

**UNIVERSITY HOUSING SERVICES
2011 - 2012 STUDENT HOUSING LICENSE AGREEMENT**

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The Policies and Regulations section is part of the University Housing Services (UHS) License Agreement, Part 2. Acceptance and agreement to abide by the regulations listed herein is acknowledged by signature(s) on the UHS License Agreement, Part 1, completed online and mailed in with payment.

All policies listed here are in effect for all UHS property. Residents who are believed to be in violation of one or more policies may be referred to an official of UHS, the University Police, and/or other administrator from the Division of Student Affairs.

As a resident of UHS, you are responsible for abiding by the Policies and Regulations. The policies have been designed to benefit individual students, as well as the entire residential community. All residents who, by virtue of their behavior toward themselves or other residents, show an inability to live in a group setting under the policies listed below, or refuse intervention by the Residence Life Staff and/or other university official(s) will be asked to leave the UHS Residences or commit to a behavioral contract which may involve the intervention of other sources as prescribed by the Director of University Housing Services (UHS) or a designee. Sanctions for violating any one or more Policies and/or Regulations may range from community service to eviction from UHS property.

VIOLATIONS OF LAW; AND/OR ANY FORMS OF ABUSE, ASSAULT OR HARASSMENT; WEAPONS VIOLATIONS; AND FIRE/EVACUATION SAFETY VIOLATIONS USUALLY RESULT IN EVICTION FROM UHS PROPERTY ON THE FIRST OFFENSE.

NOTE: For the purposes of this license agreement, a space that a student has contracted for, whether it be a residence hall room or a suite, will be referred to as the resident's or licensee's "unit."

I. BEHAVIOR AND WELFARE

A. Alcohol

1. Misuse of alcoholic beverages and/or inappropriate or illegal behavior will result in disciplinary action and/or arrest by the police.
2. All Licensees and their guests are subject to the following statement from the Alcohol Beverage Control Act: *"Every person who sells, furnishes, gives or causes to be sold, furnished, or given away, any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor"* (Business and Professions Code 2568A).
3. Possession of any alcohol (open or unopened) shall be interpreted as consumption of alcohol.
4. Consumption, possession, or storage of alcoholic beverages by any Licensee under the age of 21, or in any unit where a Licensee is under the age of 21, is prohibited.
5. If all Licensees of a unit are 21 years of age or older, the licensee(s) may choose to responsibly consume alcohol only in the privacy of their own unit with the door closed. Consumption of alcohol in the presence of others under the age of 21 is prohibited.
6. Possession of bulk alcoholic beverages – defined as amounts for licensee storage or use that is excessive for responsible personal use – are prohibited. "Personal use" allows for a licensee (at least 21 years of age) to have in possession one of the following: one 6-pack of beer, one bottle of wine, or 750 ml of hard liquor. Possession/use of any empty or full keg, party ball, or other mass drinking device (e.g., beer bong) is prohibited.
7. Possession or consumption of alcohol in a public place (including but not limited to outside balconies/patios/porches, basketball courts, grounds and or any other common areas) is prohibited.
8. Detectable intoxication by Licensees or their guests within the residences or grounds is prohibited.
9. Brewing alcohol is strictly prohibited for all residents, regardless of age.
10. Violation of other university policies and procedures while under the influence of alcohol is a violation.
11. Inability to exercise care for one's own safety and/or the safety of others due to intoxication is a violation.

B. Community Responsibility

1. Failure to show respect for community members and Residence Life Staff is not permitted. Community members are expected to comply with all reasonable requests for courtesy, including but not limited to issues regarding noise, common area space, trash disposal, etc.
2. Failure of residents and Licensees to prevent a violation, especially within their unit, of any stated regulation violates their responsibility as a student and member of this community.

C. Controlled Substances (Drugs) – ***Violations may result in eviction from UHS property on the first offense.***

1. Cal State University Dominguez Hills complies with the Drug-Free Workplace, and the Drug-Free Schools and Communities Act. Sale of, use of, being under the influence of, distribution of, storage of, and/or knowingly possessing illegal drugs, controlled substances, or narcotics, as those terms are largely used in the California Statutes, is prohibited. The misuse of any drug, including prescription or over-the-counter medications, is prohibited.
2. The use or possession of marijuana in any form for medicinal use is prohibited. The California Compassionate Use Act does not apply to administrative cases involving use and possession of marijuana that violate CSUDH Student Conduct Code or the Housing License Agreement.
3. Possession or use of drug paraphernalia is also prohibited. Drug paraphernalia includes, but is not limited to, "bongs," pipes, hookahs, and/or other devices that may be used to facilitate consumption of illegal drugs.
4. Violation(s) of other university policies while under the influence of controlled substances is a violation.
5. The inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances is a violation.

D. Dangerous Behavior – ***Violations may result in eviction from UHS property on the first offense.***

1. Any activity that can be interpreted as endangering or harming oneself, any community member, or guest is prohibited.

E. Disorderly Conduct

1. Lewd, indecent or obscene behaviors, whether through conduct or expression, which are not civil or respectful and which breach the peace within or around the residential facilities, other UHS property, or at any UHS-related function are not permitted.
 2. Acts that result in additional clean up in or around the residential facilities and/or interfere with others' normal use of the facilities are prohibited.
- F. Failure to Comply
1. Residents and their guests are required to comply with official requests or directives of university staff (verbal or written) while performing their duties. Failing to provide information to staff, interfering with staff while they are performing their duties, being uncooperative (e.g., failing to identify yourself, leave the complex during an evacuation drill, open your unit door at a staff member's request) or being verbally abusive to staff is a violation of UHS policy.
 2. Presenting information or documents (i.e., identification) which are fabricated, falsified, or misrepresentative to a university official is prohibited.
- G. Gambling
1. Gambling in any form is prohibited.
- H. Physical / Written / Verbal Abuse or Harassment – ***Violations may result in eviction from UHS property on the first offense.***
1. Cal State University Dominguez Hills supports a Zero Tolerance Policy on Campus Violence. Threats, racist/sexist/ethnic harassment, malicious pranks and abusive name calling by any member of the community or guest toward an individual or group that seriously threatens or alarms a person or group is prohibited. Causing physical or mental harm, intimidation, and/or the apprehension of physical or verbal harm to any person or self (including threats or attempts of suicide) will result in disciplinary action and/or arrest by the police, as appropriate. Harassment of any person and/or group, through any medium, including the Internet is not permissible.
- I. Sexual Assault – ***Violations may result in eviction from UHS property on the first offense.***
1. Sexual assault, sexual battery or rape of a community member or guest (any person) thereof is prohibited. NOTE: This behavior is defined as any sexual activity that is carried out WITHOUT THE EXPRESSED CONSENT of the parties involved.
- J. Sexual Harassment – ***Violations may result in eviction from UHS property on the first offense.***
1. Sexual harassment includes such behavior as unwanted sexual advances, unwanted request for sexual favors and other unwanted verbal or physical conduct of a sexual nature directed towards an employee, student, employment applicant or guest. It is the policy of the university and University Housing Services that the working and learning environments shall be free from sexual harassment of the students, employees, employment applicants and guests. All students and employees should be aware that the university shall take action to eliminate sexual harassment of any form. Students with complaints should contact their Resident Advisor or a member of the UHS professional staff team.
- K. University Policies
1. Licensee is required to abide by all university policies. All university policies can be found in the current Cal State University Dominguez Hills Catalog.
<http://www.csudh.edu/studentaffairs/studentrights/>
- II. RESIDENCE HALL STANDARDS
- A. Appliances – ***Violations may result in eviction from UHS property on the first offense.***
1. Toasters and other cooking devices with open heating elements are permissible in the kitchen areas only. Appliances must be directly supervised at all times while in use.
 2. Hot plates, grills with open/exposed heating elements and/or the fuel materials for such grills are prohibited.
 3. Personally owned refrigerators are allowed up to a maximum of 3.7 cubic feet. A waterproof pad must be placed between refrigerator and the surface on which it sits.
 4. Residents may be held responsible for any damages or charges caused by appliances brought into the residences, or improper and unsupervised use of any appliances.
 5. All policies under Decorations and Fire Safety apply.

- B. Bicycles/Skateboards/Skates/Motor Vehicles
1. Riding bicycles, skateboards, roller blades/skates, scooters or any coasting device are prohibited on property.
 2. Parking, locking or riding any motorized vehicle (with the exception of service vehicles such as wheelchairs) within the residences or at any location other than paved roads or paths specifically designated for such use is prohibited.
 3. Due to health and safety hazards, public safety officers may remove any motor-driven vehicle from a housing unit without notice to Licensee and/or owner.
- C. Communicable Diseases – *Violations of following protocol may result in eviction from UHS property on the first offense.*
1. Any Resident diagnosed with a communicable disease by Student Health Services or by his/her health care provider will be sent home during the infectious period, or isolated in an assigned room as directed by University Housing Services in consultation with the Student Health Services, and/or the resident's health care provider (as permitted by the resident). Non-campus housing and travel arrangements are made at the student's expense. Student Health Services and/or the Resident's health care provider will clear the Resident to return the UHS facility, dining services and classes (in consultation with the Resident's health care provider, as appropriate).
 2. Any Resident suspected of having a communicable disease could be quarantined in his/her room or another assigned room while waiting for a diagnosis. Any resident exposed to a communicable disease should make an appointment with a physician at Student Health Services, to discuss the possible exposure, symptoms and treatment (if any treatment is available). Examples of communicable and infectious diseases may include: chicken pox, hepatitis, measles and tuberculosis,
 3. In the instance of an outbreak, University Housing Services will follow university and local emergency protocols.
- D. Fire Safety/Evacuation – *Violations may result in eviction from UHS property on the first offense.*
1. All persons are required to evacuate the building any time an alarm sounds and follow evacuation instructions given by the UHS staff. During an evacuation, UHS staff may enter individual units to verify evacuation. No person is allowed to re-enter the building during an evacuation until approved by UHS staff or emergency personnel.
 2. Intentional misuse of, tampering with or obstruction of the fire safety system or fire fighting equipment (e.g., fire alarm, fire extinguisher, emergency "EXIT" signs, smoke detectors, fire sprinkler heads, etc.) is a misdemeanor violation.
 3. Possession, storage or use of ammunition, explosives (firecrackers fireworks, smoke bombs, etc.), flammables (gasoline, propane, butane, kerosene, etc.), candles or any item with an open flame in the housing facilities (including on balconies and patios) is strictly prohibited.
 4. Burning any material, including incense, is prohibited except when specific prior approval is obtained from the Complex Coordinator for the purpose of religious observances only.
- E. Gatherings
1. Gatherings are not allowed without the prior written approval of the Complex Coordinator is a violation. A gathering is defined as more than two guests per each resident of a particular apartment.
- F. Guest Conduct and Policy

The following definitions apply to residence hall policies, including host and escort guidelines:

- **Resident:** A Cal State University Dominguez Hills student who has a housing license agreement with University Housing Services and who is assigned to a specific room within an apartment.
- **Host:** A resident who is entertaining guests.
- **Guest:** Any individual (including another Cal State University Dominguez Hills student, resident, parent, relative, girlfriend/boyfriend, etc.) who is visiting a resident in his/her unit in the same or another residence.
- **Non-Approved Guests:** Guests who do not follow the policy outlined below for approved guests.

1. A resident may only have two guests at any given time.
 2. Residents must be with their guests at all times.
 3. Residents are responsible and accountable for the conduct of their guests while on UHS property, immediately adjacent areas, or at UHS-sponsored or supervised activities.
 4. Guests must not infringe on the rights of roommates or other residents.
 5. University Housing Services reserves the right to deny access to any guest whose behavior is deemed inappropriate.
 6. When any guest is under the age of 18, the Licensee assumes all liability and responsibility for the guest.
 7. Minors cannot be brought to the housing facility for the purpose of babysitting (for reasons of safety and liability).
 8. Overnight Guests: Licensees wishing to host an overnight guest(s) must obtain the approval from all other Licensees in the unit, present or not, and in advance of the overnight stay. Licensee may have a guest(s) stay overnight for up to two (2) nights per calendar month without charge. Licensees who have an overnight guest must register the guest with University Housing Services, Building A. Any licensee that violates this policy will be charged a prorated per night fee for the unauthorized overnight guest.
 9. Non-Approved Guests: Licensees will be charged a prorated per night fee for each night a "non-approved" guest is hosted, regardless of the length of stay. Licensees in violation of the guest policy are subject to UHS/University Conduct proceedings. "Non-approved" guests are subject to UHS/University Conduct proceedings and/or prosecution, as appropriate.
- G. Loitering
1. No residents or guests may sleep in public areas unless it is in conjunction with an official UHS sponsored event and approved in writing by the Complex Coordinator.
- H. Musical Instruments
1. No excessive sound from musical instruments (amplified or non-amplified) will be allowed in UHS facilities unless it is in conjunction with an official UHS sponsored event and approved in writing by the Complex Coordinator.
- I. Pets
1. Licensee shall not harbor, feed, or possess any animal in or around the residential property with the exception of a registered service animal.
 2. No "visiting" pets are allowed in student units or in the residential properties.
 3. Tropical fish are allowed (provided they aren't illegal to own). Fish tanks in excess of 10 gallons are not permitted.
 4. Cleaning and/or pest control resulting from fish or unauthorized pets will be charged to the resident.
- J. Quiet Hours:
1. All students must abide by quiet hour guidelines. "Quiet Hours" are 10:00 p.m. – 10:00 a.m., Sunday – Thursday and 12:00 a.m. – 10:00 a.m. on Friday and Saturday. During these times, all noise shall be held to a minimum. During all other times, reasonable respect of noise should be shown. During finals week, "Quiet Hours" are extended to 24 hours per day.
 2. At all times, the ability to occupy one's unit for the purpose of studying, sleeping or engaging in activities in an atmosphere of peace and quiet takes precedence over other activities. Engaging in unreasonably loud activities, which are defined as: (a) a level of noise which may be deemed an undue disturbance by another member of the community or, (b) creating noise – including, but not limited to, voice, musical instruments and stereos – which is audible outside of one's unit during quiet hours, either inside or outside the residential properties is prohibited.
- K. Sales and Solicitation
1. Advertising, sales, promotion, commercial transactions and/or solicitation by residents or off-campus persons is prohibited in all areas unless approved by University Housing Services.
- L. Security
1. All residences are locked 24 hours per day. Providing access to buildings, or suites within buildings, to those other than residents, staff, or attended guests by any means – including but not limited to failing to lock or secure doors, propping entrance doors, removing a window screen,

allowing a person entrance into a building and leaving them unattended in a public area – is prohibited.

- M. Smoking
1. In compliance with California State Code, Cal State University Dominguez Hills has adopted a campus-wide no smoking policy. University Housing Services does not permit smoking inside any part of the housing facility, including individual units and balconies/patios/porches or ledges. Cigarette butts must be properly disposed of outside all buildings. Smoking is only permitted 25 feet outside the facilities.
- N. Trespassing
1. Use of the University Housing Services Residences is limited to the Licensees, their escorted guests and other persons specifically authorized by UHS.
 2. The presence in any residential property of any nonresident or person who is not currently listed as a resident of that property and who is not authorized by UHS constitutes a trespass. Those trespassing on the premises of the residential property may be arrested. Trespassers may be asked to leave University property at any time.
- O. Vandalism/Theft:
1. Damages to or theft of university property, or to other property located on university property, willfully or negligently caused by a resident or guest is prohibited.
 2. Unauthorized removal, possession, use or misuse, defacing, tampering, damage or destruction of any property belonging to a community member or a guest thereof is prohibited.
 3. Restitution for clean-up repair or replacement related to violations will be made by the responsible resident(s).
- P. Weapons – Violations may result in eviction from UHS property on the first offense.
1. Possession, use or threatened use of any weapon deemed by the campus authorities to be deadly is prohibited. This includes, but is not limited to, firearms, switchblade knives, ammunition, dangerous chemicals, daggers, machetes, slingshots, water guns, stun guns, BB guns, paint ball guns and other weapon-like instruments (including air/water/gas propelled guns or any projectile devices) or weapons commonly known as black jacks, sand clubs, Billy clubs, and metal knuckles, etc. Metal pipes, bars, razors with unguarded edge, or any knife being used for a purpose other than food preparation are also considered weapons and are prohibited. Misuse of personal defensive devices (e.g., pepper spray, etc.) is prohibited.
- Q. Party Policy – UHS has a “No Party” Policy. Residents may host gatherings for their friends under the following conditions:
1. Hosting apartment residents (must be present) may have a maximum of two guests at any one time.
 2. Alcohol may not be provided or consumed if anyone in the apartment (both residents and guests) are under the legal drinking age of 21.
 3. Noise is kept to a level so as not to disturb residents in the surrounding community and/or is not in violation of Quiet Hours.

III. FACILITIES AND OPERATIONS

- A. Alteration of Premises
1. Alterations, changes, remodeling and/or renovations, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas, installing in-line water purification systems or installing a door or area lock without prior written consent of UHS is prohibited. All fixtures that are installed become part of the premises, and therefore property of UHS.
 2. Tampering with or removal of blinds, windows or window screens from any part of the building is prohibited.
 3. Licensee shall not configure his/her unit in any manner as to block emergency access to the unit’s window(s) or door(s).
 4. Licensee shall not install or place any equipment of any type on the grounds or on/in the buildings.
 5. Licensee shall not tamper with or plant any material on the grounds.
 6. Unauthorized removal, possession, use or misuse, defacing, tampering, damage or destruction of university-owned property, leased property, or equipment is prohibited.

- B. Building Exterior
1. Throwing, projecting, dropping, shaking, spilling, hanging, climbing up/in, or passing any object(s) from any UHS building exterior – which includes but is not limited to balconies/patios/porches, windows, roofs and ledges – is not permitted.
 2. Nothing is to be placed, stored, affixed or exhibited on the building exterior – which includes, but is not limited to, balconies/patios/porches, windows, roofs and ledges.
 3. Windows are to remain in their tracks. Removal, bending and/or propping of window screens is prohibited.
 4. Using one's balcony/patio/porch or window as a means of entry or exit is prohibited.
- C. Common/Public Areas
1. Common and public areas are for the use of the UHS residents and their guests only.
 2. Residents are not to use trash containers in common areas (e.g., laundry room, lobby, or restrooms) for their personal garbage. Leaving personal trash/garbage or recyclables in common or public areas is not permitted.
 3. Any malicious damage to the buildings, grounds or other University Housing Services facilities is prohibited. This includes but is not limited to all common area furnishings in the building A lounge, computer rooms, stairs, laundry rooms, doors, walkways, and all other university property.
 4. Use of bathrooms designated for the opposite gender is prohibited.
 5. Use of cameras and/or camera phones in any public bathroom is not allowed.
 6. Licensee shall notify the office of damages to the dwellings and/or grounds of the housing facilities or submit a Work Order Request for repair of damaged property.
- D. Decorations
1. Decorations that are flammable or fire hazards (including candles or incense – see Fire Safety) are prohibited.
 2. Licensee shall not bring or maintain any hazardous electrical decoration including, but not limited to, halogen torch lighting.
 3. Extension cords and multiple plugs/outlet adapters are prohibited.
 4. Only power strips with a minimum 1449 UL listed surge suppressor with sufficient joule capacity should be used for protection of computers and other electrical equipment.
 5. It is prohibited to cover more than 25% of a door or wall in both private and public spaces.
 6. It is prohibited to hang objects from the ceiling in both private and public spaces.
 7. "Live cut" trees (such as Christmas trees) or other combustible decorations are prohibited in the residential facilities.
 8. Any permissible holiday decorations in the residence halls must be made of fireproof materials and be UL (Underwriters Laboratory) List-approved for the intended use.
 9. All electrical decorations must remain within unit and not be mounted on doors, windows or their frames.
- E. Furnishings
1. Each unit is carpeted and furnished with the following items: desks, chairs, beds (frame and mattress), chests of drawers, trashcans and a smoke detector. Furniture may not be removed from the unit at any time.
 2. Waterbeds or water-filled furniture are not allowed in the UHS residences.
 3. UHS provided equipment: supplies and furnishings must not be dismantled or removed from their designated area. Charges may be assessed for misuse, removal or theft.
- F. Keys
1. Each Licensee is issued a key to his/her unit. All keys remain the property of the University.
 2. It is prohibited to duplicate, transfer, loan or sell any key or keycard to another individual for any reason.
 3. A non-refundable charge will be assessed for any replacement key(s) issued to the Licensee during occupancy and/or any keys(s) lost or not returned upon Licensee's checkout. In the event a key is lost, licensees will be charged \$70.00 for a front door key, \$30.00 for a bedroom key, and \$35.00 for a mailbox key.
- G. Improper Room Transfer
1. Moving into or changing units without the express direction of UHS designee or the Administrative Operations Coordinator is a violation.
 2. Residents who do not have roommates should be prepared to have a roommate move in at any time. Spreading out into the vacant space of a unit is considered an improper room transfer. A labor

charge may be assessed if it prevents the Facilities staff from cleaning the room or a new resident from moving in.

- H. Posting
 - 1. The distribution or posting of any materials not approved by University Housing Services is prohibited (see UHS for a copy of the posting policy.)
 - 2. Public display of "obscene matter" as defined in the California Penal Code, Section 311, is prohibited anywhere on campus, including the housing facility. UHS reserves the right to remove from public view any signs or objects deemed offensive to others or prejudicial to the overall goals of the university. This includes offensive or alcohol/drug related materials. "Public display" and "public view" includes the outside of room doors, windows facing out and hallway bulletin boards.

- I. Restricted Access
 - 1. Unauthorized presence on rooftops, ledges, trees, sides of buildings or areas marked for restricted access in any UHS building is prohibited.

- J. Room Care
 - 1. Reasonable care of the licensee's unit, its furnishings and cleanliness is the responsibility of every resident. Failure to abide by this may result in professional cleaning and/or pest control at the resident's expense.
 - 2. Trash and recyclables should be removed from the licensee's unit to the proper receptacles outside of the building in a timely manner. Residents are not to use trash containers in common areas (e.g., laundry room, building A lobby, community restrooms) for their personal garbage (See Common/Public Areas), or to leave their personal garbage or recyclables in the hallway or common/public areas. Trash bins are to be closed and secured to prevent problems with insects, pests and rodents.
 - 3. Upon check-in, Licensee shall check his/her unit for any damages and note damages on the Room Inventory form. This form must be returned to the front desk of your hall within seventy-two (72) hours after check-in.
 - 4. Licensee shall notify the office of damage to his/her unit or submit a Work Order Request for repair of damaged property. Any Licensee who submits a Work Order Request for repair of articles within his/her unit hereby gives authorized University Housing Services personnel access to his/her unit for said repair.
 - 5. Periodically UHS staff will perform Health and Safety Inspections. If you are a resident of the Residential Suites, periodic light cleaning will also be performed in your suite. Residents will be given notice in advance of these inspections, as they require entry into every student room. If any violations of the Student Housing License Agreement are found during such inspections, appropriate action will be taken.
 - 6. Each Licensee is responsible for his/her own unit. Licensees occupying a suite are responsible for their own unit, as well as all unit common areas; any charges incurred will be split appropriately. Common area or shared unit damage charges will be divided and assessed equally between all residents of a unit if the university cannot determine responsibility for damages or loss after appropriate investigation.
 - 7. All policies under Building Exterior – Balconies/Patios/Porches, Windows, Roofs, and Ledges apply.

- K. Storage
 - 1. There is no storage available outside of your unit. Any items left after the close of the academic year will be inventoried and/or disposed of by the University three days after checkout. Inventory and disposal fees will be charged to the Licensee accordingly.

- L. Use of Housing Facility
 - 1. Licensees shall use their units for living purposes only. Licensees shall not use their unit or the housing facility for any commercial purposes or for-profit business.