

# Housing and Residential Life **POLICIES** 2022-2023

## Introduction and overview

Webster University Housing and Residential Life seeks to provide a positive living and learning environment supporting its mission to ensure high quality learning experiences that transform students for global citizenship and individual excellence. The concepts of personal integrity and community responsibility remain central to this mission. The following community expectations have been created to aid in this endeavor for students living in or visiting campus-provided housing. Individuals are expected to comply with these expectations, as well as any and all local, state, and federal laws, and with the Webster University Student Code of Conduct, any time they are in or around campus-provided housing.

These policies were created while thinking about the concepts of personal integrity and community responsibility. Each student's participation with campus housing is conditional upon acceptance of these policies and behavior consistent with them. Additionally, vital conversations about choices, behaviors, and community expectations are central to the creation and maintenance of a positive and productive residential community. Such conversations include peer accountability, as well as accountability from professional staff. Accordingly, individuals are expected to use campus resources to confront behavior that does not comply with these community expectations. Remaining in the presence of acts that violate these expectations, even if one is not actively participating, may still be considered a violation through implied consent.

Although individuals are expected to adhere to these policies while on campus, every member of the campus community remains accountable to applicable law and the Student Code of Conduct regardless of whether they are on or off campus. Behavior that does not comply with the Student Code of Conduct while on campus may result in the student being referred to the student conduct process.

**The Webster University Student Code of Conduct and Student Handbook Policies will be periodically updated and can be found at:**

[www.webster.edu/student-handbook/index.php](http://www.webster.edu/student-handbook/index.php)



**IMPORTANT:** It is your responsibility to be familiar with and abide by these policies!



# ALCOHOL SAFETY (A)

Webster University acknowledges the use of alcohol by individuals 21 years of age and older is a personal choice. However, the university also recognizes the choice to use alcohol, in some circumstances, may impede the university's goal of providing a positive, living-learning environment. Alcohol may not be consumed by anyone under the age of 21, no matter the legal drinking age in a student's home country. Accordingly, the following policies are in place within campus-provided housing:

All use of alcohol in residential spaces must be in compliance with all campus, city, state, and federal policies and laws and any time that alcohol is being consumed, all people present must be 21 or older. See below for explanations of wet, damp, and dry rooms:

- A wet space is defined as one where everyone assigned to live there is 21 years of age or older. In this situation, all residents in the space may store or consume alcohol in the space (without underage guests and if abiding by other alcohol policies).
- A damp space is defined as a space where one or more residents assigned to the space is 21 years of age or older and one or more residents assigned to the space is under the age of 21. In this situation, the resident of legal drinking age may only consume alcohol in the presence of an underage resident if that underage resident is their assigned roommate and the resident of legal drinking age is in their assigned bedroom. The underage resident is not allowed to consume alcohol in that space, or any other space, or be in the presence of alcohol in other spaces.
- A dry space is a space that is occupied entirely by individuals under the age of 21. In this situation, there should be no alcohol in the space. All building common spaces are dry spaces.

## A1: Alcohol Type One: Possession, Consumption, and Presence

Individuals who are not 21 years of age or older may not possess, consume, or be in the presence of alcohol. Alcohol may only be consumed by individuals of legal age, 21 years of age or older, no matter the legal drinking age in home locations. Individuals who are of legal age to possess and consume alcohol may have alcohol in their assigned residential space for personal consumption, as long as it is a "wet" room. Additionally, alcohol may not be consumed in a public spaces including, but not limited to, hallways, lounges, parking lots, apartment patios/balconies, or the Webster Village Apartment (WVA) clubhouse.

## A2: Alcohol Type Two: Over-Consumption and Disruption

Given the health concerns related to the over-consumption and rapid consumption of alcohol, individuals may not possess excessive amounts of alcohol on campus and/or possess or use devices intended for the rapid consumption of alcohol. This includes, but is not limited to, kegs, beer bong, and beer pong. Excessive alcohol consumption (whether on campus or off campus, and regardless of the resident's age) is prohibited. Residents will be held accountable for any alcohol consumption that leads to the disruption of the University community or endangers the resident(s) involved.

## A3: Alcohol Type Three: Paraphernalia

Collections of alcohol containers are prohibited on campus, even if used for decoration.

## A4: Alcohol Type Four: Distribution

Individuals on campus are prohibited from providing alcohol to individuals under 21 years of age. Alcohol may not be in the presence of individuals under 21 years of age, with the exception outlined in the "damp space" definition.





## BICYCLES & SCOOTERS (B)

Individuals should store bicycles and scooters on the racks provided outside of the residential facilities. Individuals may store bicycles and scooters within individual rooms as long as each roommate agrees and the bicycle/scooter does not obstruct access to the room or egress from the space. Individuals may not ride bicycles or scooters within the residence halls or along patio areas. Individuals may not store bicycles or scooters within public areas of buildings, on patios/balconies, or on/under stairwells (unless affixed to a bike rack located under the stairwell). Additionally, gasoline/electric-powered scooters/mopeds/motorcycles must be stored outside of buildings, and are not permitted to be stored in bicycle racks. If you wish to park your gasoline/electric powered scooter/moped/motorcycle in a parking space, you must obtain a parking permit from Public Safety. All residents with bicycles are encouraged to register their bike, at no expense, with Public Safety.

## DISORDERLY CONDUCT (DC)

### **DC1: Disorderly Conduct Type 1: Disorderly conduct**

Conduct that could result in a personal or public risk, a disturbance, or threaten the public peace is not allowed.

### **DC2: Disorderly Conduct Type 2: Pranks and practical jokes**

Given the risk of personal injury or property damage, pranks and practical jokes, including, but not limited to, shaving cream and water fights, are prohibited on campus.

### **DC3: Disorderly Conduct Type 3: Sport Activities**

Sports activities are prohibited inside campus housing. Hall sports can create a disturbance and increase the possibility of personal injury and/or damage. This includes, but is not limited to, baseball, frisbee, football, hockey, skateboarding, rollerblading, nerf guns, soccer, or horseplay. In seeking to maintain residential facilities, individuals may not possess or use darts and/or dartboards.

### **DC4: Disorderly Conduct Type 4: Threatening behavior**

Conduct that threatens the health and safety of oneself or any other person in or around Webster University operated areas is prohibited. Note that in a COVID-19 reality, threatening behavior can include behaviors/actions which could result in the spread of COVID-19.

## DRUGS (D)

In addition to the Student Code of Conduct policies related to “Drugs”, Housing & Residential Life recognizes that additional measures are required for a living environment which can be detrimentally affected by the use of drugs. This policy is applicable in both parking lots and buildings of residential areas. To that end, Housing & Residential Life maintains a separate “Drugs” policy, which is utilized in addition to the Student Code of Conduct:

### D1: Drugs Type 1: Odor of Marijuana

An odor from cannabis related products confirmed by two or more staff members may constitute a violation of this policy and therefore necessitates a meeting with a professional staff member.

### D2: Drugs Type Two: Paraphernalia

Drug paraphernalia, including but not limited to bongs, blowtubes, pipes, and homemade devices, is not allowed, even if drugs are not present with them. All paraphernalia will be confiscated and not returned to the owners.

### D3: Drugs Type Three: Distribution

Evidence suggesting an individual is selling and/or distributing illegal substances or synthetic type substances will be met with an elevated response due to the threat posed to the residential community.

### D4: Drugs Type Four: Other Drug and Drug Usage

Illegal drug use of any type is not allowed, including improper use of prescribed medication. Moreover, residents will be held accountable for any drug use that leads to disruption of the Housing or campus community or endangers the resident(s) involved.

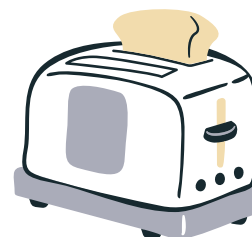
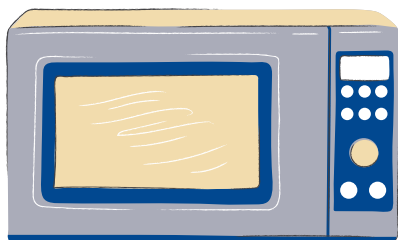
## FIRE SAFETY (F)

Due to the communal nature of the residence halls and current fire codes, the following policies are in place:

### F1: Fire Safety Type One: Kitchen Appliances

In seeking to provide a safe living and learning environment, Webster University limits the appliances that may be used within residential facilities. Housing & Residential Life reserves the right to prohibit students from keeping appliances within their assigned space if they do not utilize them responsibly. Appliances with exposed or open heating elements are prohibited, except for coffee makers with an automatic shut off function.

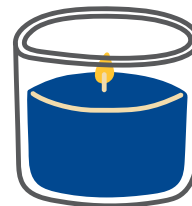
- Microwaves less than 1,200 watts are permitted within individual residence hall rooms (1 per room). An additional microwave is provided within the kitchenette area on each floor within the residence halls as well as the kitchen in West Hall.
- Only individuals residing in apartments are permitted to have toasters, along with university-provided appliances.
- Residence hall rooms are limited to one mini-refrigerator per room. Mini-refrigerators may have a maximum capacity of 5.0 cubic feet and must be Energy Star rated.





## F2: Fire Safety Type Two: Candles, Incense, Open Flames

Due to the potential risk to the welfare of the campus community, devices with open flames are not allowed on campus. This includes unused items intended for decoration. If these elements are to be found in a resident's assigned living area, they will be confiscated by staff and may not be returned. This includes but is not limited to candles and incense. Additional, blow torches and items used to cause intense flame (more than a standard lighter) is not allowed.



## F3: Fire Safety Type Three: Ceiling Decorations

Due to concerns related to the fire safety and sprinkler systems, students are prohibited from hanging/draping cloth across the ceilings of their assigned spaces. Residents cannot hang items from, block, or cover any fire equipment, such as sprinklers, smoke detectors, heat detectors, or fire extinguishers.

## F4: Fire Safety Type Four: Combustion Engines

Engines such as those on motorcycles or motorized bicycles are prohibited in University housing spaces, including balconies, patios, and building walkways, at all times.

## F5: Fire Safety Type Five: Electrical Outlets

Due to safety concerns, the university does not permit the modification of electrical outlets or use of extension cords or electrical outlet adapters. However, the university does allow the use of Underwriter's Laboratories (UL) surge protectors/power strips with circuit breakers. Additionally, "daisy-chaining" or plugging multiple surge protectors/power strips together is not allowed.

## F6: Fire Safety Type Six: Grills and Grill Supplies

Storing grills within university housing is prohibited, including at the Glen Park & Big Bend Apartments. This includes common walkways, in front of units, and on patios or balconies. On campus, only the community grill provided near the WVA Clubhouse may be used. For the convenience of other residents, please leave the equipment, grills, and area clean for the next resident. Failure to leave the area clean may result in a fine. See the Housing & Residential Life Office regarding the use of the community grill located adjacent to the pool area. WVA, Glen Park & Big Bend residents are not allowed to use personal grills anywhere on the property. Grill supplies meant to help start a fire, such as charcoal and wood, and/or flammable liquids such as gasoline, kerosene, and lighter fluids, are not allowed.

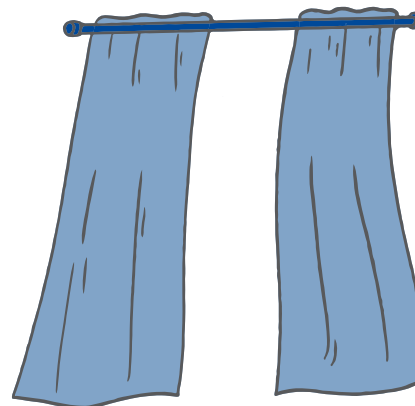


## F7: Fire Safety Type Seven: Lighting

The university does not allow the use of halogen light bulbs or any other light source that produces excessive heat, including lava lamps. Lamps with plastic lampshades are only allowed if LED bulbs are used.

## F8: Fire Safety Type Eight: Window Coverings

Curtains and window coverings are strictly prohibited by Webster Groves Fire Department leadership, due to concerns related to emergency entrance and egress from buildings, as well as the fire grade of such objects. Additionally, windows are not permitted for use to hang items such as banners, flags, or other potential fire/life safety hazards.



# GUESTS & VISITORS (G)

In order to provide a safe and secure residential area, residents and their guests are expected to follow the University Guest Policy and Procedures.

- A resident is defined as a student who is currently assigned a bed space in campus housing at Webster University-Webster Groves Campus.
- A guest is defined as an individual who is not assigned to the host's residential space and is visiting the host resident.
- A resident hosting a guest(s) must escort their guest(s) at all times. All guests must be 18 years or older, unless the resident hosting the guest receives prior written approval from their Community Director. Guest(s) are expected to abide by university policies and procedures. The resident hosting a guest(s) is responsible for the actions of their guest(s).

## G1: Guests and Visitors Type 1: Visitation Limits

The resident hosting guests may only host three (3) guests at a time during quiet hours. Guests who stay past 3:00AM are considered overnight guests. Overnight guests may only stay with the approval of the host's roommate. Additionally, overnight guests may only stay three consecutive nights and may not stay for more than fourteen (14) nights per semester. In the event that a guest is unvaccinated, they are subject to the university's COVID-19 expectations related to face coverings and social distancing. Any guests who are ill or feeling unwell should not visit campus. Spacemates are expected to discuss and come to an agreement on expectations surrounding guests: when are they able to be present, what notice is requested ahead of their arrival, what expectations are there for face coverings in shared spaces, etc. In the event that assistance is needed to have or mediate these conversations, please reach out to your Resident Assistant or the Housing & Residential Life Office.



## G2: Guests and Visitors Type 2: Guest Registration at East, West, and Maria Halls:

If the residence hall front desk is open, a resident hosting a guest(s) must check in their guest(s) with the individual working at the front desk. When checking in at the front desk, the guest(s) will need to provide a valid picture ID (not including passports). At all other times, guests are expected to have a valid picture ID on their person. Guests may pick up their ID upon checking out with the front desk. If the front desk is closed when the guest(s) seeks to check out, they may obtain their ID from the Housing & Residential Life Office.

## G3: Guests & Visitors Type 3: Residency Verification at East, West, and Maria Halls

Every resident entering East, West, or Maria Halls is required to show their student ID to the Desk Attendant who is staffing the front desk area. Staff members will use the provided residency sticker to confirm the student's resident status. Additionally, residents wishing to pick-up a package from the West Hall Package Room must show their confirmation email to the Desk Attendant, in order to gain entry to the package area.

## NOISE (N)

### **N1: Noise Type One: Courtesy Hours**

Each residential community will maintain 24-hour Courtesy Hours. During this time, individuals should act appropriately so as not to disturb others in the community.

### **N2: Noise Type Two: Quiet Hours**

Quiet Hours are in place Sunday through Thursday from 11:00PM – 10:00AM and Friday and Saturday from 1:00AM – 10:00AM. During Quiet Hours, individuals shall refrain from creating noise that may be heard outside of the individual's assigned space. The Housing & Residential Life Office may adjust Quiet Hours throughout the semester, such as during midterms, finals week, and breaks.

### **N3: Noise Type Three: Presence**

Courtesy and Quiet Hours exist to support the academic mission of the University by providing individuals with a space to study and rest. Both are predicated upon the mutual respect for individuals within the community. Students who are present in a loud situation, even if not directly making the noise themselves, will be held responsible for a noise violation.

### **N4: Noise Type Four: Amplification**

Individuals should not direct amplified noise outside of the residence halls and apartments by placing speakers in windows facing outside, yelling, etc.

## PETS & ANIMALS (P)

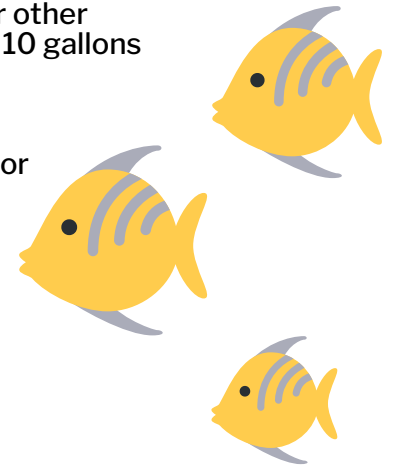
Pets are prohibited within Housing spaces with the exception of fish or other fully underwater aquatic animals contained in a tank with a capacity of 10 gallons or less.

All requests for an Emotional Support Animal (ESA) must be approved in writing through the ADA (Americans with Disabilities Act) Coordinator in the Academic Resource Center before the animal enters University residential spaces.

Service Animals that meet the requirements of the Americans with Disabilities Act are not required to be approved, but staff might ask:

1. If the animal is a service animal, and
2. What service, work, or task has the animal been trained to perform.

Misrepresentation of an animal's status as an ESA or Service Animal is a policy violation. Failure to appropriately clean up after or care for animals is also a policy violation.



## RESIDENTIAL SPACE CARE (R)

### **R1: Residential Space Care Type One: Elevators**

Individuals may not misuse elevators in the residence halls, including, but not limited to, false alarms, vandalism, overcrowding, tampering, forcing doors open, or stopping the elevator. Any incident that incurs damage to the elevator as a result of misuse will be the responsibility of the student(s) involved and those student(s) will be financially responsible for the costs incurred to fix the damage.

### **R2: Residential Space Care Type Two: Furniture**

University owned or University provided furniture items may not be removed from the space to which the item was assigned. Residents are responsible for the furniture items provided in the assigned spaces. Spaces operating at single occupancy that are designed for multiple occupants must keep all sets of furniture within the space.



### **R3: Residential Space Care Type Three: Laundry**

The University provides laundry amenities for the residential population. Residents should take appropriate measures to maintain the washer and dryer units, including not overloading them and cleaning lint filters after every use. The use of Tide Pods or laundry pods are strictly prohibited. High efficiency (HE) liquid detergents, softeners, and dryer sheets are the only approved cleaning agents for the washer and dryer units. If a resident is found to be using Tide/Laundry pods and damage is incurred to the machine, said student may be financially responsible for the cost to fix the damage. Individuals residing in University leased properties located off-campus such as Glen Park & Big Bend may not use laundry facilities located in East, West, or Maria Halls or in the WVA Clubhouse, and instead individuals must use the laundry facility assigned to their living space. Laundry rooms have common use etiquette standards posted. Failure to follow these etiquette standards may constitute a violation of the laundry policy.



### **R4: Residential Space Care Type Four: Painting**

Individuals may not paint their assigned living space. Murals and painting of hallways and other public areas are prohibited. If residents on-campus damage any of the walls or floors, they are prohibited from painting over the damage and can be charged upon checkout depending on the seriousness of the damage.

### **R5: Residential Space Care Type Five: Patios & Balconies**

Individuals living in the Webster Village Apartments, Glen Park Apartments, and Big Bend Apartments need to maintain the apartment's patio or balcony. This includes only using appropriate outdoor furniture. University-provided furniture may not be used for outdoor spaces. Any damage caused to University provided furniture will result in the resident assigned to that space incurring the cost of the replacement furniture. Individuals may not hang items from the railing on the patios and balconies including drying clothes, banners, flags, or other items. Individuals may not place trash or any items that may be deemed trash outside their apartment door or on the patios. Trash and other items must be taken to the designated dumpster areas immediately.

### **R6: Residential Space Care Type Six: Vandalism**

Damage and vandalism to common areas in the residence halls and apartments will be attributed to the responsible individual or group who will then be charged for the repair or replacement of the damaged property. Whenever it is not possible to assign charges for damage or theft of University property to specific individuals, those costs will be divided evenly among the smallest group of individuals to which the damage can be attributed. For this reason, it is important that a staff member be contacted immediately with information regarding damage to or theft of University and/or personal property.

### **R7: Residential Space Care Type Seven: Windows**

Window screens must remain in windows and may not be removed. Individuals may not use open windows as entrances and/or exits. Additionally, individuals may not throw objects out of windows.

## SECURITY ACCESS (S)

### S1: Security Type One: Roof Access

Presence on University rooftops for any reason is prohibited.

### S2: Security Type Two: Granting Access

To maintain a safe and secure environment, the residential buildings require ID cards to enter the building. Individuals may not prop open doors, hinder the locking of doors, tamper with doors, or allow individuals to enter a building unless they know the individual has current card access to that building (this includes allowing “tailgating” or allowing residents to follow others into a building). While side doors are allowed for exit of the buildings, residents should not themselves, and should not allow others, to enter through the side doors, even if they are a current resident of the building.

### S3: Security Type Three: Locking Doors

Residents are expected to lock their room, suite, and apartment doors.

### S4: Security Type Four: Unauthorized Entry

Individuals may not possess, duplicate, or use keys, identification cards, and/or access codes to any University premises or enter or use University premises without proper authorization. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of University owned or leased facilities, their roofs, or the residential space of another without permission is prohibited.

## TOBACCO, SMOKING, AND VAPING (T)

Webster University is a tobacco-free and smoke-free campus. The use of tobacco products, smoking, and vaping, whether filled with a tobacco product or any other type of material, is not allowed inside residential spaces or on campus property.



## UNAPPROVED PROMOTIONS (U)

### U1: Unapproved Promotions Type One: Posting of Flyers

Individuals may not post materials within the residential community. All materials must be brought to the Housing & Residential Life Office for approval. Once the materials are approved, Housing & Residential Life staff members will post them within the residential community. If an unapproved flier is found within the residential community, it will be removed immediately, and the entity may be restricted from posting fliers within the community.

### U2: Unapproved Promotions Type Two: Solicitation

Outside solicitation is prohibited in University housing. Solicitation is defined as: door-to-door contact for the purpose of soliciting funds or sales; recruiting members or support for an organization or cause; compiling data for surveys; distributing advertising or other materials; or use of hallways, lobby, or lounge areas for any of these purposes. Note that solicitation includes postings on exterior or hallway facing doors regarding causes, politics, organizations, or any other items that could be considered an informational or recruitment item. Report door-to-door salespeople, political campaigners, or other trespassers on the property to Housing & Residential Life staff.

## VIOLENCE AND WEAPONS (V)

Individuals may not possess and/or use fireworks, firearms, other explosives, other weapons, or dangerous chemicals on campus. Weapons are as defined in the University's "Campus Violence and Weapons" policy.

## WIRELESS INTERNET AND TECHNOLOGY (W)

High speed wireless internet provided by the University is available campus wide. Wireless internet access is provided to residents at the Webster Groves campus, including the Webster Village Apartments, East & West Hall, and Maria Hall. Some locations still have wired data ports available, which residents may continue to use. You will need an Ethernet cable (RJ45) to connect your device. However, these ports should be used to connect end devices only, such as desktops and laptops. Unmanaged wireless routers are prohibited.

Students residing in West, East, and Maria Halls, and the Webster Village Apartments are prohibited from setting up their own wireless routers or other wireless access points. The possibility of conflict with personal wireless routers or access points and the Webster wireless network will expose the University to considerable security risk and network service disruptions. Discovery of unapproved installations of equipment that conflicts with Webster network services will result in termination of the network connection. The offending equipment must be immediately removed from connection to the Webster network. Disciplinary action will result and sanctions will be determined based on the severity of damage caused, and could include restriction from continued use of the Webster network.

Students are expected to review the University's information technology policies. Any student found violating any of the IT policies will be sent through the judicial process.

**The Housing & Residential Life Policies are subject to change.**  
If you have questions about any policies, please contact your Community Director, or the Housing & Residential Life Office.



**Office of Housing & Residential Life**  
240 Edgar Road, St. Louis, MO 63119

Phone: 314-246-HOME (4663)

Fax: 314-246-4664

Email: [housing@webster.edu](mailto:housing@webster.edu)

**The Webster University Student Code of Conduct and Student Handbook Policies will be periodically updated and can be found at:**

[www.webster.edu/student-handbook/index.php](http://www.webster.edu/student-handbook/index.php)

