the housing contract or Community Living Guide, they will address it directly with the resident. These concerns can include, but are not limited to, the following:

- Making an inordinate amount of noise during quiet hours
- Using appliances, devices, or decorations that are prohibited or misusing permissible items in ways that they were not intended to be used
- Removing or altering university provided furniture, appliances, fixtures, décor, or similar items
- Failing to keep your residence hall, room, or apartment sufficiently clean
- Keeping animals in your room or apartment without proper authorization or, if properly authorized, failing to care for them in a way that causes a nuisance or hazard for the animal or others

These concerns, if left unaddressed, could unnecessarily interfere with other residents' use and enjoyment of the residence hall or cause conditions that are unsafe, unhealthy, and/or unsanitary. If an RA, Residence Life Manager, custodian, or other University staff member asks you to do something or stop doing something, like the things listed above, you should do so immediately. If you do not, you will be referred to the Office of Residence Life for failing to comply with the reasonable direction of a staff member.

When Residence Life staff observe or learn about residents acting in ways that are inconsistent with the University of Nebraska Student Code of Conduct, they will respond by confronting and documenting the situation or condition. Once they have completed their incident report, it will be sent to the Residence Life Manager. Residents will then be contacted and an informal meeting will be scheduled and held. Residents will receive notice of the scheduled meeting in their University email account.

The most common types of University of Nebraska Student Code of Conduct violations referred to the Residence Life Manager are:

- Possessing, using, or distributing alcohol or drugs
- Arson or tampering with fire safety equipment
- Threats, harassment, or physical violence directed at others
- Possessing or using fireworks or other explosives or incendiary devices
- Possessing, displaying, or using a weapon (including imitations or replicas) in a campus residence regardless of permit status
- Theft or damaging property
- Trespassing or interfering with another person's reasonable expectation of privacy

If you or your roommates are contacted by the Residence Life Manager regarding an alleged violation of the University of Nebraska Student Code of Conduct, you should listen carefully to their requests and follow them. If you do not, you may be engaging in additional violations of the University of Nebraska Student Code of Conduct. These will be reported to the Associate Dean's Office for future conduct review.

Residence Life Staff Response

Residents can expect the residence life staff to be calm and courteous when they approach residents about alleged policy violations. The staff may do any of the following to effectively respond to concerning conduct, and residents will be expected to follow directions:

1. Ask residents and guests to identify themselves and provide confirmation of identity by presenting their NCard or Driver's License;
2. Make reasonable requests to remedy a concerning condition or situation (e.g. request you turn down a stereo, computer, or television; open or close a door; surrender possession of prohibited items, dispose of prohibited items, etc.);
3. Invite residents to explain what is happening or has happened, or ask residents to patiently wait while other staff or police are contacted to assist in resolving the concerning situation or condition

Student Conduct & Community Standards Response

When residents' alleged conduct is inconsistent with the University of Nebraska Student Code of Conduct (Code), the process to resolve the allegations is established by the Code.

The following steps will be used by the Office of Residence Life to work with residents who have been accused:

Steps	Description
Incident Report is Reviewed	Residence Life staff create an 'Incident Report' following an interaction with resident(s) that is indicative of a policy violation. Residence Life carefully reads the report to determine if the information supports the accusation of a policy violation.
Request for Informal Meeting	Residence Life will send an electronic letter to the resident inviting them to attend an 'Informal Meeting.' The letter will include (a) that the Residence Life Manager intends to address an alleged violation(s) of the Code; (b) what the alleged violation(s) is; (c) that the resident is not required to discuss the alleged violation(s) with the Residence Life Manager; (d) that the resident has the right to be accompanied by an advisor to the meeting; (e) that the resident may chose anyone to accompany them, including an attorney, but the resident is responsible for any fees that the advisor may charge; and (f) deadlines for rescheduling.
Informal Meeting with Residence Life Manager	Most students are nervous about meeting with the Residence Life Manager. They are mindful of this and will approach the meeting informally. The Residence Life Manager will introduce themselves and then invite you to introduce yourself and your advisor if you bring one with you. After that, they will do the following: <ul style="list-style-type: none"> • Talk with you about information that has been received suggesting you may have violated a campus policy. • Explain the policy that is at issue. • Ask you about the situation you experienced that may have violated the policy. • Clarify statements or concerns about ambiguous or vague information or statements. • Discuss recommendations for how you can be accountable for choices that are inconsistent with University standards and values. • Each person has their own style and approach to working with students, but you can expect your Residence life staff member to be calm, polite, knowledgeable, and impartial.

Propose an Administrative Resolution	<p>When the Residence Life Manager determines it is more likely than not (preponderance of the evidence) that the resident did violate the policy, they will prepare a document called an "Administrative Resolution." The Administrative Resolution explains that the student is "in violation" of the policy and the sanctions/outcomes that will enable the resident to be accountable for the incident and learn from the situation. The Administrative Resolution is an agreement between the University, through the Conduct Officer, and the student.</p> <p>The sanctions most often included in Administrative Resolutions are probation (for a period of time), community service and some type of educational programming related to the violation. For example, if a resident violated the University's prohibition of alcohol, the resident would participate in an alcohol education course that focuses on risk awareness and reduction.</p> <p>The resident will be able to choose whether or not to agree to the Administrative Resolution. If they choose not to agree to the Resolution, the case is forwarded to office of the Associate Dean. If the resident agrees, they will need to complete the sanctions by the established deadlines. If the resident does not respond by the deadline, the Resolution will be considered accepted.</p>
Follow Up on Deadlines	<p>If residents are late in completing or unwilling to complete the sanctions, a registration hold and an additional violation may be applied to the case for failure to complete sanctions in a timely manner.</p>

The Informal Meeting

Student conduct meetings are administrative. Each student involved meets individually with a Conduct Officer. During the meeting:

- The resident and the Conduct Officer will review the process, the incident report and the specific policies involved.
- The Conduct Officer listens to the resident's explanation and asks questions to collect additional information before making a decision.
- The Conduct Officer will also seek to clarify any misunderstandings about the policies involved, the student's role in the community, and the impact the incident had on the community.

Informal meetings are not legal proceedings and our expectations of students include:

- Cooperation and honesty in discussing the situation.
- Taking responsibility for your behavior and that of your guests.
- Timely communication and response to Conduct Officer requests during the process. You are expected to meet all deadlines communicated to you throughout the process.

E-mail is the primary means of communication with students during this process. Conduct Officers will send correspondences to your NCTA email address. Following the informal meeting, you may receive an Administrative Resolution via e-mail which will contain:

- A summary of your involvement in the misconduct. The Conduct Officer you met with will use the information in the report(s), the conversation with you and, if necessary, the outcome of any further investigation in their determination.

- listing of any University of Nebraska Student Code of Conduct section, Housing Community Living Guide policy, and/or other written policies that were violated.

Any sanctions issued to you in response to the listed policy violations.

Residence Hall Sanctions

As a member of a residence hall community, it is your responsibility to let others know if you think they are violating your rights, just as someone may let you know if you violate their rights. Staff members will also address inappropriate behavior.

We view student conduct as another part of the learning process. Students who choose to violate NCTA or Housing policy will be referred to the Residence Life Manager or to the Office of the Associate Dean.

A sanction is an educational measure implemented by the Conduct Officer or University Conduct Board designed to effect a change in behavior and to help the student understand how their behavior impacted others in the residence hall community. In addition to the loss of privileges, educational sanctions may be assigned that are reasonably designed to positively impact the student's understanding of the rule under consideration and/or the student's responsibility as a member of the residence hall community. Possible sanctions include:

- Written warning
- Educational requirement
- Suspension
- Restitution
- Probation for a specified period
- Contract relocation

- Expulsion
- Contract termination (regular cancellation fees will apply).

While we hope you will not find yourself involved in such a situation or in a meeting with (a) conduct officer(s), should you need more information, refer to the University of Nebraska Student Code of Conduct, which addresses sanctions and the appeal process.

Serious Violations

Certain regulations have been developed to assist in protecting your rights and the rights of other community members. Many policies are a matter of courtesy. Inappropriate behavior or unlawful activities may result in immediate termination of your residence hall contract (regular cancellation fees will apply), your relocation to another hall, and/or referral to the Associate Dean's Office or the appropriate law enforcement body. Such violations include, but are not limited to the following:

- Possessing, using, or selling drugs (including marijuana, narcotics, or prescription drugs intended for use by another individual) or alcohol
- Arson or tampering with fire equipment (i.e. fire extinguishers, alarms, exit signs, smoke detectors, sprinkler systems, speaker system, strobe lights, etc.)
- Abuse (physical or verbal) and/or battery of a resident or staff member
- Possession of firearms or weapons, possession of explosives (including fireworks).
- Throwing or dropping objects out of windows
- Trespassing in residence hall rooms or opposite sex bathrooms
- Possession of stolen property
- Tampering with the mail or mailboxes
- Other inappropriate behavior deemed so by Housing personnel

Alcohol Policy

State law and University regulations state that the possession or consumption of alcohol in any University residence hall is prohibited, regardless of the student's age. In addition, it is an NCTA policy violation to be in a room where alcohol is present.

Below are examples of violations of the NCTA alcohol policy:

- In the Presence of alcohol: It is a University policy violation to be in a room on-campus where alcohol is present.
- Possession or display of containers with residues that held or were intended to hold alcoholic beverages is also not permitted.
- Secondary hosting: Individuals responsible for secondary hosting of a gathering at which alcohol is present are also in violation of University policy. Secondary hosting is defined as awareness or

knowledge of such a gathering in one's own room with the resident taking no steps to discourage its occurrence.

- Alcohol-related conduct that infringes upon the rights of others to a quiet, orderly living environment or that poses danger to oneself or others is not acceptable under any circumstances. This includes being intoxicated in the dorms, even with alcohol is not present.

Frontier County Sheriff's Office and residence hall staff reserve the right to dispose of alcohol.

Residents in violation of this policy are subject to:

- Mandatory attendance in an alcohol education class as well as conduct warning or probation, discretionary sanctions, alcohol evaluation, relocation, contract cancellation (should such an action occur, full cancellation fees will apply), suspension, expulsion, arrest, and/or prosecution.
- University Housing staff reserve the right to contact parents/guardians about any resident who is transported to detox or the hospital for acute alcohol intoxication.

Your guests are subject to this policy; residents will be held similarly accountable for the actions of their guests.

Drug Policy

State law and University regulations prohibit possession, use, and/or distribution of illegal drugs, drug paraphernalia, and/or controlled substances (including marijuana, narcotics, or prescription drugs intended for use by another individual) in any University residence hall. It is also illegal and against university policy to be under the influence of illegal drugs, drug paraphernalia, and/or controlled substances, including in the dormitories. In addition, it is a University Housing policy violation to be in a room where drugs are present or being used.

University Conduct Officers will use a more likely than not – or a preponderance of the evidence – basis for their decisions. Any of the following evidence could provide a preponderance of evidence, indicating that the student charged with the drug violation more than likely engaged in the alleged misconduct. Examples of preponderance of evidence include, but are not limited to:

- Identification of the smell of marijuana or other illegal drugs by law enforcement personnel or other credible person
- Concealment activities such as, but not limited to: covering the room's smoke detector or otherwise interfering with the operation of the smoke detector; fan in the window blowing air out of the room; open window when temperatures are very cold or very hot; rug or similar barrier under the room door; smell of air freshener/perfume/cologne; burning incense or candles; use of dryer sheets, etc.
- Comments overheard from the parties in the room related to possession or use of marijuana or other illegal drugs and/or the concealment of its possession or use
- Presence of drug paraphernalia: glass pipes, bongs, tobacco pipe, toilet paper/paper towel rolls with dryer sheets, rolling papers
- Signed incident reports from third parties such as

roommates or floormates

Residents in violation of this policy are subject to:

- Mandatory attendance in a drug education class as well as conduct probation, discretionary sanctions, drug use evaluation, relocation, full contract cancellation (should such an action occur, full cancellation fees will apply), suspension, expulsion, arrest, and/or prosecution.
- University Housing staff reserves the right to contact parents/guardians about any resident who is in violation of this policy or is transported to detox or the hospital for drug use health concerns.

Your guests are likewise subject to this policy, and residents will be held similarly accountable for the actions of their guests. Refer to the "Step by Step Process of the Behavioral, Alcohol, and Drug Intervention Plan."

Tobacco Policy

NCTA is a tobacco-free campus. We abide by the University of Nebraska's Tobacco Free Policy (<https://bf.unl.edu/policies/tobacco-free-campus-policy>). Thus, all locations on campus (including all buildings, structures, grounds, parking structures, parking lots, and vehicles [on or off campus] owned, leased, occupied, operated maintained, or otherwise controlled by the University) are tobacco free. This means that all forms of tobacco products are prohibited (including but not limited to, cigarettes, cigars, pipes, water pipes [hookah], electronic cigarettes and similar devices, and smokeless tobacco products. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine. FDA approved nicotine replacement therapy products, when used for the purpose of cessation, are not considered "Tobacco Products" under this policy.). Thus, all residence halls are also smoke/tobacco free. Keep in mind that the legal age to smoke or use tobacco in any form in Nebraska is 21 years of age. It is against NCTA policy to use, possess, or knowingly be in the presence of tobacco products as defined in this policy.

Self-Destructive Behavior Policy

NCTA has a clear and distinct interest in maintaining a safe and educational environment in the residence halls. Residential communities and individual residents are greatly affected by self-destructive behavior. Among the most disruptive forms of misconduct are intentional attempts or threats to seriously injure oneself, and reckless behavior which puts oneself or others in physical danger. Students who become incapacitated as a result of their own actions, and students who deliberately injure themselves, are in violation of NCTA policy.

NCTA desires the safety of all of its residents. Individuals affected by mental health issues, struggling with self-harm, or other similar challenges are encouraged to utilize counseling resources provided to students free of charge. Residents interested in learning more about referral resources available in NCTA Housing or on campus are welcome to call the Residence Life Office (308-367-5247). NCTA partners with the Ambiance Counseling Center, which you can contact directly at

308-345-4067. All inquiries are confidential. You can also contact the National Suicide Hotline at by dialing 988 and emergency responders by calling 911.

When a severe act of self-destructive behavior or an apparent threat of serious harm occurs, NCTA Housing reserves the right to notify the resident's parent or guardian.

Firearms/Weapons

Firearms, ammunition, martial arts weapons, knives, explosives, and other weapons are not allowed in the halls. A locked storage area is provided in the Frontier Co. Sheriff's Office.

Harassment

The Housing staff is committed to creating an environment in which each student feels safe living in the residence halls and is free from harm and unreasonable interference. Therefore, students who engage in acts or communications that are intended to threaten, intimidate, or harass a particular student and to cause that student to fear for their safety are in violation of the harassment policy and will be subject to severe disciplinary action.

Gambling

Gambling, involving any exchange of money or anything of value, is not permitted.

Noise

Each resident is responsible for keeping noise levels to a minimum at all times inside the residence halls and on adjacent property outside the residence halls. Certain specialized floors, study rooms, and study areas may further restrict noise levels. Noise levels should be low enough so as not to disturb others.

If stereos or other electronics are played out of windows or are a problem in any area around the residence halls, owners risk the removal of the equipment from the residence hall and may be held accountable for the expense of having their equipment boxed and shipped off campus. Due to the nature of these musical instruments, drums and amplified guitars cannot be played in any on-campus housing.

If a resident has a problem with noise, the first step is to talk to the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, your Resident Assistant (RA) should be contacted. If that RA is not available, contact the Residence Life Manager.

Courtesy Hours

Courtesy hours are in effect at all times, 24 hours a day, 7 days a week, and 365 days a year. Noise originating anywhere on one floor should not be audible on another floor within the building or outside the building. During courtesy hours, a resident may ask another resident to reduce the noise. Compliance is necessary to maintain

community standards and to ensure an environment for academic success.

Quiet Hours:

During the established quiet hours, the noise coming from a resident's room, lounge, apartment, or bathroom must not be audible within the rooms of other residents or within another floor/section or building. Residents and their guests must also keep noise in the hallways to a minimum. Residence Life staff may confront violations with or without a complaint from another resident.

- All residents will adhere to the following quiet hours: Sunday through Thursday: 10:00 pm – 8:00 am Friday and Saturday: 12: am – 10:00 am
- The Noise Policy will be amended to a 24-hour quiet period on the last day of classes through the final exam period. The specific dates will be posted within the residential areas, depending on the academic term. Residents are responsible for knowing the dates for the 24-hour quiet period.
- Students share the responsibility with staff members to ask others to be quiet, turn down stereos, turn off alarm clocks, etc. if you are being disturbed. At the same time, you will be expected to use your own stereo and other electronics in such a way that no one will be disturbed.

Hall Sports

The residence halls are not designed for athletic events or horseplay. It is important to keep hallways intact, maintain safety, and minimize disruption of the sleep/study atmosphere because of the risk of injuries, accidents, and potential property damage. Sporting activities, including, but not limited to, skateboarding, scooters, bicycle riding, soccer, playing Frisbee, golf, hockey, rollerblading, throwing or bouncing balls, etc., in the hallways or public areas of the residence halls are prohibited. In addition, sporting equipment including, but not limited to, skateboards, scooters, etc. are not allowed in the dining centers. Violations can result in confiscation of equipment as well as disciplinary sanctions and/or restitution for damages.

Pranks

Practical jokes and pranks may damage property, injure other students, and can also increase the noise level and disturb noninvolved residents. Students who engage in practical jokes and pranks will be held responsible for damages and disciplinary action may be taken. Because of the danger to others, dropping or throwing any object out of or into the residence halls is strictly prohibited.

Violators will be referred for disciplinary action.

Reporting of Fires/Accidents/Losses Required

Residents are required to immediately report any fires, accidents, injuries, and property damage occurring in their room/suite/unit. This enables staff to promptly assist

you and, in some cases, minimize the extent of damages.

Appliances in Residence Life Dorm Rooms

Only items with enclosed heating or lighting elements are permitted. Both the appliance and any cord used in connection with it must have a UL (Underwriters Laboratories) approved label. Examples of items not permitted for safety reasons include but are not limited to: *toaster ovens, toasters, "George Foreman" -style grills, electric skillet, electric grills, halogen lamps, microwave ovens, and convection ovens.*

Refrigerators are not to exceed 4.5 cubic feet. No modification of room switches, lights or electrical outlets is allowed, including the installation of dimmer switches, ceiling fans, etc.

Please note that the electrical system in NCTA Housing has finite abilities. Overloading these systems can present fire and safety hazards. Surge protectors, heavy duty power strips, and heavy-duty extension cords are recommended.

Small Appliances Policy

The following guidelines have been put into place in order to provide the safest environment we can, to prevent damage to the facilities, and in recognition of the electrical services available in our buildings.

- No open heating element or flame is permitted.
- Small appliances are not permitted to release grease, grease laden vapor, smoke, shooting steam/water.
- They must use 800 Watts or less and be UL approved.
- Besides meeting the other requirements on this list, room heaters must also have anti-tip technology and cool front.
- Items that produce grease and limited smoke/steam can be used in designated kitchens.

Candles

For safety reasons, candles, incense, and other flame-emitting articles are prohibited from use in University Housing properties. Only candle warmers or potpourri burners with an enclosed heating element and an automatic shut off are allowed.

Cars, Bicycles, Etc.

On-campus parking permits can be obtained by contacting the NCTA Facilities Office, located in Room 22 on the second floor of Ag Hall and by phone at (308) 367-5277. Bicycle racks are located near each hall. You are permitted to store your bicycle in your room. It is recommended that you bring a lock for your bicycle. Mopeds, motorcycles, and gasoline powered scooters may not be stored in rooms/buildings.

Hoverboards & Electric Propulsion Devices

The use of hoverboards and other electric propulsion devices is not permitted in any NCTA residence hall, dining facility, or apartment building. Electric propulsion devices may be stored in your room/suite/unit but must be UL2272 approved. Any device deemed unsafe or being used inside University Housing buildings is subject to removal or confiscation.

Windows & Doors

For safety reasons, windows and doorways may not be obstructed, and cords or wiring may not be run through them. In addition, the following guidelines apply:

- In an effort to reduce egress obstructions during an emergency that requires window exit, cans, bottles, neon signs, flags, posters, personal messages, images, aluminum foil, solicitation, personal messages, or other materials are prohibited from display in or attachment to room windows.
- You may have curtains on windows, but they may not have visible images or messages.
- Throwing, pouring, or dropping anything (including keys) from and/or at windows, balconies, ledges, or landings is strictly prohibited.
- Residents and guests are prohibited from being on the roof, ledge, or French balcony areas, and from placing objects on these areas. Residents and guests are prohibited from climbing through windows. Climbing on any exterior building wall or similar structure is prohibited. Objects found on ledges will be removed.
 - For the purposes of this community standard, "ledge areas" include the exterior sides of any building.
- Tampering with, opening, or removing screens is prohibited. Residents will be held responsible for damages if Housing and Residence Life staff must replace the screens.
- No reflective film or other materials are to be applied to windows or patio doors (if applicable).
- Do not leave windows or doors open during inclement weather.

Window and door blinds are provided within each unit for shade and privacy and are not to be removed.

Elevators

Residents and their guests are prohibited from tampering with, jumping/jostling within, or riding on top of an elevator at any time. Ringing the elevator bell or call button in nonemergency situations is also prohibited.

Residents and their guests are prohibited from riding on any elevator designated as FREIGHT ONLY.

Extension Cords

All extension cords must be UL approved (safety tested). Multiple outlet plugs must be in good working order and contain a circuit breaker or surge protector.

Window Screens

All dorm rooms will have window screens in the windows. Removing and/or tampering with the window screens is against NCTA policy and will result in a fine.

Computer/Network

The Nebraska College of Technical Agriculture is committed to providing the best network and service connections possible to all residence hall students.

Students connecting their personal computer to the University network are responsible for following all of the guidelines and regulations of the University Computer Use Policies.

Personally-owned wireless routers are not permitted in the residence halls. If a student is found to be in violation of any University Computer Use Policies, or fails to provide reasonable security precautions, updated anti-virus protection, or required system patches, his/her room computer port may be deactivated. Information Services staff (support@ne.edu) is available to provide assistance by answering technical questions and making recommendations for personal computer maintenance.

Abandoned Property

Any personal property with an estimated value of \$250 or more that is abandoned on the premises of NCTA Housing will be subject to the following:

- A notice will be emailed to the student at the student's most recent address on record. A housing staff member will also attempt to contact the student on the personal phone number they have provided.
- The notice will be sent within one week of the end of the contract between the individual and University Housing.
- The notice will describe the abandoned property, a contact person and phone number, the location where the property can be claimed, and date by which the property must be claimed. This date will be no later than 14 days from the postmark date of the notice.
- If the property has not been claimed by the specified date, the property will become the property of NCTA and will be subject to the University policy on surplus property.

Notice is not required to be mailed to the student for abandoned property with an estimated value of less than \$250. If the property is determined to have an estimated value of less than \$250, a 14-day waiting period will ensue at the end of which ownership shall immediately transfer to NCTA.

Guest/Host Responsibility

In every residence hall/living unit, you are responsible for informing your guests of residence hall policies and for the behavior and actions of your guest(s), up to and including being charged for policies that your guests violate. These regulations apply to the residents of all residence halls, regardless of room type.

Definitions:

Residents are defined as those students living in the residence hall by virtue of holding a housing contract and assignment.

Guests are defined as people visiting a specific student(s)/resident(s) who resides in the residence halls by contract assignment (e.g. someone visiting a resident in the hall, a partner who lives in the hall, etc.).

Overnight Guests are defined as anyone staying in the dormitory during the night. In addition, any guest remaining in the dorms after 10:00 p.m. on weeknights (Sunday – Thursday nights) and after 12:00 a.m. on weekend nights (Friday and Saturday nights) is considered an overnight guest.

Escorting Guests:

All guests must have an escort, which means the resident host is responsible for escorting and being with the guest to and from the room, as well as any other areas in the building at all times. Guests may visit your room at any time subject to the Daytime Guest Policies and Overnight Guest Policies. Some bathroom facilities in residence halls are designated for certain genders. It is expected that persons use the bathroom facilities that best match their own gender. There is at least one public restroom located in each residence hall.

Daytime Guest Policies:

Daytime guests are permitted in the dormitories at any time. For the safety and security of the campus community, Residence Life staff is permitted to require that all daytime visitors check in and out of the dorms when they visit. Any guest who remains in the dorms after 10:00 p.m. on a weeknight (Sunday – Thursday) and after 12:00 a.m. on a weekend night (Friday and Saturday) will no longer be considered a Daytime Guest and, if no Overnight Visitor Form has been completed, will be in violation of NCTA policy.

Failure to comply with the above policy may lead to the limitation of guests visiting the resident(s) involved, nonresidents being charged with trespassing, and residents (both guest and host) having their housing contract status reviewed. Disciplinary action may include verbal and/or written warnings, probation, and/or contract termination. Each situation will be handled on a case-by-case basis.

The privilege of having guests may be revoked if the privilege is abused or residence hall or University policy violations occur involving the guests.

Overnight Guest Policies:

Residents may have overnight guests in their rooms subject to the limitations listed below:

- Overnight guests are only allowed with the consent of other roommates. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates.
- The stay of the overnight guest(s) may not exceed four days (96 hours) in one month and such guests may not disturb roommates or other residents.
- University staff reserves the right to require a guest to leave if university policies and/or residence hall policies are violated or if complaints are received from members of the floor/hall community.
- All overnight guests must be registered with the Office of Residence Life prior to their overnight visit. This includes any student staying after 10:00

p.m. on weeknights (Sunday – Thursday nights) and after 12:00 a.m. on weekend nights (Friday and Saturday nights).

- All roommates must consent to the guest staying overnight by signing the NCTA Overnight Visitor Form.
- NCTA Overnight Visitor Form must be turned in to the Office of Residence Life prior to the guest's overnight visit.
- For the safety and security of the campus community, Residence Life staff is permitted to require that all overnight visitors check in and out of the dorms when they visit.

Violation of any of these policies may lead to the limitation of guests visiting the resident(s) involved, nonresidents being charged with trespassing, and residents (both guest and host) having their housing contract status reviewed. Disciplinary action may include verbal and/or written warnings, probation, and/or contract termination. Each situation will be handled on a case-by-case basis. The privilege of having guests may be revoked if the privilege is abused or residence hall or University policy violations occur involving the guests.

Trespass Restrictions:

Residents are not permitted to host guests who have any active trespass restrictions.

Pets

Animals are generally not permitted in the residence halls unless approved as an emotional support or service animal by the NCTA 504/ADA Coordinator. No cats, dogs, gerbils, snakes, birds, turtles, frogs, spiders, etc. are allowed. If an animal is found in the residence hall, a fine of up to \$250/animal/occurrence may be billed to your myNCTA account.

Non-dangerous fish that live completely underwater are the only pets permitted in the halls. Aquariums may be no larger than 25 gallons. Aquarium gravel must not be disposed of in toilets or drains.

Emotional support or service animals must meet all prerequisites for students to house the animal in the residence halls. Students must work with the 504/ADA Coordinator to ensure all required documentation and approval is met before the animal can enter or reside in the dorms. NCTA utilizes a 3-strike policy if the emotional support animal (ESA) or service animal creates an unreasonably disruptive environment to the residence hall community. This includes barking in the residence halls. The first warning will be a verbal warning given to the student either in-person, via email, or both. The second will be a written warning to the student, in which case the student will receive a letter from a Residence Life staff member. A third incident will mean that the student is required to remove the ESA or service animal from the residence halls. If at any point an ESA or service animal poses a threat to the health or safety

of any students in the residence halls, the animal will be required to be removed from the residence halls, regardless of the three strike policy. In the case of a student allergic to an ESA or service animal, the student with the ESA or service animal will be required to move rooms.

Sales/Solicitation/Business

Canvassing or the solicitation of funds, votes, memberships, literature, signatures, sales or subscriptions, or operating a business, is not permitted in the residence halls. All nonstudent groups, agencies, and on-campus organizations must seek permission from the Residence Life Manager for approval of solicitations. If you have a solicitor at your door, contact your RA or the Residence Life Manager. United States census staff conducting the American Community Survey (ACS) have permission to be in the residence halls. If you have census questions, see your Residence Life Manager.

Space Reservations

Recognized, non-residential student organizations, including campus religious groups, may reserve space on a week-to-week basis in multipurpose spaces in the halls for organization activities. Request your event at ncta.unl/nacta-event-process.

Failure to Comply

As written in the Student Code of Conduct, failure to comply with direction of University officials or law enforcement officers acting in the course and scope of their University and legal job duties and/or failure to identify oneself to these persons when requested to do so is a violation of the University of Nebraska Code of Conduct.

Step-by-Step Process of the Behavioral, Alcohol, and Drug Intervention Plan

Discretionary responses will be applied according to displayed attitude, cooperation level, and severity of the violation(s). Failure to comply with the sanctions will result in a hold being placed on your future registration and may result in the termination of your housing contract. The initial response by NCTA includes an administrative meeting with a Conduct Officer. Documentation regarding all sanctions will be recorded in the Documentation regarding all sanctions will be recorded in the Nebraska College of Technical Agriculture Associate Dean office or with the Office of Residence Life.

EMERGENCY PROCEDURES

Familiarize yourself with the emergency procedures in your hall. Contact your RA, Residence Life Manager, or Frontier County Sheriff if you need emergency assistance.

Fire Hazard Warning

DO NOT store any items in the furnace closet area of your residence hall or block air intake vents outside of the furnace closet area. This can result in a fire that endangers not only your life, but the lives of others in the

building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages. No storage of flammable materials in the units is allowed.

Fire Safety Equipment

As a member of the residence hall community, you are relied upon and held responsible for keeping fire safety equipment in good working order. Therefore, you may not render the smoke detector(s) in your room/unit inoperable, and you should report any malfunctions or inoperable smoke detector(s) to the facilities staff as soon as possible.

- According to the State Fire Marshal, the residence halls at NCTA meet the state fire and life safety codes. Halls are equipped with safety equipment including smoke detectors and sprinklers in each room in most halls.
- Any person who misuses fire safety equipment (including, but not limited to the following: misuse of smoke detectors, tampering with the sprinkler system, etc.) will be subject to severe disciplinary action and/or arrest. If you are aware of anyone who misuses fire safety equipment, report this to the staff.
- Objects are not to be hung on or within 18 inches of the sprinkler heads. Any sprinkler head discharge will lead to the immediate dispatch of the fire department, evacuation of the affected areas, and a prompt and thorough investigation.
- Anyone who fails to adhere to this policy will be held responsible for any resulting damages.
- Fire regulations state that hallways shall not be used for storage of any personal property at any time.

Fire Safety Evacuation

Everyone must evacuate the hall immediately when a fire alarm sounds. Follow posted procedures for fire evacuation. You are expected to participate in hall drills to familiarize yourself with building evacuation procedures.

Medical Emergencies

Should a situation occur in which medical attention appears needed, NCTA staff may summon emergency medical assistance. The cost of such assistance will be borne by the student/parents/guardians.

Missing Persons

All students residing in NCTA Housing shall be given the opportunity to provide a confidential contact person to notify should they be missing for 24 hours or more. In instances where the missing student is under 18 years of age, parent(s) or legal guardians will be contacted in addition to the confidential contact person. Individuals should report anyone believed to be a missing person to a member of the Residence Life staff and/or Frontier County Sheriff. If a student is believed to be missing, hall staff will contact the Frontier County Police Department to begin an investigation.

Violation	Minimum Response	Additional Consequences
In the Presence of Alcohol/Marijuana	<ul style="list-style-type: none"> Warning or probation (6 mo. – 18 mo.); Mandatory education (\$65); 	<ul style="list-style-type: none"> Extension of University Probation; Housing Relocation.
Minor in Possession (MIP)	<ul style="list-style-type: none"> Warning or probation (6 mo. – 18 mo.); Mandatory education (\$65); 	<ul style="list-style-type: none"> Substance Abuse Evaluation; Suspension - Removal from University Housing; Extension of University Probation through duration of enrollment; Sherriff's office notified; appropriate legal charges may be filed, e.g., Minor in Possession (MIP), procuring for a minor, Minor in Consumption (MIPC)**; Parental notification.
Public Intoxication	<ul style="list-style-type: none"> Warning or probation (6 mo. – 18 mo.); Mandatory education (\$65); 	<ul style="list-style-type: none"> Suspension - Removal from University Housing; Substance Abuse Evaluation; Frontier County Sherriff notified; appropriate legal charges may be filed, e.g., Minor in Possession (MIP), procuring for a minor, Minor in Consumption (MIPC)**; Parental notification.
Unauthorized Possession of Alcohol	<ul style="list-style-type: none"> Warning or probation (6 mo. – 18 mo.); Mandatory education (\$65); 	<ul style="list-style-type: none"> Further extension of University Probation; Relocation, Suspension or Expulsion from University Housing OR Community Service; Frontier County Sheriff notified; appropriate legal charges may be filed, e.g., Possession on University property, procuring for a minor; Parental notification. Suspension - Removal from University Housing;
Possession of Marijuana and/or Paraphernalia	<ul style="list-style-type: none"> Probation (6 mo. – 18 mo.); Mandatory education (\$65); 	<ul style="list-style-type: none"> Suspension - Removal from University Housing; Extension of University Probation through duration of enrollment; Frontier County Sheriff notified; appropriate legal charges may be filed e.g., possession of a controlled substance.**
Possession of other Drugs and/or Paraphernalia	<ul style="list-style-type: none"> Probation (6 mo. – 18 mo.); Mandatory education (\$65); 	<ul style="list-style-type: none"> Expulsion Frontier County Sheriff notified; appropriate legal charges may be filed e.g., possession of a controlled substance.** Parental notification.

**Controlled substances include the use of prescription drugs without the appropriate prescription. Questions? If you have questions concerning any of your rights or responsibilities as a residence hall student or the conduct of other residents, we strongly encourage you to contact your Resident Assistant or Residence Life Manager.

Severe Weather

Everyone must evacuate to the designated tornado shelter immediately when directed by announcement/bells/sirens. Follow posted procedures for tornado evacuation. You are expected to participate in hall drills to familiarize yourself with building evacuation procedures and shelter areas.

SAFETY & SECURITY

Your personal safety and the protection of your possessions require a joint effort between you and the University. Any behavior that jeopardizes the safety of residents or staff is prohibited. In order to make residence hall living at NCTA a safe and pleasant experience, please adhere to the following policies.

Personal & Community Safety Expectations

In order for safety measures to be effective, students must make proper use of the available safety features. Residents are encouraged to lock their doors when leaving their room/suite/unit for any reason and while sleeping. Residents are also reminded that propping open exterior doors for any reason is also a safety hazard since it may allow unwanted visitors access to the building and is a policy violation subjecting the resident to disciplinary action.

Building Access

Residence halls are locked 24 hours a day (with a few exceptions). Each resident will be issued a key which will allow access to get into the building.

Building Security

Residence halls are only as safe and secure as residents help to keep them. All residence halls are locked 24 hours a day (with a few exceptions).

To protect the safety and security of all residents, do not prop open an outside door to a residence hall.

Jeopardizing residence hall security in any way is prohibited (e.g. propping outside doors open, holding doors open for strangers, vandalizing security cameras).

Any unsafe situations you cannot correct, such as lights out in a stairwell, safety hazards, etc., should be reported to a building staff member as soon as possible.

You are responsible for the actions of your guests. While they are in the residence hall, guests must be escorted at all times.

NCARD/Student ID

Students are required to carry their NCard at all times. Failure to carry your NCard, giving false information to a staff member and failure to show the NCard to a staff member as requested are all violations of the NCTA Code of Conduct and Housing policies.

Allowing another person to use your NCard for any reason is a violation of the Student Code of Conduct. The NCard is not transferable and is to be used only by the person to whom it is issued.

- Your campus NCard is required to gain access to the dining centers.
- If you lose your NCard, report it immediately to the Welcome Center.

Room Key

Each resident will be issued a key to their assigned room/suite/unit. Keys are for the sole use of the person to whom they are issued. It is a violation of the Nebraska Code of Conduct and University Housing policies to duplicate this key or loan it to anyone else. If you are locked out of your room/suite/unit, contact your RA for access. If you lose your key, you can get a replacement room key/card from the NCTA facility office located in Ag Hall.

Unsafe Activities

Any activity deemed by Housing staff to be a threat to the health and safety of residents is strictly prohibited. Prohibited activities include but are not limited to: sitting on balcony railings, throwing anything from a window/balcony, physical assault, or threat of physical altercation.

Outdoor Fires and Cooking Equipment

Recreational, solid-fuel, and propane fires are not allowed on University of Nebraska property. Any exceptions are only permitted if an NCTA faculty or staff member obtains a permit from the University Fire Marshal and that faculty or staff member oversees this fire. Cooking equipment such as grills are permitted as long as they are not within 10 feet of any structure and not used or kindled on any balcony or under any overhanging portion of a building. Also, no person shall use the cooking equipment for the disposal of rubbish, trash, or combustible waste material. The cooking equipment must be constantly attended by a competent person when in use until the cooking is complete and the equipment is off and no longer burning. Please speak to NCTA Residence Life about expectations for grills or other cooking equipment before bringing or using this equipment.

STUDENT ROOM/SUITE/UNIT

Damages

All residents of a room will be responsible for damages, loss, and custodial or maintenance work that is due to student negligence and not admitted to by any one individual in the room. NCTA recognizes that some allowances must be made for normal wear and tear usage.

While custodial and maintenance services are provided, residents share responsibilities for general maintenance and upkeep of their community living environment. This environment includes student rooms, living areas, hallways, stairwells, rest rooms, public areas, and exterior grounds facilities.

Residents will be liable for storage of dangerous materials, chemicals, gas, poisons and for damage to the unit, including paint, walls, cabinets, carpets, floors, furniture, and appliances resulting from failure to exercise reasonable care.

A list of Residence Hall Damage Charges is available in the NCTA Housing Contract Policies.

Decorations

- All items placed on the door of the room/unit must be above the doorknob to comply with fire code standards. No personal decorations can be placed on the door frame or in the hallway.
- You are not permitted to paint, wallpaper, use stickers or decals, or otherwise modify finished surfaces in any permanent manner.
- You are not permitted to use screws, staples, "Plasti-Tak" or other gum type adhesives, 3M command hooks or strips, Scotch/duct/electrical/masking/painter's tape, rope lights with adhesive (or other similar products)

because those items cause permanent damage to painted or finished surfaces (walls/doors/floors).

- You are permitted to use "3M" tabs provided by Housing for lighter-weight posters, pictures, etc. and a very limited amount of small nails.
- If you have questions about specific products that you may want to use within your room/suite/unit, please check with the Facilities Operations office before installation of such items.
- Holiday decorations: Combustible decorations present a fire hazard. Therefore, use of such decorations is strongly discouraged.
- Cut greenery, trees, or branches are NOT permitted in rooms/suites/units, and light strings are not allowed in hallways.

Personal Property Remaining in the Room/Suite/Unit

Any personal property remaining in the room/suite/unit after the resident vacates the premises shall be considered abandoned. University Housing will bill the resident an improper checkout fee and any costs associated with removal and disposal of belongings left in the room/suite/unit.

Facility Misuse/Cleanliness

Cleanliness and sanitation are a necessity of community living. You must maintain your room/suite/unit in a clean, orderly, and sanitary condition at all times, in order to meet reasonable health and safety standards.

You and your roommate(s) are responsible for the condition of your room/suite/unit and its contents and will be charged for any damages beyond normal wear and tear. The condition of the common areas (lounges, bathrooms, hallways, elevators) is also the responsibility of the floor residents.

Students who damage or misuse any hall facility will be responsible for the cost of repairs and may be subject to disciplinary action. Floor residents may also be held accountable for damages to the common areas should those responsible not come forward. In addition, cleanliness and sanitation are a necessity of community living. We provide clean common areas and restrooms. You will be expected to clean your room and dispose of trash properly and on a regular basis.

If you are responsible for unsanitary conditions that have an effect on your room or others, you may be assessed a cleaning fee and sanctions may result for your disruption of the community.

Trash

You will be expected to clean your room/suite/unit and dispose of trash properly and on a regular basis. Please place all trash in tightly closed plastic bags and immediately take them to the trash

receptacle/chute. Trash may never be left in the hallways or on the balcony/ patio outside your unit.

Refrigerate perishable food as soon as possible and dispose of all refuse by placing it in a trash bag and taking it to the trash chute within a day. Also, because empty food cartons can attract insects and pests, you should take these items to the trash receptacle/chute within a day.

Unclean conditions may create an unhealthy environment for your roommate(s) and neighbors or cause permanent damage to appliances and fixtures. Residents will be billed for any actual costs incurred if it becomes necessary for University Housing to have the unit cleaned and restored to safe and sanitary conditions.

Hazardous Material Disposal

Residents shall never dispose of hazardous materials of any nature whatsoever in any trash receptacles, dumpsters or similar containers such as "Sharps", etc. Containers are provided for usual and customary housing complex waste and trash. Residents will be liable for the storage of dangerous materials, chemicals, gas, and poisons as well as damage to the unit including paint, walls, cabinets, carpets, floors, furniture, and appliances resulting from failure to exercise reasonable care. Contact Facilities Operations in your hall/complex if you require a "Sharps" container.

Furnishings

Each room/suite/unit comes fully furnished. Residents will not be permitted to move furniture out of the room/suite/unit. All furniture provided must remain in the room/suite/unit at all times.

- Beds must remain on their frames and desk units and other furniture must be left completely assembled.
- Beds are adjustable/loftable. If a resident elects to lower their bed resulting in excess pieces of equipment, such excess parts must be stored within the confines of the unit.
- Waterbeds or self-assembled lofts are not permitted.

Maintenance Requests

The prompt reporting of maintenance issues can often prevent more extensive problems. Requests for repairs or services must be submitted online to NCTA Maintenance through a maintenance request. By submitting the request, you are giving permission for a maintenance staff member to enter your room and complete the work.

Notify your RA immediately:

- In case of malfunction of utilities or damage by fire, water, or similar cause.
- In case of water leaks, electrical problems, broken glass, broken locks or latches, malfunction in heating, air conditioning, or other equipment, and any condition which poses a material hazard to health or safety.

Room Entry, Inspection, & Maintenance

- The right to privacy, guaranteed by federal and state laws, applies to your residence hall room. Entry to student rooms is limited to emergency or repair circumstances as deemed necessary by complex staff or as may be legally required.
- In order to maintain its property and a safe environment for students, University Housing reserves the right to have authorized personnel wearing identification enter and inspect residence hall rooms at reasonable times, as deemed necessary. University personnel may enter a room after first knocking on the room door and announcing a request to enter. Reasonable time will be given for occupants to respond before entry occurs. If residents are not in the room, a room entry report will be left to notify residents of such an entrance.
- Staff may enter a residence hall room for reasons including, but not limited to, the following:
 - In order to protect and preserve NCTA property and enforce University Housing policies;
 - At invitation or agreement by an occupant;
 - To respond to a complaint of a disturbance, which includes hearing unreasonably loud or continuing sound from a room with the occupants failing to respond;
 - To complete repairs to previously reported damaged items;
 - Whenever someone moves out of a room, for check-out purposes;
 - To respond to health and safety issues, to ensure the safety of people and facilities, for any emergency reason (e.g. spray for insects, fire or broken pipes, etc.) and for periodic, routine, health and safety inspections with at least 24 hours' notice,

Theft/Property Loss

- The University/Nebraska College of Technical Agriculture assumes no responsibility for students' personal belongings. Coverage through homeowner's insurance or from an independent insurance agent is strongly recommended. Keeping your room/suite/unit door locked at all times is highly encouraged.
- Responsible living requires you to take reasonable action in the security of your possessions. Help protect your property by making a list of serial numbers, locking your door when you leave the room, and not leaving your items in public places. The University/Nebraska College of Technical Agriculture does not provide personal property insurance. Your family's household insurance may cover your property while you live in the hall. Discuss this with your family's insurance carrier.

COMMON AREAS

Laundry Facilities

Laundry facilities are for hall residents only. Residents are solely responsible for unattended laundry. All laundry facilities are operated with coinless laundry machines. The front load washing machines require HE (high efficiency) soap in order to minimize sudsing which can damage a machine.

Responsibility for Common Areas

University Housing provides clean common areas and restrooms. The condition of the common areas (lounges, bathrooms, hallways, elevators) is also the responsibility of the floor residents.

- Students who damage or misuse any hall facility will be responsible for the cost of repairs and may be subject to disciplinary action. Floor residents may also be held accountable for damages to the common areas should those responsible not come forward.
- Public area furniture: Furniture owned by The University/Nebraska College of Technical Agriculture may not be removed from common areas to be used in student rooms/suites/units.

Students should report malfunctioning laundry machines to a Resident Assistant, the Residence Life Manager, or complete a maintenance request.