

2019-2020 Housing Contract Terms and Conditions

PLEASE READ THIS DOCUMENT CAREFULLY AND COMPLETELY. This document is a legal and binding agreement between you and Oregon Tech Housing and Residence Life. Only the Director of Housing and Residence Life or his/her designee can make exceptions to the Contract Terms and Conditions. If you have any questions about the meaning of any specific provision of this Contract, please contact the Office of Housing and Residence Life at 541-885-1094 or at housing@oit.edu. By e-signing this Contract, you agree to accept your residence assignment and understand this assignment may change. **Ignorance of the contract terms and conditions is not a viable justification for failure to comply with all TERMS AND CONDITIONS of the Contract.**

This is not a lease or license. Neither this Contract nor your occupancy of space in University Housing is subject to the "Oregon Residential Landlord and Tenant Act." This Contract creates no right to occupy a particular room in a particular residence hall. This Contract obligates Oregon Tech Housing and Residence Life to provide you with housing only as set forth in this Contract. All portions of on campus housing remain under the exclusive ownership and control of Oregon Tech. Oregon Tech and those acting on its behalf or at its request may when warranted remove any person from on campus housing without resort to the procedures set forth in ORS 105.105 through 105.168. Such procedures are expressly, knowingly, and voluntarily waived by execution of this Contract.

The application for housing accommodations, the deposit made in connection therewith, the assignment to space and occupancy are subject to the following Contract Terms and Conditions. Rates are proposed until approved and will be updated at <http://www.oit.edu/housing> as soon as they are approved.

1. Definitions:

As used herein, the term

- a. "Resident" means a student who has been assigned a space in Housing Facilities at Oregon Tech.
- b. "Housing Office" refers to the Office of Housing and Residence Life at Oregon Tech.
- c. "Deposit" means the \$150 (\$50 of which is a non-refundable application fee) incident to procurement of housing, or whatever part of the refundable portion may remain after deductions are made therefrom.
- d. "Academic year" means the period from the day Housing opens for the Fall term through the Halls closing the last day of Spring term.
- e. "Occupancy" means acceptance of the assigned space by officially checking into Housing following a prescribed process and accepting the key to that room.
- f. "Contract" refers to the Office of Housing and Residence Life's Contract Terms and Conditions.
- g. "University" and "Oregon Tech" refers to Oregon Institute of Technology.
- h. "Application date" refers to the date the completed application form and deposit were received by the Housing Office from an admitted student.

2. Duration of Contract:

This Contract is for a period of one academic year starting Fall term, or the remaining portion thereof, unless terminated by the University at its discretion as provided herein. **Termination of occupancy by the Resident prior to the end of the academic year will result in substantial financial consequences.** Summer housing is also available, with a separate Summer term contract available in the Housing Office during Spring term.

3. Eligibility for Housing:

Housing is provided for full time Oregon Tech undergraduate (12 credits or more) and graduate (9 credits or more) students during each academic term for the duration of this Contract. Students may drop below 12 credits for one term during the academic year with prior approval from the Director of Housing and Residence Life.

4. Contract Type:

This Contract is for a bed space in one of the Housing facilities. Applicants who do not indicate a room type will be assigned a double room in the Residence Hall. This Contract is not transferable or assignable to another person. This Contract is for a space within a Housing facility and not for a particular room or type of housing. By signing this Contract, you agree to accept your room assignment, and understand this assignment may change.

5. Meal Plan:

All students living on campus must contract for a Meal Plan (see the Meal Plan Contract/Terms and Conditions). Meal Plans are available to all Oregon Tech students. Moving off campus does not cancel the meal plan contract. For more information or inquiry about the meal plan, please email oitmealplan@oit.edu. If the housing contract is cancelled before the resident takes occupancy, the meal plan will also be cancelled. **Financial aid awards cannot be used to pay the \$150 deposit.** An applicant under 18 years of age must have the Contract application signed by a parent or legal guardian in order for the application to be processed.

6. Application:

Before an application for housing will be processed, the applicant must be admitted to a degree program at Oregon Tech (or OHSU School of Nursing). Furthermore, the applicant must bind themselves to these Terms and Conditions by completing, signing, and returning to the Housing Office the required form(s) accompanied by a \$150 housing deposit, of which \$50 is a non-refundable application fee. **Financial aid awards cannot be used to pay the \$150 deposit.** An applicant under 18 years of age must have the Contract application signed by a parent or legal guardian in order for the application to be processed.

(Continued on next page)

2019-2020 Housing Contract Terms and Conditions

7. Building and Room Assignments:

- a. Assignments are made without regard to race, religion, or national origin.
- b. Assignment to a Housing facility and occupancy therein are ultimately contingent upon final acceptance for admission, payment of the housing deposit, full-time enrollment in classes, and availability of space. This decision may be based on previous behavior or conduct issues.
- c. The Housing Office will make every effort to assign the student in accordance with their roommate or room-type preference (single, double, or a room in a Village apartments). While every reasonable effort is made, Oregon Tech Housing and Residence Life cannot guarantee meeting all requests or guarantee compatible roommates.
- d. Only the assigned Resident may officially check in and occupy the assigned space.
- e. Residents in a double room without a roommate must keep the room ready for a roommate to move in at any time or face disciplinary actions and possible fines up to and including being required to pay the single room rate. Definition of ready is bed, desk, drawers, wardrobe, and bookshelf free of any items.
- f. Oregon Tech Housing reserves the right to make or change room assignments at any time based on administrative needs. This includes but is not limited to, consolidation of space or sanctions as a result of conduct or contract violations. Residents may be required to move to another room/apartment to consolidate unassigned space. In the Residence Hall, if space allows, the resident may have the option of converting the room into a single and pay the single room rate.
- g. Refusal of a Roommate: If there is a vacancy during this Contract, refusal (including, but not limited to verbal, behavioral, or other means of rejection) of a roommate or unwillingness to work with the Housing Office in finding/accepting a roommate will result in disciplinary action and potentially higher fees. Refusal of a roommate may also result in a new living assignment (to another hall/room).
- h. Residents are prohibited from making room changes without the approval of the Housing Office in accordance with the room change policy (as outlined in the ***Student Housing Handbook***). Residents who change rooms without authorization from the Housing Office face disciplinary actions, financial penalties, and may be required to return to their assigned space.
- i. Residents returning to Housing are given preference in assignments and are eligible to contract for space the last week in April. An application fee is not required and the refundable deposit is forwarded to the next contract period. The \$250 confirmation payment must be paid per Point 13b.
- j. Room selection and assignment for new applicants will be made available in order of the application processed date. Applications for new students received by May 1 will be guaranteed housing.
- k. Living in a Village apartment by yourself is not an option. If this occurs, you will be subject to the consolidation process per point 7f. and will either accept new roommates or move to another apartment.
- l. When a vacancy occurs, students on the waiting list administered by the Housing Office will have first priority for the vacancy in any Housing space.
- m. Gender neutral housing may be available on a case-by-case basis. For more information, please contact the Housing Office.
- n. All rooms will be inspected for health and safety standards on a regular basis. If a space does not meet health and safety standards, the student(s) will be given a chance to bring the space up to the prescribed standards. If the issues are not addressed after a second inspection, Housing staff will remedy the issue(s) and the student(s) will be charged for time and supplies to bring space up to standards. University personnel will check all rooms during Winter Break and Spring Break to ensure vacant spaces are ready to accept a new roommate(s). If a vacant bed space is not ready (definition of ready is bed, desk, drawers, wardrobe, and bookshelf free of any items) for an incoming student, the remaining student(s) will be charged a fee for the space to be prepared for an incoming student(s) **OR** the remaining student(s) will be charged the Value of the space occupied for all remaining terms.
- o. As a part of the checkout process, a student is responsible for turning in their key and prox card, mailbox key/combo card, and completing a final inventory of the bed space and any applicable common area spaces with a member of the Residence Life staff. The room must be cleaned and empty before the checkout process can begin. Failure to follow or to complete the checkout process will result in an improper checkout charge.
- p. Students evicted for conduct prescribed by Oregon Tech, the Oregon Tech Board, and/or this document, or who are evicted for nonpayment of institutional charges, will be responsible for full room and board charges for the remainder of the current term with an additional per term charge for the remaining term(s).

8. Occupancy Requirement or Forfeiture:

Except as indicated in this paragraph, assignments will be held until 5:00 p.m. the day prior to the start of classes each term. Individuals unable to officially check in and take occupancy before this deadline must notify the Housing Office and provide their delayed check-in date. Failure to take occupancy by the deadline or the delayed date may result in cancellation of the room assignment and forfeiture of the entire deposit and confirmation payment (fall term).

9. Cancellation of the Contract:

Residents agree to reside in Housing from the date of Check in through June 13, 2020.

- a. Before Check-In, applicants may cancel their Contract by submitting the Contract Cancellation Form, available at www.oit.edu/housing. The refundable portion of the deposit will be credited back to the student account if the Cancellation Form is received in the Housing Office by July 15. Submit the form to 3201 Campus Drive, Attn. Housing, Klamath Falls, OR 97601 or to housing@oit.edu.

(Continued on next page)

2019-2020 Housing Contract Terms and Conditions

- b. After Check-In, termination of the Housing Contract will be completed when the resident checks out of their assigned space and completes all appropriate steps with their Resident Advisor. Residents may only be released from the Contract for one of the following reasons:
- The Resident withdraws from Oregon Tech, or is dismissed from the University for academic reasons during this Contract term, unless the withdrawal is the result of a disciplinary action.
 - The Resident provides proof of marriage, domestic partnership, or parenting.
 - The Resident is in a program of study which necessitates residence outside of Klamath Falls. This includes students transferring to the Oregon Tech Portland Metro campus.
 - The Resident completes their academic program and graduates from Oregon Tech.
 - The Resident experiences significant and unforeseeable hardships outside of the resident's reasonable control.
- If the Resident is under 18 years of age and requesting release from the Contract, the request must be accompanied by written consent from a parent or legal guardian.

10. Financial Requirements:

Residents agree that a housing assignment obligates them to pay in full for such accommodations, whether occupied or not, throughout the remainder of the academic year, except as otherwise permitted in this Contract. At the discretion of the Director of Housing and Residence Life, the requirement of payment as set forth above may be waived or modified under the following circumstances:

- Cancellation of application prior to taking occupancy or failure to take occupancy by the required date as stated above (Point 8) results in termination of the Contract.
- Failure to pay confirmation payment for the fall term may result in cancellation of the Contract, assignment and forfeiture of the full housing deposit.
- Failure to clear the housing account of previous charges owed to the Housing Office by payment due date (or July 15) may result in automatic cancellation of assignment and Contract, and forfeiture of the deposit.
- Residents who officially withdraw from the University and properly check out of Housing through the third week or partial week of classes will terminate their Contract and will be charged housing costs equal to 50% of the total current term's housing charges. An additional 20% of the total current term's housing rate will be charged for each additional calendar week or partial week of occupancy beyond the third full calendar week of classes. After the fifth week of classes, no housing charges will be refunded. The refundable portion of the housing deposit is also forfeited.
- Residents who check out of Housing but do not withdraw from the University will be charged full housing rates for the current term plus \$450 for each remaining term, charged to student account immediately upon checking out of Housing. The refundable portion of the housing deposit is also forfeited.
- Non-payment of FULL HOUSING CHARGES and LATE FEES (if applicable) by Nov. 1 (fall term), Feb. 1 (winter term), and May 1 (spring term) may result in immediate cancellation of registration, termination of the Contract and encumbrance of University records for full amount of applicable rent and late fees until charges are paid.

11. Appeal of Financial Consequences:

Exceptions to the Contract may be requested by petition. Petitions are reviewed on a case by case basis. An exception granted to one provision of this Contract shall not be construed as a waiver of any other provisions. Housing and Residence Life retains sole discretion in granting or denying petitions and all decisions are final. Appeals of any of the Terms or Conditions of the Housing Contract can be submitted to the Director of Housing and Residence Life at 3201 Campus Drive, Attn. Housing, Klamath Falls, OR 97601 or at housing@oit.edu. Appeals must be submitted within 30 calendar days from the date the charges were placed on account. Appeals received after 30 calendar days will not be reviewed.

12. Deposit:

The \$100 refundable portion of the housing deposit is a guarantee, in addition to the Resident's direct personal responsibility, against cancellation of the housing application, termination of occupancy prior to full payment of rent owed, damages to property and other University charges that may accrue against the Resident. The entire \$100 deposit is subject to forfeiture under the following cases:

- Failure to cancel the housing application in writing with the Housing Office by July 15 for fall term start of occupancy (December 15 for winter term start of occupancy or February 15 for spring term start of occupancy).
- Failure to provide the confirmation payment for fall term by August 15 may result in cancellation of the assignment and forfeiture of the deposit.
- Failure of Resident to clear account of previous charges owed to Housing by July 15. The Contract will be subject to cancellation.
- Failure of Resident to take occupancy by the deadline prescribed in Point 8.
- Failure to comply with established check-out procedures upon termination of the Contract.
- Breach of any Term or Condition of this Contract.

All or any proportionate amount of the \$100 refundable portion of the deposit may be applied to payment of damages, or to any other charges owed to the University. Should damages or charges exceed the amount of the deposit or remaining balance thereof, the Resident is responsible for and must promptly pay to the University the overage of such damages or charges. Refunds, when due, will be credited to the student's University account.

(Continued on next page)

2019-2020 Housing Contract Terms and Conditions

13. Payments:

- a. Payments may be made by cash, check, money order, or online by visiting [Housing](#) and clicking on the self-service button.
- b. The full amount of housing charges will be charged to the Resident's account at the beginning of each term.
- c. Fall term: The confirmation payment of \$250 is due by August 15. Failure to make the payment on or before the due date may result in cancellation of the assignment and forfeiture of the full deposit. The confirmation payment is a portion of the fall housing charge and separate from the previously paid housing deposit. The confirmation payment of \$250 is refundable only for written cancellations received on or before September 15. The balance due will be charged to the student's University account and will be payable according to the University's payment requirements (refer to the Business Office).
- d. Interest will be charged on all unpaid balances. The maximum interest will be 1% per month or 12% per annum. The Resident will be held responsible for charges, interest and any other costs (including attorney fees) incurred in collection of outstanding debts owed to the University.
- e. Failure to pay the current term's charges may result in cancellation of the Contract for the remainder of the academic year and forfeiture of the housing deposit.
- f. Residents arriving prior to the official move-in day or remaining after the Contract Term will be assessed an additional daily charge pending space availability and written approval from the Director of Housing and Residence Life.
- g. There is a separate contract for anyone with a connection to campus and support from a campus entity that needs to arrive early for fall term (i.e. athletes, Admissions ambassadors, etc.). These housing costs are billed to the student account and will be due according to the fee payment schedule.

14. Room Condition:

All residents are required to sign a Room/Apartment Condition Report noting the condition of the room/bedroom and associated common areas upon check in and acknowledge receipt of room key, prox card and mail-box key or combination card. A final inspection will be conducted at the time of check out as described in the ***Student Housing Handbook***. Furnishings are provided for use in an assigned room/apartment. All university provided furniture must remain in the resident's assigned space. If furniture is removed from the assigned space, the resident will incur charges until all University owned furniture is returned to its assigned space. If the assigned occupancy is a single in the Residence Hall, the resident may request one bed, desk, and chair to be removed through the Housing work order system. As space allows, Housing staff will make the room a true single.

15. Damages and Losses:

Resident is financially responsible for all damages to and losses of University property attributable to their acts, omission, neglect, or participation in activities leading to damages. In the event that damage charges cannot be attributed to a specific Resident or group of Residents, the charges will be allocated among all Residents of a community, floor, or the entire building. Charges are added to the student's account in the Business Office, including a 15% administrative fee. Acts of vandalism are subject to financial and disciplinary actions and to prosecution by State authorities.

A minimum charge of \$100 will be assessed for tampering with fire alarms, smoke detectors, or other fire life safety equipment including, but not limited to, disconnecting or removing the smoke detector battery or by other means rendering the smoke detector inoperable, and the removal of EXIT signs.

University personnel will make all repairs; students are not permitted to make or contract for repairs. If a repair is needed, please submit a work order to Housing through TechWeb and include as much detail as possible.

16. Right of Entry:

The University reserves the right of reasonable entry to the Resident's room/apartment to make necessary repairs, maintain health and safety standards, assure compliance with regulations, and to respond to emergency situations. Regularly scheduled and announced room inspections and fire/life safety inspections will be conducted by University personnel (or their delegated representatives) for maintenance, safety, health and sanitation purposes, or when reasonable suspicion exists that a violation of the [Student Code of Conduct](#) or a policy in the ***Student Housing Handbook*** is occurring. All entry to residential space occurs with two staff members present, after knocking and clearly announcing their presence and intend to enter the space.

17 Personal Property:

The Housing Office and University assume no responsibility for and are not liable for any loss, theft of, or damage to the Resident's personal property and effects, or that of their guests in resident rooms, public areas, laundry rooms, storage rooms or elsewhere. Even if the loss, theft, or damage results from the interruption of essential services for normal repairs, emergencies, alterations, improvements or reasons beyond the control of the University. It is the residents' responsibility to keep their rooms locked at all times. Students are strongly encouraged to carry renters insurance to protect their personal belongings against damages or loss.

18. Vacation Periods and Summer:

Vacation periods include the Thanksgiving, winter and spring breaks. Housing residential spaces are officially closed during these times. Residents are permitted to stay in Housing during break periods (**room-only basis**), but they must register for break housing with the Housing Office. Residents who have been found responsible for violating Housing or University policies may be denied the privilege of staying over any break. Residents must adhere to this Housing Contract and all Housing and Residence Life and University policies during break periods. Residents are required to depart 24 hours after their last final, or by 11:00 am on Friday of Finals week, whichever comes first. Refer to the Housing Calendar found at www.oit.edu/housing for official opening and closing dates as well as break periods.

(Continued on next page)

2019-2020 Housing Contract Terms and Conditions

For the winter and spring break periods, remaining in on campus is available (room-only basis) **only** if the resident returns to on campus housing for the next academic term. Resident must visit the Housing Office to sign up to be in campus housing during a break period. Housing during the summer term is under a separate Contract Terms and Conditions application (available in April).

19. Mail and Email:

- Each resident will be assigned a personal mail box (PMB). Residents are required to check their personal mail box (PMB) and university email account at least weekly. Access is granted to the PMB with key or combination card issued to the resident at check in.
- It is the student's responsibility to provide an accurate forwarding address to Housing at the time of check out. Mail received at this address will be forwarded for 6 months. If no forwarding address is provided by the resident, mail will be returned to sender.
- Mail service and forwarding may be interrupted or suspended during break periods.

20. The University and Housing and Residence Life reserve the following rights:

- To change or cancel room assignments in the interest of order, discipline or substantial administrative reasons, including, but not limited to, consolidating space, conserving energy, protecting the welfare of Residents or other economic and safety reasons.
- To prohibit non-residents from being on the premises of Housing in the interest of order or for disciplinary or substantial administrative reasons.
- To revise or amend these Terms and Conditions to meet administrative requirements.

21. Contract modifications, breach, and remedies:

Noncompliance with the Housing Conduct Policies, the ***Student Housing Handbook***, and the Terms and Conditions of this Contract may result in disciplinary action under the university's [Student Code of Conduct](#) and applicable financial obligations. Non-compliance may also result in removal from on campus housing. The Housing Office may administratively move or remove Residents as necessary. This Contract may be terminated, changed, modified, or amended by Housing and Residence Life for any of the following reasons.

- When behavior requires inordinate attention from staff members, roommates, or community members.
- When activities endanger the health, safety or welfare of the resident; or the health, safety, or welfare of other residents.
- When engaging in gross or disruptive behavior.
- When resident ceases to be an eligible student, regardless of reason.
- When a violation of university rules or Housing Conduct Policies, the ***Student Housing Handbook***, and/or the Terms and Conditions of the Contract occurs.
- When resident has violated the housing community agreement or, the university's [Student Code of Conduct](#), or has abused or damaged university facilities Resident will also be subject to disciplinary action, prosecution, judicial review, legal fees, and replacement costs as deemed appropriate by university officials.
- The Housing Office reserves the right to move a student to another room, wing, floor, or building or to remove the student from on campus housing if it is in the best interest of the university, the student, or other students of the university.

22. Interruptions of service and construction:

The Housing Office is not responsible for the continuation of food, mail, custodial, heating, maintenance, or security service at normal levels in the event of a natural disaster, strike, or lockout of public employees or suppliers' employees, power/water/sewer interruptions from on- or off-campus sources, or in the event of other causal events beyond the control or reasonable anticipation of the Housing Office.

23 Conduct:

Residents are responsible for complying with the rules and regulations of the University (see the [Student Code of Conduct](#)), the Housing Office, this Contract, and the ***Student Housing Handbook***. Failure to do so may result in eviction from Housing, suspension or expulsion from the University and prosecution. Residents removed from Housing for reasons of conduct remain responsible for the entire term's housing fees and will forfeit the \$100 deposit. Residents will also be subject to disciplinary action due to the misconduct of their guests.

CONDUCT POLICIES

1. Alcohol:

- Residents and their guests under the age of 21 are not allowed to consume, possess, or furnish alcoholic beverages. Possessing, consuming, or furnishing alcoholic beverages is prohibited in public areas as well as in all areas not specifically designated as 21+ areas by Housing. All local, state, and federal alcohol laws are in effect.
- Residents 21 years of age or older may possess and consume alcohol in the privacy of their room if it is designated as 21+ space (all assigned occupants of the space are 21+ years of age). The door leading to the hallway must be closed, and all occupants of the space must be 21 years of age or older if alcohol is present.
- Residents may not display alcoholic beverage containers, including but not limited to empty containers, regardless of age.
- Possession of a rapid-consuming device is prohibited in campus housing.

For the full policy regarding alcohol in on campus housing, please refer to the ***Student Housing Handbook***.

(Continued on next page)

2019-2020 Housing Contract Terms and Conditions

2. Drugs:

- a. Illegal use, possession, sale, or furnishing of controlled substances on university or controlled property or at university sponsored or supervised activities is prohibited.
- b. Possession or use of illegal drug paraphernalia is prohibited in all housing facilities. Drug paraphernalia includes “bongs”, pipes, vaporizers, and other devices that may be used to facilitate the consumption of illegal drugs. Illegal drug paraphernalia will be confiscated.
- c. Narcotics and dangerous drugs shall be defined in accordance with the applicable state and federal law as well as the [Student Code of Conduct](#).
- d. Residents and guests may not be in any Housing facilities while impaired by any controlled substance.
- e. Marijuana is illegal under federal law. Despite the legalization of the possession, sale and use of marijuana in Oregon for those 21 and older, Oregon Tech must comply with federal law. Oregon Tech prohibits the possession and use of marijuana in all forms. Oregon Tech is legally permitted to implement and enforce internal policies on campus which may or may not be the same as state laws but are in the best interests of student safety.

Under federal law, marijuana use is considered illegal including medical marijuana. Students and their guests cannot possess or use medical marijuana in any form, even if student or guest(s) is in possession of a medical marijuana card.

3. Conduct:

- a. Disciplinary sanctions as serious as suspension or expulsion from the University and removal from Housing with concomitant risks of financial loss as stated in these “Terms and Conditions” may result if any resident is found responsible for committing, attempting to commit, or assisting in the commission of any of the offenses listed in the [Student Code of Conduct](#) and/or the **Student Housing Handbook**.
- b. Any resident’s behavior that results in unreasonable noise that disrupts the community or demonstrates an unwillingness to live in a group setting is prohibited. Courtesy for neighbors in the community prevails, and noise will be kept to a minimum at all times.
- c. Minimum quiet hours are Sunday through Thursday 11 pm-8 am, and Friday and Saturday 1 am to 10 am. Each community may extend established quiet hours to further restrict noise levels. Beginning the Monday of each Dead Week through on campus housing closing, quiet hours will be enforced 23 hours a day. A time period each day will be identified during dead week and finals week allowing Housing Facilities to clean and address areas of concern as needed. The right to sleep and study supersedes the right to make noise at all times.
- d. Staff may enter a resident’s room (if the Resident is not present) to eliminate disruptive noises. Two staff members will be present and will knock and clearly announce their presence before entering.

4 Dangerous Devices:

The following items are prohibited in Housing and, if found, may result in the item(s) being confiscated or impounded, and the resident held responsible through disciplinary actions.

- a. Projectile Weapons: firearms including but not limited to BB guns, air guns, bows and arrows, and water balloon launchers. Residents may arrange with Campus Safety for firearms storage.
- b. Ammunition, explosives, dangerous chemicals, martial arts weapons, or any other object that could be used as a weapon (i.e. metal knuckles, or similar instruments).
- c. Knives or blades: Any knife including but not limited a KA-BAR, bayonet, machete, dirk, dagger, and/or hatchets, swords (ceremonial or otherwise). Knives manufactured for a culinary purpose or having a blade less than 3 inches in length are allowed.

5. Prohibited in Rooms:

- a. Any equipment with an internal combustion engine must be kept outside in an appropriate facility (e.g., parking lot).
- b. Firecrackers, volatile or hazardous chemicals, and explosives of any type.
- c. Pets and other animals are not permitted in Housing, with the exception of fish in an aquarium (10-gallon capacity or less). Fish and/or gravel from the fish’s aquarium is prohibited in sinks, showers, toilets, or any other water fixture or common water source in University buildings including all Housing facilities. For Oregon Tech’s service and companion animal policies, please visit [Disabilities Services](#).
- d. Room modifications, including but not limited to, ceiling fans, dimmer switches, and deadbolts are not permitted due to State codes, safety and facility management concerns.
- e. Oregon Tech is a smoke and tobacco free campus. Please refrain from using tobacco products or e-cigarettes of any kind on university property including in and around all housing facilities.
- f. Candles or any open flame is strictly prohibited.
- g. Electrical Appliance/Halogen Lamps/Extension Cords: Due to health and safety risk, electrical appliances may be used in the kitchen areas only. Lamps with halogen bulbs are not permitted. Extension cords must be insulated, grounded, and have surge protection.
- h. Stereo sub-woofers are not allowed in on campus housing.

6. Housing Provided Items:

All Housing provided furniture is required to stay in the student assigned room. Residents are strongly discouraged from bringing additional furniture due to space restrictions. **No storage is available for housing or personal furniture items.**

(End of document)