Life in the residence hall is considered an important part of this total experience. Our residence hall policies and regulations will assist you in attaining maximum benefit from the workshop and ensure the rights of each residence. Many of you find yourselves in a unique position. You are away from home and parents, perhaps for the first time, and you are being presented with a great deal of responsibility in a situation that could have a major impact on your academic and career future. Our workshop Residence Assistants (RAs) should not be considered as substitute parents but as advisors willing to help you gain as much as possible from the workshop – both educationally and socially.

Remember two fundamental issues: first, you are a guest of the university. This is a state facility that has a layer of regulation for behavior above many private situations and which entails a public record. Take your first experience here as one which may enable or disable future status. Second, if you are below 18 you are considered, by law, a minor for most purposes. This places a custodial burden on the program for which you need to be sensitive.

**UNIVERSITY REGULATIONS**

_The following regulations are established under the authority granted by Title 5 of the California Administrative Code, section 41301. Any student found in violation of these regulations, residence hall facility use regulations, or any other regulations as posted on the official residence hall bulletin board, or the official University bulletin board located on the first floor lobby of the Administration Building, is subject to expulsion from the workshop._

**ALCOHOL/DRUGS** – The consumption, possession, or use of alcoholic beverages anywhere on campus is prohibited. Containers, which originally contained an alcoholic beverage and illuminated beverage signs, are not permitted in the residence hall. The use, sale, and possession of illegal drugs and drug paraphernalia are prohibited.

**MAINTENANCE OF PREMISES** – Each student is expected to give reasonable care to his/her room and furnishings. If damages are made or losses occur, the occupant shall pay the University the reasonable cost incurred in returning the room to a condition of good order and repair. Payment for damage or loss of common area furnishings, unless specifically assigned to individuals, may be assigned to all members of the hall who have access to the common area. The student is not allowed to make alterations to the room or building. This includes paint, nails, screws, stickers, and permanent markings. Drapes or venetian blinds, windows, window screens, and window boxes must be kept in place at all times.

**DORM KEYS** – Students are issued only keys to their assigned hall/room. Each student is responsible for his/her own key and under no circumstances is it to be duplicated or loaned. There is a $25 charge for lost room keys plus a $50 charge for changing the lock. These charges are assessed whenever a student loses a key and/or when a student moves out of a room and is unable to return the key issued.

**FIRE SAFETY** – Unauthorized use of any fire equipment is a violation of a University regulation and state law and could endanger the safety of residents. Fire safety doors must be kept closed at all times. The State Fire Marshall’s code prohibits open flames and dangerous chemicals in or around the hall. This includes burning candles, sterno devices and incense.

**SECURITY** – Security of the residence hall is ESSENTIAL. Residents must assist in keeping outside doors locked and fire safety equipment operational. Keep all valuables locked in your room. The Architecture Summer Career Workshop, Office of Conference Services, Housing Services department, and California Polytechnic State University assume no responsibility for lost, stolen or damaged property.

**EXPLOSIVES & WEAPONS** – Possession or use of explosives, fireworks, ammunition, dangerous chemicals (gasoline, solvents, acids, etc.) or deadly weapons is not permitted. The term deadly weapon includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy club, sand club, sandbag, metal knuckles, and dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.

**SIGNS & DISPLAYS** – Students shall not possess or display in the residence hall, signs or similar articles which are not the property of the student and which are in the student’s possession without the permission of the owner. Public property signs are not permitted at any time.

**ANIMALS** – The student shall not keep or bring any animal in or around the residence hall.

**SAFETY & MAINTENANCE CHECKS** – The University is obligated to maintain a certain level of safety, sanitation, and general building maintenance. This responsibility requires periodic checks of individual room and public areas. At all times, the University will protect individual privacy by providing adequate notice prior to any required health, safety, and maintenance checks. Maintenance checks by residence hall staff will be conducted with posted notification a week in advance.

**GUESTS** – No overnight guests can be accommodated in the residence hall without prior written approval of the Architecture Summer Career Workshop Director. A fee will charged for guests based on the University standard rates for dormitory occupancy.

**ARCHITECTURE SUMMER CAREER WORKSHOP POLICIES**

**ROOM ASSIGNMENTS** – Room assignments have been established. No requests for changes can be made during the first week. If a change is desired after that time, the roommate who request the change is the one who moves.

**ATTENDANCE** – Students are required to attend all classes and activities arranged by the staff. If a student wishes to leave the campus for a weekend activity, written or personal contact must be made by the student’s parents (or legal guardian) with one of the Residence Hall Assistants, or with the Workshop Director. During non-class, weekend, and week hours, residents are required to use the sign-in/sign-out sheets posted in your residence hall. This is not intended to police activities but to keep us informed of where residents are and contact needs to be made. Students may not leave campus unsupervised by a Residence Assistant.

**HOURS** – All students are required to be in the Residence Hall between the hours of 11:00 p.m. and 6:00 a.m. unless they are signed out to the design laboratory. QUIET HOURS will be observed from 11:00 p.m. to 6:00 a.m. during which time noise from one room or lobby should not be heard in another room or anywhere else within the residence halls.

**DISCIPLINARY PROCEDURES** – Complaints concerning the violation of any Residence Hall Policy or University Regulations may be filed by any member of the University community or with the Workshop Director. The Workshop Director and the Summer Architecture Career Workshop staff will handle each complaint. Violations could result in expulsion from the workshop and/or replacement costs for damages.

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**PLEASE SIGN AND RETURN THIS REGULATIONS AND POLICIES SHEET TO:**

Architecture Summer Career Workshop -Conference Services / Cal Poly State University San Luis Obispo, CA 93407.

We recommend that you make a copy of this document for your own records.

I have thoroughly read and understand the above 2002 Summer Architecture Career Regulations and Policies, and agree to abide by them.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Parent/Legal Guardian Signature (as witness)</th>
<th>Date</th>
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