

Policies & Procedures Living On-Campus North Village

North Village Policies

Abandoned Mail and Packages

University Housing Services logs all mail and packages for residential students. Once logged, mail and packages will be considered “overdue” after 14 days and will be considered “abandoned mail and packages” after 30 days. After 30 days, staff will Return to Sender (RTS) letter mail and/or packages (USPS only). If the mail or package cannot be returned to sender (i.e. Amazon, FedEx, UPS), then staff will dispose of abandoned items pursuant to California Civil Code. University Housing Services staff members are not responsible for abandoned items. (see “Abandoned Mail and Packages”).

This policy applies to Mail and Packages logged in for residential or former residential students (see “Mail and Packages”).

Abandoned Property

University Housing Services (UHS) identifies Abandoned Property as any item left remaining in the residential areas when a licensee is no longer licensed to occupy that living space (room, suite, apartment), including items left at any time in community spaces such as the pool, games room, lounges, fitness room, etc.). Abandoned property found in the student living space or noticeably labeled the property of a licensee, will be inventoried, packed and stored by University Housing Services staff. After receiving official notification of abandoned property, students will have up to 30 days to claim their belongings. After 30 days, staff will dispose of abandoned items pursuant to the California Civil Code. University Housing Services staff members are not responsible for abandoned

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items. If the relocation and/or storage of a student's belongings results in packing, handling, and storage fees, the resident may be charged a fee based on current labor rates and storage location expenses.

Access Credentials

Upon checking into the residence halls, students are assigned and issued access credentials specific to their residence hall to access their building, suite, apartment, or room. The access credentials can be a key, card, or proximity electronic key. These credentials remain the property of the University. The credentials may not be duplicated, modified, or loaned to another person. For security purposes, residential education staff must be notified immediately about lost or stolen credentials. Unauthorized use or possession of credentials is prohibited. Residents failing to return credentials during checkout will be charged for their replacement, including a core change if applicable. Residents should possess their own credentials and Student ID at all times.

Alarmed Doors

All alarmed doors, except the main entrance to each residence hall, are alarmed from 8:00 pm through 7:00 am. Emergency exits will remain alarmed 24/7.

Alcohol Policies

Students or guests under 21 are prohibited from transporting, possessing, distributing, manufacturing, or consuming alcohol in the residence halls.

Students 21 years of age and over can consume alcohol in their room/suite with the door closed.

The following rules apply to the possession and consumption of alcoholic beverages:

- A student over 21 is prohibited from hosting and serving alcohol to a person under 21 years of age. It is a violation of state law to provide alcoholic beverages to anyone under the age of 21.
- Alcohol cannot be consumed as part of a large group or party where the primary purpose appears to be drinking alcohol.
- Transport of alcoholic beverages by persons over 21 to and from their room is permitted

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containers, remain sealed by the manufacturer, and be transported in an opaque container such as a paper bag.

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- Kegs, pony kegs, multiple cases of alcohol, and other bulk quantities of alcoholic beverages that are excessive under the circumstances for personal use are prohibited.
- Drinking games or simulated drinking games are prohibited. This includes beer pong, water pong (or another beverage), flip cups, quarters, and other variants. Items used for drinking games or other activities that encourage the excessive or rapid consumption of alcohol are not allowed (beer pong tables, beer bong, funnels, etc.)
- The manufacture of any alcoholic beverages or products (i.e., Jell-O Shots) by any method is prohibited.
- The sale of alcoholic beverages in the residence halls is prohibited.
- Public intoxication is prohibited.
- Inability to care for oneself while under the influence is a violation of the alcohol policy.
- Possession/use of alcohol in any public area in or around the residence halls or any public area of the University is prohibited.
- Alcohol (opened or unopened) found in connection with residence hall policy violations will be disposed of.
- Collection or display of alcohol containers is not permitted in student rooms, suites, or apartments.
- Any damage occurring as a result of alcohol use (including that due to vomit) will be the responsibility of the resident.
- At the time of the incident, the individual(s) responsible are expected to clean up any mess they have created. If the responsible individuals are incapacitated or otherwise unable to do so, the cost of custodial cleanup will be billed to the responsible individuals; if those responsible are not affiliated with Sacramento State, resident hosts and residents involved will be held accountable for the behavior and any charges associated with damage and/or cleaning.

Amplified Sound

To ensure a respectful and studious living environment, amplified sound is not permitted outdoors or in any way that projects outside of the residence halls.

- No speakers, stereos, musical instruments, or subwoofers may be directed out windows, doors, or used in outdoor spaces (patios, courtyards, etc.)
- Heavy bass, loud music, or disruptive sound, even during the day, is prohibited as it interferes with other's ability to study, work, sleep, or relax.

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▪ The use of amplified sound for a sanctioned event or gathering in outdoor or common spaces must be approved in advance by University Housing Services.

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Violations may result in the temporary confiscation of equipment or conduct referrals.

Any outside sound interfering with others' right to study or sleep is prohibited. Outside music/noise must be kept to levels that do not interfere with these rights. Directing or playing stereo speakers outside a residence hall window is prohibited. Heavy bass from subwoofers is disruptive to the community and, therefore, is prohibited.

Bicycles & Scooters

Bicycles & Scooters may not be operated in the residence halls or indoor common areas. Bicycles & Scooters may not be chained to trees, railings, and light poles, stored or placed in common areas, stairwells, hallways, or anywhere that would hamper the exit of residents during an emergency. University Housing staff will remove any Bicycles & Scooters found in the aforementioned areas, including removing any locking devices, at the owner's expense.

University Housing Services will consider Bicycles & Scooters left in the housing area abandoned after 30 days past the end of the spring semester. Bicycles & Scooters will be inventoried by a University Housing Services staff member, any chain or locking mechanism will be removed, and residents will have up to 30 days to claim their bicycles/scooters. (See "Abandoned Property")

Business Enterprises

Residents may not conduct organized business from their rooms or within the Residential Complex for remunerative purposes.

Cameras (University Installed)

Cameras with recording devices are located throughout the residential community, within residence hall buildings, outdoor commons spaces, and the dining facilities. Tampering with, removing, or misusing any part of the university camera system is prohibited.

Candles and Incense

Candles, wick lamps, incense, or any decorations with potential open flames (whether lit or unlit) are prohibited in residence hall rooms and common areas. Candle warmers, oil burners, etc., are prohibited in the residence halls.

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Chalking

Chalking is prohibited on the housing complex grounds and all building surfaces. See your Residence Hall Coordinator if you have questions.

Cleanliness for Living Units and Common Areas

All residents are responsible for the cleanliness of their living units.

- Upon inspection of a room, suite, or common area space, if University Housing Services cannot determine responsibility for damages or loss after appropriate investigation, all living unit residents will split any charges incurred equally.
- All areas of the living unit must be cleaned regularly to maintain sanitary conditions, all food items must be stored appropriately, and appliances must be kept in clean and safe working conditions.
- Collections of bags or other trash/recycling should not be left in any student room or common area in suites and apartments, as this poses a health concern. All residential communities provide appropriate receptacles and procedures for trash, recycling, compost, and e-waste disposal.
- Residents are prohibited from placing trash, compost, e-waste, or recyclables outside their apartment/suite/room, in a hallway, courtyard, bathrooms, lounges, or any area other than the trash and recycling dumpsters.
- To prevent serious clogs, residents are prohibited from washing dishes in any bathroom sink or putting food or other items down the drains, including water fountain drains.
- Failure to maintain the cleanliness of the living unit may result in a cleaning fee being assessed. In the case of an insect or rodent presence or infestation due to resident neglect, resident(s) may be charged for pest control services (see “Pest Management and Resident Responsibility” and “Health and Safety Inspections” policies).
- **Communal (Community) and Non-Communal (Private/Semi-Private) Restrooms & Lounges**
 - Communal (Community) Restrooms & Lounges: Community-style restrooms and lounges are cleaned by University Housing Services custodial staff once per day. Though cleaned by UHS, residents and visitors using community restrooms and lounges shall bear the responsibility of proper care and should report any issues or concerns to UHS staff.

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American River Courtyard residents are assigned to suite or apartment-style units where residents would share access to a kitchen, living room, and bathrooms in the living unit. All shared spaces, such as those listed above but not limited to, are the responsibility of the residents assigned to the living unit. Residents shall collectively be responsible for providing their own cleaning supplies and toilet necessities, establishing an agreed-upon cleaning schedule, and ensuring the proper care and cleanliness of all shared spaces in the living unit.

Desmond Hall: Though most of the Desmond Hall provides community restrooms, our Deluxe Doubles have access to a non-communal restroom. These non-communal restrooms are only accessible to residents assigned to specific units. Therefore, residents assigned to living units with access to non-communal restrooms shall collectively be responsible for providing their own cleaning supplies and toilet necessities, establishing an agreed-upon cleaning schedule, and ensuring the proper care and cleanliness of all shared spaces in the living unit.

Common Areas

Common areas, such as lounges, patios, recreational areas, fitness rooms, laundry rooms, etc., may be used for their intended purpose only. UHS prohibits the misuse of common area spaces for acts such as but not limited to sleeping (residents and guests), storing personal items, dumping items, or creating a personal living area. Personal belongings shall not be stored in common areas, including the community kitchens, laundry rooms, bathrooms, hallways, and alcoves. The University Housing Services housing staff must remove any items found unattended.

Residents are expected to maintain decorum and respect for others in the community. Inappropriate and disrespectful behavior may result in a conduct sanction. Noise levels should be kept to a minimum, especially during quiet hours designated by University Housing Services.

Computer Labs

Computer labs are provided in each residence hall and are intended for the sole use of students who reside in the housing complex. Removal of lab furniture, disconnecting, tampering with, or misusing the computer lab or equipment is prohibited.

Construction and Renovation Notifications

University Housing Services is committed to keeping residents informed of construction and renovation activity that may impact the living environment. While construction is typically scheduled during weekday daytime hours, work schedules may be extended to include early mornings, evenings, and weekends in order to meet project timelines.



This includes the ongoing Mt. Whitney Hall construction, which is expected to operate on an expanded schedule beginning Fall 2025.

Residents may experience intermittent: Noise, vibration, dust, odors, and temporary rerouting of walkways or access.

University Housing Services will provide advance notice, when possible, but timelines and impacts may shift based on project demands. These disruptions are considered part of the on-campus living experience and do not warrant a release from the License Agreement or adjustment to housing fees. Please refer to your University Housing Agreement, Section I.F., for terms related to construction, renovation, and facility upgrades.

Cruelty to Animals

Under California Penal Code §§ 286.5; 596 - 600.5, cruelty to animals is an offense punishable by imprisonment, a fine, or both. If witnessed, cruelty directed toward animals should be immediately reported to a University Housing Services staff member or University Police Department at 278-6000.

Damages

The University is not responsible for personal property lost, stolen, or damaged in the housing complex. Any damage to rooms or personal property caused by a resident or their guest(s) is the resident's responsibility. This includes damage made by room modifications. If the damage cannot be directed to a specific resident, the damage expenses will be prorated among the residents of the room or suite/apartment. As per the License Agreement, University Housing Services requires that residents purchase renters' insurance to protect personal items. Residents are responsible for providing proof of renter's insurance if they select not to purchase the insurance plan offered when completing the online housing application and agreement.

Dart Boards

Hard-tip darts and dart boards are not allowed in residence halls because they can cause bodily harm and damage to rooms.

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Decorations Policy
Residents must always adhere to the following decorating guidelines for both their rooms, common

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areas, doors, and windows:

- Utilizing 3M command adhesive brand products or similar products is prohibited when hanging any items (though such products advertise that they are removable, there is a risk that the products may cause damage to the walls/paint.
- Do not add attachments or adorn items to residence hall light fixtures, ceiling, doors, or windows, including paint, tissue paper, crepe paper, tinfoil, string lights, curtains, fabric, or any other material.
- Do not suspend, attach, or drape any materials from the ceiling, walls, furniture, or threshold of windows, whether flammable or nonflammable.
- Do not hinder the use of, or restrict access to, windows, hallways, doorways, stairs, corridors, or fire-related equipment when placing any form of decorations.
- Do not draw, paint, write, apply adhesive materials or otherwise mark on any interior or exterior, walls, door, window, furniture, or appliances.
- Do not hang decorations outside the suite, on the exterior or interior of room/suite doors and windows. Only University Housing Services staff may hang or adhere door decorations or signage (i.e., name tags/door tags, official notifications) on residents' doors.
- "Gift wrapping" doors (suite and room doors) are strictly prohibited.

Decorations - Seasonal, Holiday, Cultural, and Religious

Christmas Trees. Only ARTIFICIAL holiday trees are approved for residence hall use. The use of electric decorative holiday lights is restricted to "miniature Italian lights" that are either "U.L." (Underwriter's Laboratory) or "F.M." (Factual Mutual) approved.

Candles: Kwanzaa, Hanukkah, Christmas, etc. Candles are prohibited in residence halls due to fire hazards (see "Candles/Incense"). Residents may observe the traditions associated with these celebrations by using electric candles as part of an appropriate holiday observance.

Other Holidays, cultural and/or religious ceremonies. Residents are encouraged to observe holidays that are meaningful to them, provided the associated practices or ceremonies do not violate established policies or create a safety concern for other residents and property.

Discrimination, Harassment, and Retaliation

University Housing Services (UHS) recognizes the harmful impact discrimination, harassment, or retaliation described in Executive Order 1097 has on an individual or the residential community.

More information is available in the Office of Human Resources (<https://www.csus.edu/people-climate/human-resources/index.html>). Once notified of an alleged policy violation, UHS will



immediately refer the incident to the Office of Equal Opportunity for further investigation. Interim measures may be handed down, including removal from housing while the incident is being investigated. Executive Order 1097 defines Discrimination, Harassment, and Retaliation as the following:

- Discrimination means Adverse Action taken against a Student by the CSU, a CSU employee, or another Student because of a Protected Status. Adverse Action means an action that has a substantial and material adverse effect on the Complainant's ability to participate in a university program or activity free from Discrimination, Harassment, or Retaliation. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset a Complainant does not constitute an Adverse Action.
- Harassment means unwelcome conduct, based on the Complainant's Protected Status, that is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant and is considered by the Complainant, as limiting her/his ability to participate in or benefit from the services, activities or opportunities offered by the University.

Retaliation means Adverse Action taken against a student because the student has or is believed to have:

- Exercised rights under this Executive Order;
- Reported or opposed conduct that was reasonable and in good faith believed to violate this Executive Order;
- Assisted or participated in a policy-related investigation/proceeding regardless of whether the Complaint was substantiated or,
- Assisted someone in reporting or opposing a violation of this Executive Order or reporting or opposing Retaliation under this Executive Order.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Violating Executive Order 1097 can have implications for enrollment at the University and for violating the terms of the University Housing Services license agreement.

Dishonesty

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Furnishing false information to a university official, faculty member, or campus office is against

UHS policy. Forgery, alteration, or misuse of a university document, key, or identification

instrument. Misrepresenting oneself to an authorized representative/agent of the University or one



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of its auxiliaries is prohibited.

Disruption and Disorderly Conduct

Any act that interferes with, disrupts, or obstructs University Housing Services operations, activities, residents, or guests is prohibited. This includes but is not limited to, any action that concerns the health and safety of another person or the university-owned or affiliated student housing properties. Spaces within student housing facilities should only be utilized for intended purposes unless otherwise approved by the UHS professional staff. This includes but is not limited to lounges, recreational rooms or exterior recreational spaces, laundry rooms, computer labs, etc.

Drugs and Drug Paraphernalia

Drugs, narcotics, controlled substances, and/or drug paraphernalia are prohibited in the residence halls and University-affiliated housing. Nor is it permitted on university property or at university-sponsored events. Except as lawfully prescribed, drugs are prohibited. Medical marijuana cards are not recognized in the residence halls or the housing complex. The following are prohibited in the residence halls, on university property, and at university sponsored events:

- Use, possession, and/or distribution of drugs, narcotics, or controlled substances;
- Being under the influence of a controlled substance;
- Use of marijuana in any form;
- Prohibition of Drug paraphernalia includes the possession, distribution, selling, storing, trading, and/or displaying for decorative purposes;
 - Drug paraphernalia includes any item fashioned to facilitate drug use (pipes, bongs, etc.)
- Possession or use of items that conceal or disguise drug use.

Furthermore, University Housing Services staff may investigate a possible drug policy violation based on reasonable evidence. Evidence of drug use can include, but is not limited to, smell, smoke, seeds, residue, presence of odor, fans, towels near or under doors, open windows, attempts to mask scents, residue, bongs, pipes, clips, plant cultivation, etc. Depending on the severity, sanctions for all drug violations may include Parental/Guardian Notification, Educational, Housing Probation, Housing removal, and referrals to University Student Conduct.

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Electrical or Battery-Operated Appliances

Any electrical or battery-operated appliance with an exposed heating element or that gives off intense heat is prohibited. The appliance policy and guidelines consider fire safety when determining whether an appliance is acceptable for use in the residential community. If residents have questions regarding whether an appliance is permissible in the residential community, they should ask their residence hall staff.

Before using an acceptable appliance, please thoroughly review the policy, as many items, though permitted in the residence halls, have restrictions on where appliances must be located when in use.

The following specific restrictions to appliance use in the residence halls apply:

- Appliances with an open heating coil(s), heating element(s), or heated open-plate surfaces are prohibited in the residence halls. This includes but is not limited to, hot plates, indoor grills or griddle plates not fully enclosed, hot oil fryers, personal space heaters, sun lamps, candle warmers, devices that melt or warm wax, and all other appliances and devices with open heating coils and/or plated heating surfaces.
- Kitchen only use: Acceptable appliances for use in a kitchen or kitchenette are limited to “George Foreman” style electric grills, fully enclosed air fryers, toasters, toaster ovens/crock pots with automatic shut-off features, rice cookers, and air poppers.
- Student Bedrooms: Acceptable appliances for use in a bedroom are limited to fully enclosed coffee makers (e.g., Keurig, Nespresso, etc.), electric kettles with lids, and blenders.
- Refrigerators are permitted (one per room), provided they do not exceed 4.5 cubic feet or draw more than 1.5 running amps.
- Microwaves are permitted under 700 watts (only one per room).
- Non-cooking appliances: Halogen lamps are prohibited in residence halls. Only compact fluorescent bulbs may be used in residence hall lighting fixtures. Black lights are also prohibited.
- All electrical appliances and devices must be UL-approved.
- Residents are prohibited from storing or leaving appliances in community kitchens within the residence halls.

Elevator Safety

Elevators are intended to offer a safe way to move between floors. There are rules intended to ensure your safety and the safety of others when using elevators and reduce service disruptions. Elevator incidents in which residents and/or their guests are responsible for the damage, emergency



maintenance, or vandalism of an elevator will be subject to the student conduct process and damage cost.

Residents and visitors must adhere to the following guidelines:

- Stairs must be used during a fire alarm/fire or building evacuation, as the elevator shafts are sealed.
- Do not participate in and/or encourage others from unsafe behavior in and around elevators.
- Do not interfere with closing doors. Wait for the next elevator.
- Never attempt to pry open elevator doors.
- Never jump up and down inside the elevator cabin nor when exiting or entering an elevator.

Entry Access

Students and visitors must use appropriate doors and gates to enter and exit the buildings and recreational spaces, within the housing area. Climbing in or out of windows and balconies is prohibited.

Evacuations

All residents and visitors must evacuate the building immediately whenever an alarm sounds. It is a resident's responsibility to familiarize themselves with evacuation routes and protocols. Emergency procedure protocols are posted in each resident's room. Students requiring assistance to evacuate during an emergency shall meet with their Residence Hall Coordinator to discuss protocol accommodations in the event of an evacuation. By law, the University must hold periodic evacuation drills within the on-campus residential community. Evacuation drills will be held twice a semester in the residence halls. Residents who do not evacuate the building or have a delayed exit during an alarm will be subject to disciplinary action, whether or not the evacuation is a drill.

Exterior Doors

As per University policy, the exterior doors to residence halls must always be securely closed. Under no circumstances should exterior doors be propped open; doing so poses a significant threat to the safety and security of the community. Residents should only admit persons into their building if they know that the person is a resident of that building or a university staff member.

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Fabrication Equipment

To ensure the safety, well-being, and comfort of all residence, University Housing Services prohibits the possession and use of certain fabrication tools and industrial-grade equipment in all residential facilities. These devices present fire, electrical, noise, and chemical hazards that are incompatible with the residential environment as they may emit heat, fumes, or noise that pose risks to personal safety and facility infrastructure. Additionally, they often require ventilation, fire-safe environments, or electrical loads beyond the residential facilities capacity.

Unauthorized possession or operation of prohibited items may result in their immediate confiscation, conduct referral, or housing-related sanctions, including possible removal from the residence halls.

Prohibited Items Include (but are not limited to):

- 3D Printers (FDM, resin, SLA, etc.)
- CNC Routers or Milling Machines
- Vinyl Cutters or Plotters
- Laser Cutters or Engravers
- High-powered soldering stations
- Other fabrication or prototyping machinery

Alternative Resource:

Students interested in 3D printing, vinyl cutting, laser engraving, or other maker activities are encouraged to use the Stinger Studio Makerspace, located in the University Library. This supervised space offers safe access to creative tools, project support, and a collaborative environment. Please visit the [Stinger Studio Makerspace \(https://library.csus.edu/stingerstudio\)](https://library.csus.edu/stingerstudio) website for hours, equipment, and project guidelines.

Failure to Comply

Failing to comply with a reasonable request by a university official, including University Housing Services Staff, violates University policy. This policy violation also includes failure to comply with the sanctions imposed under a student conduct proceeding.

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Filming, Photography, and Recordings

To ensure a safe, respectful, and private living environment, University Housing Services enforces strict guidelines regarding all forms of filming, photography, and audio recording within the residential facilities, including all residence halls, the Dining Commons, outdoor recreational spaces (pool and courts), and outdoor seating spaces within North Village.

Prohibited Activities

Residents and guests may not film, photograph, or record video or audio within residence halls and outdoor recreational and lounge spaces, including but not limited to hallways, lounges, bathrooms, lobbies, elevators, stairwells, and shared living spaces, without prior written permission.

In accordance with Section II.B.7 of the University Housing Services License Agreement, residents may not use the residential facilities (inclusive of the Dining Commons), their bed space or residential unit to conduct business activities, including content creation intended for monetization or commercial use.

This includes, but is not limited to:

- Live streaming on platforms such as Twitch, YouTube, Instagram Live, TikTok Live, etc.
- Filming or producing monetized videos or podcasts within the residence halls.
- Using the unit as a backdrop for business promotions, sponsorships, or endorsements
- Using the unit to host recording sessions
- Recording, mixing, or producing music using professional-grade equipment
- Listing the residential address as a business or brand location.

Residents who wish to pursue creative or digital media projects are encouraged to seek digital studio spaces or music recording facilities within the Sacramento community.

Personal Devices

The use of mobile phones, cameras, tablets, or streaming equipment used for filming (e.g., TikTok, Instagram, Snapchat, YouTube, Twitch, etc.) is not permitted if others may be seen or heard in the recording unless explicit consent is obtained.

Privacy Considerations

Recording devices may not be hidden or used to monitor others (residents, guests, or staff). This includes the use of webcams, surveillance apps, or similar technologies.

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Approval Process



Residents wishing to film for a class project must submit a North Village Filming & Photography Request Form at least 5 business days in advance and receive written approval from the Associate Director of Residential Education. Other requests for filming, photography, visual/audio recording can also be submitted noting that recording, filming or photography that is directly related to a business, personal earnings and promotion will not be approved.

Violations

Residents found in violation of this policy may result in conduct sanctions, removal from housing and/or referral to the Office of Student Conduct and Academic Integrity.

Fire Alarm and Emergency Systems and Equipment

Residents are strictly prohibited from tampering with any equipment related to emergency systems and the fire alarm system (pull stations, extinguishers, hoses, smoke detectors, sprinklers, emergency exit door alarms, and exit signs). Tampering with, removing, covering, or misusing fire extinguishers, fire alarms, smoke detectors (including the removal of batteries), emergency evacuation instructions, or unauthorized use of any fire equipment or door is a violation of Penal Code 148.4, University, and Housing regulations.

Sprinklers associated with residence hall fire safety systems may not be tampered with, including hanging decorations or other objects from them. In the case that a sprinkler is set off accidentally or intentionally, the individual(s) involved will be responsible for all costs associated with cleanup and damage and will be subject to disciplinary action.

Penal Code 148.4 makes it a misdemeanor to trigger a false fire alarm, contribute to or initiate a false report of a fire, or tamper with/destroy fire equipment. Residents found violating this regulation will be subject to disciplinary action and may be issued a "Notice to Appear" citation by the University Police Department. A "Notice to Appear" citation may result in a required court appearance, resulting in a fine or up to one year in jail.

Firearms, Explosives, and Weapons

At no time are firearms, explosives, or other dangerous weapons permitted on the California State University, Sacramento campus, including such weaponry stored in a vehicle on University property.

Prohibited weapons include but are not limited to firearms (pistols and rifles), BB guns, pellet/pump guns, paint pellet weapons, slingshots, tear gas, Tasers (or other electroshock weapons), stun guns, any type of pepper spray, martial arts devices, knives (foldable blades 3 inches or less in length and standard kitchen knives are allowed), swords and explosives. Such weapons are



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subject to confiscation and will be confiscated by the University Police Department or University Housing Services professional staff. It is also prohibited to utilize other items, implements, or instruments not categorized as weapons for violent purposes or in an aggressive manner. Please note that the improper discharge of a chemical agent, including but not limited to pepper spray, mace, fire extinguisher, or other aerosols, is prohibited. Any acts of this kind should be reported.

Fireworks

Fireworks are prohibited in the residence halls or residential complexes. Possessing, storing, or discharging firecrackers, rockets, cherry bombs, or any other incendiary device in or around the residence hall complex is prohibited. Any resident using or possessing fireworks is subject to the University conduct process and potential revocation of his or her License Agreement.

Fitness Center/Cardio Room

The University Housing Services Fitness Center and Cardio Room, located in Riverview Hall, is for current North Village residents only and is open from (Insert Hours), unless otherwise posted. All North Village residents are required to complete a Fitness Center/Cardio Room waiver during the completion of their license agreement.

Use Guidelines:

- Residents only, no guests permitted.
- Proper workout attire and closed-toe shoes required.
- Use equipment safely and as intended.
- Wipe down equipment after use.
- No food, glass containers, or disruptive behavior.

Safety & Accountability:

- Use is at your own risk.
- Report injuries or unsafe conditions to Housing staff.
- Residents may be held responsible for damage due to misuse.
- Violations may result in loss of access or disciplinary action.

University Housing Services reserve the right to close or restrict access to the Fitness Center and/or

Cardio room at anytime for safety maintenance or misuse

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Flammable Materials

Residents are prohibited from possessing, storing, and using highly flammable materials such as hookah coals, chemicals, automobile fluids, gasoline, camping stove fuel, and starter fluids. In addition, residents must keep their rooms clear of clutter that poses a fire danger, such as large quantities of paper, rags, or trash.

Furniture Policy & Guidelines

The University is entitled to define the utilization, arrangement, and possession of bedroom furniture in a residence hall room and the use and location of all furniture within the residential community (i.e., indoor and outdoor common areas). All resident rooms and common areas (inside and outside) within the North Village Housing Complex are furnished. All university furnishings must always remain assembled and in their designated locations.

University furniture and fixtures cannot be moved, removed, or tampered with; all must remain in the student's room. Residents may not lend or swap furniture with other residents or remove furnishings from the property. Removing university furniture outside the halls or North Village may be considered theft. Common area furniture and equipment may not be removed from common spaces (i.e., lounges, lobbies, conference rooms, study lounges, patios, courtyards, breezeways, etc.).

Indoor furniture shall not be placed on balconies or patios. If a room is underpopulated, furniture may not be removed from a student's room nor disassembled. Residents may not install fixtures such as loft kits, pull-up bars, hammocks, exercise and/or dance poles, or TV mounts. Any items deemed a health and safety concern by the University may be removed at the resident's expense and/or correctly disposed of. Personal property may not inhibit pedestrian ingress/egress.

University Housing Services prohibits non-university furniture to ensure fire safety and protect the cleanliness of the rooms and our community. Discarded furniture found on the street or in dumpsters may have pests such as bedbugs and will not be permitted. Upholstered furniture or water-filled furnishings, including but not limited to water beds, are prohibited in all residence halls.

Bed Safety Guidelines

Definitions & Descriptions:

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SACRAMENTO
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University Beds:

The University provides an XL twin bed for each occupant. Bed styles may vary due to the variations in furniture inventory.

University Mattress:

The University provides an XL twin mattress for each occupant. Mattresses are a split foam offering a dual comfort level, with one side of the mattress providing soft comfort and the other side of the mattress providing firm comfort. Mattress comfort levels are clearly labeled, allowing students to select their comfort level and flip the mattress to best suit their sleeping comfort needs. Mattresses meet the FR Rating, the level of protection provided by fire-resistant fabric against fire hazards.

Standard bed:

A standard bed configuration is when one (1) bed is stand-alone on the floor, not part of a loft or bunk bed configuration.

- The spring deck for a standard (stand-alone) bed shall be attached at the pin levels 4th and 5th or 5th and 6th, allowing approximately 19” – 22” floor-to-bed space, to permit a two-drawer dresser or underbed storage. It is suggested not to lower a standard bed less than 19”-22” above the floor unless underbed dressers and storage can be placed elsewhere safely.
- If a student requires additional underbed storage, the standard (stand-alone) beds are deemed safe per the manufacturer to be raised as high as the 1st and 2nd pin levels, also known as “Captain Height”. If a standard bed is at the very top setting, 1st and 2nd pin levels, a student may also submit a request for the installation of a “Safety Guardrail” if they choose.
- If your bed is raised higher than the 5th and 6th pin or set to “Captain Height,” it is strongly suggested that students bring a sturdy step stool to assist with getting into and out of the bed.

Bunk Bed:

A bunk bed configuration is when one (1) bed is placed on top of another; the top and bottom beds are affixed by bed posts and supported by the installation of four (4) bunking pins. All bunk beds will include a ladder and a safety guardrail installed on the top bunk.

When setting up and inspecting beds for safety compliance, the University shall expect to see that:

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- Spring deck for top bunk should be attached to the bed ends at the 5th and 6th pins from the top of the bed ends.
- Spring deck for bottom bunk should be attached at the 5th and 6th pin levels that permit approximately 19” floor to bed space, permitting a two-drawer dresser to fit under the bed.

Lofted Bed:

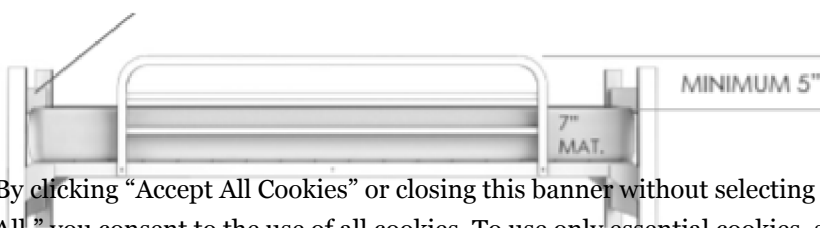
A lofted bed configuration is when one (1) bed is raised to the height of a bunked bed and supported by a stabilizer bar, two (2) bed ends, and four (4) bed lofting pins. All lofted beds will include a ladder and a safety rail installed on the bed. Lofted beds provide no more than **approximately 19 inches (6 notches from the top)** of space below the bed.

- Lofted beds are only located in specific buildings (Riverview, Desmond, Draper, and Jenkins) and in select triple occupancy rooms. Rooms with lofted beds are selected based on the room shape, size, and ceiling height.

Mattress Pad/Topper:

A mattress pad or mattress topper is a product that students may purchase to serve as both protection for the mattress and to enhance comfort. Mattress pads generally add softness, while mattress toppers, depending on the thickness, can significantly change the height and firmness level of your mattress. If a student selects to add a mattress topper or mattress pad, they must adhere to the following safety guidelines:

- Mattress pads and/or toppers may not be thicker than two (2) inches. Mattress pads or toppers that are thicker than 2 inches reduce or eliminate the fire safety features of university-provided mattresses. Our mattresses are equipped with.
- Occupants who are sleeping on a lofted or top bunk bed may not possess a mattress pad or topper that reduces the safety guardrail clearance by less than 5 inches from the top of the safety guardrail (as shown in images below). Anything that reduces the safety guardrail clearance by less than 5 inches will void the manufacturer’s safety features of the installed safety guardrail.



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Safety Guardrails:

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The University shall install a safety guardrail on lofted and top bunked beds. Safety guardrails will be installed on the side of the bed facing the center of the room. Removal of the safety guardrail is not permitted, nor shall the bed be flipped around in an effort to have the safety guardrail against a wall and/or away from the center of the room.

Stabilizer Panel:

The stabilizer panel/bar must be installed when beds are in high loft or bunk configurations. When beds are bunked, the bottom bed serves as the bed spring and stabilizer panel. The Stabilizer panel must be placed based on the type of bed setup being installed. When a bed is lofted, a stabilizer panel shall be installed using the top 4 pins and shall be located on the bed frame facing the wall.

Due to safety, the university policy prohibits residents from self-constructing a lofted or bunked bed. Attempts to bunk or loft beds without proper and authorized training, instructions, equipment, and parts may endanger bed occupants, risking severe injury. Only bunk beds and lofting equipment owned, installed, and provided by the University may be used in on-campus residential facilities. Upon the official start of the license agreement, the University shall notify students of furniture policies and guidelines.

Residents may not repair, replace, alter, adjust, reconfigure, or change furniture, nor shall a resident permit anyone other than the University to do so. Residents must enter service requests for loft or bunk beds. Bed guard rails and ladders cannot be removed from lofted or bunked beds as they are a required safety feature.

Should it be discovered that a student's bed or required room configuration has been modified in any way, the University will enter, remove any prohibited items, and return the bedroom furniture to the approved setup. In the event any part of the bed is found missing, uninstalled, or damaged, including but not limited to the safety guard rail, ladder, stabilizer bar, and bed spring, the University will reinstall, repair, and/or replace it.

If violations of the furniture policies and guidelines are found within an occupied unit, and the University has to re-set and/or re-install furniture or furniture parts, the student(s) will be charged for labor associated with the re-installation, repair, and replacement, and may undergo the student conduct process.

Additional Bed Guidelines

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Bed risers of any material (e.g., concrete blocks (cinder block), bricks, woodblocks, PVC pipe, etc.) are prohibited from raising furniture off the floor. Raising a bed off the floor to

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increase its overall height or to increase under-bed storage jeopardizes the bed's stability, no longer making it safe for use.

- For bottom bunks, there is a pre-determined standard height between the floor and the bottom of the bed frame that is intended to provide ample under-bed storage without the need for climbing aids. This pre-determined height is set at approximately 19” and is when the bed is set on the 5th and 6th pins. This is referred to as the standard residential bed height.
- In the Fall, before students arrive on campus, bed frames are inspected and set to meet our standard residential bed height.

Bunked and Lofted Beds

Due to the layout of spaces, some student rooms require bunked and/or lofted bed configurations. If you have a bunked or lofted bed, the installation and utilization of bed guardrails and ladders are required for upper bunk beds and lofted beds. Students are responsible for following safety guidelines and policies associated with the various university bed configurations. These policies and guidelines include bed placement, installation and utilization of bed, bed rails and ladders, procedures for getting into and out of bed, and fire safety precautions. University staff or designee, such as Resident Advisors and Residence Hall Coordinators, may not waive or alter these guidelines, as authority has not been granted.

Furniture placement requirements

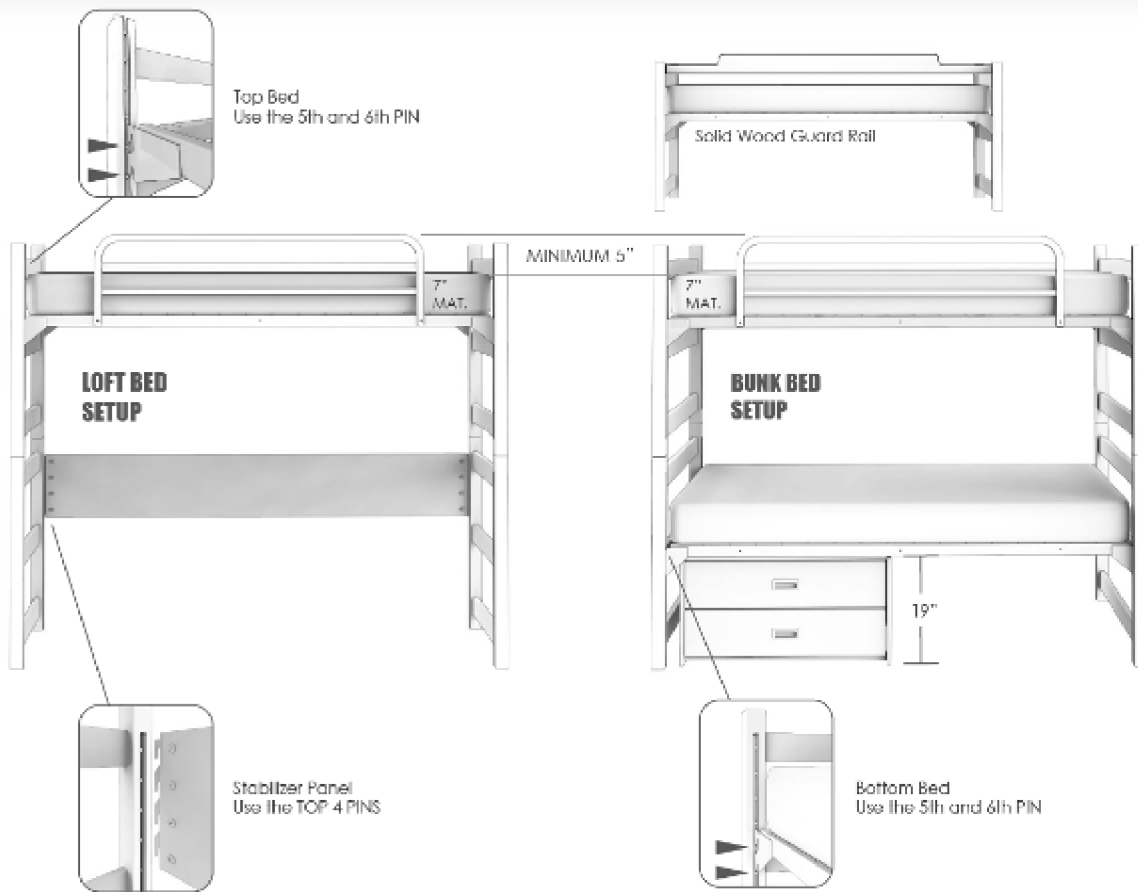
- Furniture such as bunked or lofted beds and wardrobes must be placed against a wall and must not block windows, doors, or designated pathways. Beds may not obstruct entry, exit, or emergency egress routes within the room.
- Bed posts and other furniture must remain on the floor to ensure the safety of the bed structure. Risers of any material (e.g., concrete blocks (cinder block), bricks, wood blocks, PVC pipe, etc.) are prohibited from raising furniture off the floor. Raising a bed off the floor to increase its overall height or to increase under-bed storage jeopardizes the bed's stability, no longer making the bed safe for use.

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Any ADA furniture accommodations shall be referred to and consulted with the [Disability Access Center \(https://www.csus.edu/student-affairs/centers-programs/disability-access-center/index.html\)](https://www.csus.edu/student-affairs/centers-programs/disability-access-center/index.html).

Gambling

Gambling for money is prohibited in the residence halls and at the University. Under California Penal Code Section 330, any percentage game played with cards, dice, or any device for money or other representative of value is a misdemeanor.

Gaming Room/Lounge

The Riverview Hall Game Room is available to all North Village residents from 7:30 a.m. to 10:00 p.m. daily. The game room may be closed for service during holidays or between semesters. Residents must follow all posted guidelines and University Housing policies when using this shared space.

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- Access: Residents only; guests must be accompanied and abide by all rules.
- Equipment: Limited gaming equipment is available for checkout at the Riverview front desk. Residents are responsible for the condition and timely return of all loaned items. (<https://calstate.policystat.com/policy/19831859/latest/#autoid-z2p98>)



- **Behavior:** Respectful conduct is expected. Inappropriate content, disruptive behavior, or misuse of the space may result in loss of access and disciplinary action.
- **Damage:** Charges may be assessed for damage to equipment, furniture, or gaming system caused by negligence or misuse.
- **Use of Space:** Sleeping, loitering, or non-recreational use is prohibited.
- **University Housing Services** reserves the right to temporarily close the Game Room or restrict access at the discretion of its leadership team.

Health and Safety Inspections

Housing staff will conduct bedroom, bathroom, and common area inspections to ensure the safety and sanitation of each room. Inspections will be announced and will take place between 10:00 a.m. and 10:00 p.m. on the scheduled days. Residents do not need to be present during inspections.

Inspection Pass or Fail procedures:

Upon inspection of a living unit, if UHS representatives identify Health and Safety violation(s), the space's occupants will be notified that their unit did not pass inspection and occupants shall have 48 hours to address the health and safety violation. Failure to address the Health and Safety violation, and during the allotted time period, may result in a referral to student conduct as well as charges associated with housing addressing the matter (i.e. cleaning charges, pest control treatment etc.). If a University Code of Conduct or University Housing Services policy violation is found during the inspection, referrals shall be made to either University Housing Conduct, The Office of Student Conduct, or UPD.

Littering

Littering in or around the residence halls is prohibited. Littering includes throwing, dumping, or depositing trash or refuse in places other than provided trash containers.

Residents found violating the littering policy may be assigned a disciplinary fine.

Mail and Packages

University Housing Services (UHS) will receive mail and packages for residential students, but UHS is unable to send outgoing mail or packages and UHS is unable to forward mail or packages.

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Mail and packages for residential students are logged in daily and usually within 72 hours of delivery (unless the Hornet Mail Center is scheduled to be closed). Once a package or letter mail is logged, a resident will receive an email notification about the package/mail and instructions for pick-up. Residents should wait until they receive this email and then bring their OneCard to pick up their package or letter mail. During the Academic Year, packages can be picked up at the Hornet Mail Center, located in Riverview Hall, and letter mail can be picked up at the Front Desk of the recipient's residence hall. During the Summer, all packages and letter mail can be picked up at the Hornet Mail Center.

Once logged, mail and packages will be considered "overdue" after 14 days and will be considered "abandoned mail and packages" after 30 days (see "Abandoned Mail and Packages" for more details).

If mail or packages arrive damaged, it is the responsibility of the student to address with the carrier and/or vendor. If the mail or package does not arrive to the Hornet Mail Center (is not logged in by staff), the mail or package should be considered "lost" and it is the responsibility of the student to address with the carrier and/or vendor.

The Hornet Mail Center and North Village Front Desks will not accept the following:

- Mail and Packages for students that moved out of the residence halls already (we will not hold mail or packages)
- Flowers or plants
- Balloons
- Perishable packages (Medical supplies are the only exception. Residents are highly encouraged to consult with the Assistant Director for Housing Business Operations if expecting perishable medical supplies.)
- Food deliveries or grocery items (i.e., DoorDash, Postmates, Uber Eats, Amazon Fresh, Hello Fresh, Instacart, etc.)

If any of the above are unintentionally accepted by staff (due to concealed packaging), University Housing Services is not responsible for keeping perishable packages or deliveries fresh and may have to dispose of the package/delivery.

Noxious Odor

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A noxious odor is ANY aroma of such intensity that it becomes apparent and/or offensive to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar, or pipe smoke, incense, perfume, air freshening spray, large amounts of dirty laundry, and

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marijuana smell (See Drug Policy). Furthermore, because incense is a fire hazard and a source of potentially noxious odor, it is prohibited in the residence halls at all times (see “Candles / Incense Policy”).

Painting, Wall Decals, and Wallpaper

Residents may not apply paint, wallpaper, wall decals, or similar fixtures to residence hall room walls, doors, windows, furniture, or common spaces. Residents will be responsible for any charges incurred from needed repairs to walls, paint, or furniture/fixtures/appliances due to application or installation of these prohibited products. Please be aware that although products may be advertised as temporary or safe for use at rental properties, they do not guarantee damage will not occur. Therefore, we prohibit the use of any permanent or temporary modifications of the living unit or common spaces due to the risk of damage.

Parental and Guardian Notification

The Family Educational Rights and Privacy Act (FERPA) allows public colleges and universities to inform parents/guardians of alcohol and drug offenses committed by students under 21 years of age. Therefore, University Housing Services may make one-time parental/guardian notifications for second-offense alcohol and drug violations or one-time egregious violations.

When students under the age of 21 (at the time of the violation) are found violating the University Housing Services alcohol or drug policies, as noted above, the Associate Director or a designee assigned by University Housing Services may notify the student’s parents/guardians via email. The notification will indicate the student was found in violation of the University Housing Services alcohol and/or drug policy. The notice will not include specific details about the incident or the circumstances of the violation.

Parents/guardians interested in specific information concerning the outcome of their student’s University Housing Services conduct record are encouraged to discuss the incident with their student. Parents/guardians are encouraged to review the Housing Conduct Process and Policies here. If questions remain, parents/guardians may contact University Housing Services. Specific details concerning the violation cannot be shared without a FERPA waiver for the term of reference.

Permitted & Prohibited Pets

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University Housing Services only permits non-carnivorous fish in a properly maintained tank (up to 10 gallons) in the residence halls. Fish must be cared for in a sanitary and responsible manner. Only one tank per resident shall be permitted. Residents should be mindful of break periods and planned



and unforeseen electrical outages, which will shut down aquarium pumps and equipment. Residents may not “pet-share” or keep pets for others, even on a temporary basis.

If UHS identifies additional cleaning and/or pest control is necessary due to poor conditions in an aquarium or living space caused by an allowable pet or a prohibited pet/animal, the resident will be charged for cleaning and pest control.

What is a non-carnivorous fish? A peaceful, plant-eating or flake-food eating fish that do not pose a risk to others in the tank or the living environment. Examples include: Goldfish, Tetras, Guppies, Mollies, and Betta fish (if housed alone).

What are prohibited Animals? No other animals, regardless of size, breed, or perceived harmlessness, are permitted in University Housing. This includes, but is not limited to: Dogs, cats, guinea pigs, gerbils, hamsters, mice, rats, birds, reptiles (e.g., snakes, lizards), amphibians (e.g., frogs, newts), invertebrates (e.g., snails, shrimp, crabs).

Note: This includes exotic pets such as Tarantulas, scorpions, stick insects, or any species not classified as non-carnivore’s fish.

Guests and visitors may not bring pet animals into the residence halls. Any pets/animals found on the premises will violate this policy, and the resident will be instructed to remove the pets/animals **immediately**. Failure to immediately remove the pet/animal upon the request of University Housing Services may result in a \$250 fine for each day the pet/animal remains in the residence hall and disciplinary action. The fine will be assessed to the resident(s) responsible for the pet/animal and charged to their student account.

What about Emotional Support Animals (ESAs)? Students who are requesting to bring an ESA into University Housing must first complete the approval process through the Disability Access Center (DAC) and University Housing Services. No ESA may be brought into the residence halls prior to receiving formal written approval. Brining an unauthorized animal, pet or ESA, into University Housing is a violation of this policy and the License Agreement and may result in disciplinary action, including the immediate removal of the animal and potential conduct sanctions not limited to a fine.

Contact University Housing Services at housing@csus.edu for further information on service or emotional support animals.

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Personal Property

The University does not assume liability for a resident's personal belongings and has no insurance to cover personal or property damage. Therefore, the University strongly recommends that the resident obtain additional coverage, such as a renter's insurance policy.

Residents should take the following precautions concerning the protection of their property in the residence halls:

- When leaving a room, always lock the door and take the room key. If a room key is lost, residents should contact staff immediately regarding steps to take to obtain a replacement.
- Report lost electronic access cards/fobs immediately.
- Report any broken or faulty locks to staff immediately.
- Never prop doors open.
- Do not leave laundry unattended in washing machines and dryers.
- Avoid bringing large amounts of cash or valuables to campus.
- Keep cash and valuables secure.
- Close and lock windows when rooms are unoccupied, especially first-floor rooms.
- Keep an inventory of property and, when appropriate, a list of serial numbers and manufacturers. Residents should consider engraving their name onto the equipment or contacting the University Police Department to engrave personal property.
- Report any unfamiliar persons or individuals immediately to staff. Residents should never admit anyone into the buildings who they do not know is a resident or a member of the University staff. Never make assumptions about strangers' identities or credentials.
- If residents feel they are a victim of a crime, report immediately to the University Police Department at [\(916\) 278-6000](tel:(916)278-6000) and notify your Residence Hall staff.

Pest Management & Resident Responsibility

To support a healthy and safe residential environment, University Housing Services takes pest prevention and response seriously.

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Residents are expected to maintain clean living spaces to prevent the introduction or spread of pests such as **bed bugs, cockroaches, ants, gnats, fleas, or other infestations**. If a pest issue is found and determined to be linked to a resident's belongings, behaviors, or hygiene practices, the resident may be held financially responsible for all or part of the cost of pest mitigation or treatment.

- Infested personal property must be removed in accordance with Housing or pest control instructions.
- Continued presence of pests may lead to temporary relocation or further administrative action.
- Residents should report any pest sightings immediately to University Housing Services.

See also: "Cleanliness for Living Units and Commons Areas"; "Permitted & Prohibited Pets" and "Health & Safety Inspections" policies for additional expectations and inspection procedures.

Political Tabling

During Associated Students, Inc. (ASI) or Residence Halls Association (RHA) student elections, Sacramento State students who are verified candidates running for the office of President or Vice President of ASI or RHA may be permitted to make a formal request to table in the residence halls or residential complex for campaigning. Candidates can download the [Political Tabling Application](#).

Political tabling does not include soliciting money for any purpose (campaigns, charity, or commercial). If approved to table in the residence hall, all candidates must abide by the following conditions:

- Tabling is only permitted from 11 am until 5 pm in the lobbies of the residence halls.
- All applications must be completed and received at least 14 calendar days before the desired tabling date.
- University Housing Services staff will notify the applicant if the tabling request has been approved within ten (10) days of the submittal date and provide procedures for gaining access to residential areas.
- All tabling candidates will have a name badge and identifiable clothing approved by University Housing Services.
- Any materials distributed by candidates must adhere to the UHS Policies and Procedures

under the "Posting, Advertising and Distributing Materials" section in addition to ASI or RHA election and campaign guidelines and policies.

Candidates approved to table must know that intimidating, harassing, abusing, or threatening another through threat or using physical or nonphysical force violates the

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campus code of conduct and UHS policies. Candidates must ensure their tabling does not “cross the line” into harassment or unethical behavior. Individuals who believe they have been intimidated, harassed, abused, or threatened may file a complaint with their Resident Assistant, Residence Hall Coordinator, or the University Police Department.

- The candidate may use sound-amplifying devices or other techniques as long as they do not disturb the peace in the communities.
- The candidate must respect any form of contact refusal by member(s) of the residential areas they are tabling.

Posting, Advertising, and Distribution of Materials

All materials posted, advertised, or distributed within the housing complex must comply with University Housing Services guidelines.

Materials for posting by outside entities must be verified, stamped, and disseminated by University Housing Services and posted in designated spaces. Materials not meeting these guidelines or those considered obscene or encouraging drug or alcohol use will not be posted and will be removed.

Materials should be single-sided and not exceed 11 inches by 17 inches in size. University Housing Services may approve exceptions. Priority of posting materials will be based on the following order: University Housing Services, Residence Hall Association (RHA), Student and Academic Departments, officially recognized organizations and clubs within Student Organization and Leadership (SO&L), and off-campus agencies.

All postings must identify the sponsoring organization, Sac State affiliation, and contact email or phone number.

Postings will be removed two weeks from the posting date except for long-term programs sponsored by or through University Housing Services. All posted materials will be removed within 24 hours of the event's conclusion.

University Housing Services does not issue mailboxes to residential students. Thereby, the distribution of materials through the mail is prohibited.

Pranks

University Housing Services is committed to creating a safe, respectful, and inclusive living environment. Pranks, practical jokes, or any acts intended to startle, embarrass, inconvenience, or harm others is strictly prohibited in all residential communities, including dining commons and surrounding common areas within North Village.



While often seen as harmless fun, pranks can have serious and unintended consequences. Pranking or playing a practical joke on another person can lead to injury or trigger medical emergencies, prompt inappropriate behavior, or acts of retaliation that can harm or cause physical damage to the residence hall. Pranks can embarrass, humiliate, or traumatize others. Pranks often create a disturbance to other in the community causing frustration, mistrust, or escalate into retaliation from those harmed. Many pranks actually violate University Housing Services and Campus noise, harassment, privacy, and safety policies; which may lead to more severe student conduct outcomes.

All guests and visitors are subject to University Housing policies. If a guest engages in prank-related behavior, the resident host may be held accountable and may risk at minimum lose guest privileges.

Quiet and Courtesy Hours

Quiet Hours

Quiet Hours are in effect nightly from 10 p.m. to 9 a.m. inside and outside all residence halls. During these hours, no loud or disruptive activities, loud talking, or other disturbing noise that may be heard outside the room or in the areas surrounding the buildings are permitted. On Friday and Saturday evenings, quiet hours are in effect from 12 midnight to 9 a.m.

Courtesy Hours

Courtesy Hours are always in effect everywhere in the residence hall complex—seven (7) days a week, twenty-four (24) hours a day, inside and outside buildings. Residents are expected to acknowledge and respect the rights and needs of others. Community members have the right and are encouraged to confront noise at any time appropriately. University Housing Services Office reserves the right to relocate or remove students after continued violation of the Quiet and Courtesy Hours Policy. Beginning one week before final exams (Sunday through Saturday), all halls will observe extended quiet hours starting at 7 p.m. During finals week (Sunday through closing), all halls will observe 24-hour quiet hours with courtesy hours scheduled between 4 p.m. and 7 p.m. This extends to the areas outside the residence halls, including the pool/quad areas and basketball/tennis courts.

Recreational Facilities

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North Village recreational facilities near the Dining Commons are intended for residents living in North Village and their guests (if any). Recreational facilities include - a tennis court, basketball courts, and pools. Use of the pool is at the residents' own risk; there is no lifeguard on duty. Diving,



pushing, or throwing individuals into the pool is always prohibited. Residents are responsible for their guests and must be present with them when accessing and utilizing recreational facilities. Guests under 16 years of age are not permitted in the pool area. The Pool, Basketball, and Tennis courts' hours of operation are from 9 a.m. - 10 p.m. daily. Additionally, the pool and pool area are closed during the winter months. Recreational facilities are not reservable, nor can they be utilized or publicized by residents for private or personal use. Residence Hall front desks offer some recreational equipment students can check out. Please visit your desk to hear about the equipment our building offers and learn about equipment checkout procedures.

Residence Hall Guest Policy

This comprehensive guest policy is designed to foster a safe, respectful, and compliant living environment for all residents. It outlines the privileges and responsibilities of hosting guests while ensuring the safety and considerations of our residential community and property. consideration of our residential community members and property.

Residents may begin hosting guests in their room starting the official move-in day of each semester, as defined in the current [license agreements](#). Please refer to your housing documents for the specific move-in date for each term of the current academic year.

Hosting guests in University Housing is a privilege that requires responsibility and consideration for your roommates, neighbors, and the safety of the community. All guests, resident or non-resident, must adhere to registration guidelines, escorted at all times, and follow all campus and housing policies. Repeated violations of this visitation policy or failure to gain consent from roommates may result in the loss of guest privileges, room reassignment, or other student conduct outcomes.

Residential students are permitted to host guests, with respect to the rights and privacy of the other persons living in the unit and community, taking into consideration and adherence to the following guidelines:

Guest Definitions & Expectations

Key Terms:

- Resident: A resident officially leased and assigned to live in North Village.
- Resident Host: A resident who invites and takes responsibility for a guest in their room, building, or North Village community (i.e. recreational spaces, dining commons etc.).
- Guest: Any individual (resident or non-resident) invited by a Resident Host to enter their hall living unit, or room.

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property caused by their guests. It is the resident host's responsibility to inform their guests of all relevant policies.

- **Escort Required at All Times:** All guests, whether day visitors or overnight guests, must be personally escorted by their resident host at all times when in any area other than the main lounge. Guests should never be left alone or unattended in any location, especially in a resident host's room or suite.
- **No Sleeping in Shared Spaces or Public/Common Areas:** Guests are not permitted to sleep in building lounges or other public areas within the residence halls.
- **No Sharing Access Credentials (keys, cards, fobs, ID etc.):** Resident hosts may not loan their room key, access card, or University identification card to any other resident or guest for any reason.
- **Consequences for Policy Violations:**
 - Unescorted and unregistered guests found in student housing facilities will be immediately escorted out of the building and may be cited by the University Police Department for criminal trespass.
 - Guests found violating policy or disturbing the residence hall community will be asked to leave the hall/area immediately.
 - Residents who fail to properly register and check-in guests will undergo the student conduct process and may lose the privilege to host guests for the remainder of the semester or academic year.

Daytime Guest (8:00 a.m. – 10:00 p.m.)

- Residents may host up to two (2) daytime guests between 8:00 a.m. and 10:00 p.m. daily.
- All guests must be invited, escorted, and supervised by their resident host at all times.
- Roommate/suitemate consent is required before guests enter the shared space.
- Non-resident guests must be registered online or at the front desk (when open).
- Resident guests (other North Village residents) do not need to register during daytime hours, but must be invited, escorted, and supervised by their resident host at all times.

Overnight Guest (10:00 p.m. – 8:00 p.m.)

- Anyone not assigned to the room/unit and present between 10:00 p.m. and 8:00 a.m. is considered an overnight guest, regardless of whether they sleep there.

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- **Roommate/suitemate consent is required for all overnight guests before a guest's arrival.**

Privacy Notice Although guests can be denied permission to stay, roommates/suitemates should consider allowing reasonable accommodations to promote a harmonious living

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environment.

- A roommate/suitemate who denies a guest should communicate to their roommate/suitemate why the guest(s) are being denied permission to visit.

- Guests must be registered online or at the front desk before staying overnight.
- **Overnight Limits:**
 - A maximum of two (2) overnight guests per is permitted at one time.
 - A guest may stay a maximum of three (3) consecutive nights within a seven-day (7-day) period.
 - No single guest's overnight stays should exceed twelve (12) nights in any given semester.
 - **Resident Host Switching Prohibited:** Guests are not permitted to switch between different residents within the building or community in an effort to circumvent stay limits or guest policies. An individual guest's stay limits apply to their overall presence in the residence halls, regardless of who they are visiting. No single guests overnight stay within the North Village Residential Community should exceed the stay limits.

- **No Infringement on Others:** The presence of overnight guests must not infringe upon the rights, safety, or comfort of roommates, suitemates, or other community members. Guests' presence must not violate a roommate/suitemate's right of entry to the room/unit or hinder their ability to study and/or sleep within their room due to a guest's continual presence exceeding policy parameters.
- **Cohabitation is Prohibited:** Guests, whether non-residents or residents assigned to another room, are not allowed to live or cohabitate in a space they are not assigned to. Cohabitation includes any guest who maintains a continued or routine presence as if they reside there, such as:
 - Repeated overnight stays beyond policy limits
 - Storing personal items
 - Regular use of the rooms/suites or community's bathroom, shower, or facilities.

Any guest found cohabitating may be restricted from entering the building, and their resident host may face serious conduct consequences, including loss of guest privileges or reassignment.

Guests Under 18 Years of Age:

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Guests under 18 years of age must be siblings or otherwise have a legally recognized relationship with the Resident Host to be a guest. A resident wishing to host a guest under 18 years of age must adhere to the following guidelines:

- **Mandatory Prior Approval:** A resident host must submit an email/documentation along with a photo of the guest from the parent/guardian of the minor individual at least two business days before the requested visitation is to occur to their Residence Hall Coordinator.
- **Required Documentation:** The documentation must explicitly authorize the minor's visit, include current contact information for the parent/guardian, and explicitly authorize University officials to communicate with the parent/guardian regarding the minor's visit or any matter involving the minor in question.
- **Confirmation is Key:** Failure to satisfy this provision, or if University Housing Services cannot confirm the authorization for the visit, will prohibit a resident host from having a guest under 18 years of age.
- **Follow-up Registration Process:** Once the Residence Hall Coordinator approves a request for an underage guest, the Resident Host must complete the online registration process and check in their guest at the front desk upon arrival.
- **Guests 12 years old and under:** Guests age 12 and under may not stay overnight in the residence halls and must leave the building no later than 10:00 p.m.

Guest Registration Process:

All guests, regardless of their relation to the Resident (e.g., parents, siblings, partners), must comply with this policy and the following registration process:

- **Online Registration:** All guests must be registered online in HornetHousing Portal.
- **Front Desk Check-in:** All guests must be checked in at the front desk when it is open.
- **Digital Guest Pass:** Once registered, both the resident host and the guest(s) will receive a digital visitor pass in their email, which should be shown to staff if requested.
- **Valid Photo ID (Age 18+):** All guests age 18 and older must provide a valid state or federal photo identification card or driver's license to register. Acceptable forms of identification include a Driver's License, State ID card, US Military ID Card, Bank ID Card, Passport, US Citizen's ID-Card, and Green Card - Alien Registration. Student ID cards are not an acceptable form of identification.
- **Resident Host Presence at Check-in:** Guests may only be registered with a Resident Host in the hall/building where the Resident Host resides. The Resident Host must provide identification and be present when the guest goes through the guest check-in process at the front desk.

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- **Guest Bathroom Access Key:** A Resident Host accompanied by their registered guest may request a “Guest Bathroom Access Key” if the Resident Host and registered guest do not share the same gender identity.
 - It is the Resident Host’s responsibility to maintain possession of this access key and return it to the front desk once the registered guest departs. If an access key is not returned, the Resident Host will incur a \$30.00 charge to replace the access key and have missing key deactivated.
- **No Resident-on-Resident Registration for Same Hall:** Due to system limitations a resident host may not register another resident from the same hall as a guest in the portal. It is the Resident hosts responsibility to ensure they are adhering to the guest policy guidelines for daytime and overnight guests even when hosting a guest of the same hall within their suite or room.
- **No Unaccompanied Entry:** Guests may not enter the building without their Resident Host. No resident may allow guests access to a residential building without following the registration process outlined in this policy.
- **Designated Entrances Only:** Guests are only permitted to enter the residential building through designated entrances and only when escorted by their Resident Host. Entrance by any other means is prohibited.
- **Exceptions for Day-time Guest Limits:** Requests to host more than two (2) guests at one time must be submitted in writing to the Residence Hall Coordinator at least two business days in advance for their review for approval. Guest exceptions shall take into account max occupancy limitations based on the resident hosts room assignment and guest hosting privileges of roommates/suitemates.

Guest Policy Alterations and Suspensions

University Housing Services reserves the right to refuse entry to any guest or escort out of the residence halls, dining commons, or recreational spaces, any guests believed to be violating University and/or Housing Services policies. Additionally, University Housing Services reserves the right to suspend or cancel this policy or temporarily alter guidelines that may impact privileges granted under this policy. This may occur during certain times of the year when heightened safety and security are necessary to protect the student housing facilities and their Licensees, including construction, maintenance, health-related concerns, or emergencies.

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Room Capacity

For your safety, the maximum number of people allowed in your room or suite at one time is limited. Exceeding this limit poses fire hazards, blocks emergency egress, and may result in policy violations. If you are hosting guests, be mindful of noise, space, and your roommate/suitemate's comfort and need to also host guests in the living unit. Despite adhering to occupancy guidelines, if hosting guests violate noise policies or create roommate/suitemate discomfort guests can be asked to leave the room/unit

- Room capacity limits include both residents and their guests.
- Suites and apartments must not exceed the total suite capacity, even if individual room limits seem within range.
- Residents may be asked to reduce occupancy immediately if room capacity is exceeded.
- Repeated violations may result in conduct action or visitation restrictions.
- Occupancy limits consider safe standing room for residential areas per fire code and account for number of exits/egress points, permanent furniture, and local county/city fire guidelines.

The following room capacity guidelines have been set for your room, suite, or apartment

Jenkins, Draper, Desmond, Riverview, Sierra, and Klamath

- Double/Triple Occupancy Rooms: 8 Maximum
- Single Occupancy Rooms: 4 Maximum

American River Courtyard (These spaces are equipped with living rooms and kitchenettes)

- Studio (private unit): 4 Maximum
- 2x2 Suite/Apt: 10 Maximum
- 4x2 Suite: 15 Maximum
- 5x2 Suite: 15 Maximum\

Roommate Conflict and Mediation

We Mediate, We Don't Just Move

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Roommate conflicts are addressed through RA or staff-led mediation. Room changes are not guaranteed or offered as a shortcut to avoid addressing concerns. Everyone deserves a chance to be heard, and to be held accountable for contributing to a respectful space. When interpersonal



conflicts arise between roommates or suitemates, University Housing Services will initiate a structured mediation process to support resolution and community standards.

Residents are expected to:

- Participate in the roommate mediation process in good faith
- Communicate honestly and respectfully
- Work collaboratively with staff/RA's toward mutually agreeable solutions
- Honor behavioral agreements or expectations set during and after a mediation.

Failure to engage constructively in the mediation process may limit housing options, restrict room change eligibility, or result in administrative relocation. The refusal to coexist without engaging in problem-solving steps does not contribute to a healthy living and learning environment.

Relocation is not guaranteed: If mediation does not result in a resolution and the complainant remains dissatisfied with the living arrangement a room change may be offered, based on availability. However, the resident initiating the concern may be the one offered to move, especially if other parties or not violating policy, or are not a threat to safety.

Uncooperative or Disruptive Behavior:

A resident may be subject to administrative relocation, conduct referral, or other appropriate actions if they:

- Engage in threatening, harassing, or hostile behavior
- Refuse to participate in mediation or intentionally delay the process
- Violate community standards or established roommate agreements
- Attempt to use conflict as tactic to force another roommate/suitemate to move

Relocation decisions are not punitive, but are made to ensure the safety and well-being of all involved parties and the broader residential community.

Sexual Discrimination

Sexual Discrimination means an adverse action taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, stalking, and sexual misconduct) as prohibited by Title IX; Title IV; VAWA/Campus SaVE Act; California

Education Code § 66250 et seq.; and/or California Government Code § 11135. See also Title VII of

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the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Cal. Govt. Code § 12940 et seq.), and other applicable laws. Both men and women can be victims of Sex Discrimination.

Sexual Harassment

Sexual Harassment is unwelcome verbal, nonverbal, or physical conduct of a sexual nature that includes, but is not limited to, sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:

- Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student's academic status or progress or access to benefits and services, honors, programs, or activities available at or through the University; or
- Such conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student and is considered by the student as limiting the student's ability to participate in or benefit from the services, activities or opportunities offered by the University; or
- Submission to, or rejection of, the conduct by a University employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; or
- Such conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the University employee or third party and is, in fact, considered by the University employee or third party, as intimidating, hostile or offensive.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization, being subjected to video exploitation or a campaign of sexually explicit graffiti, or frequently being exposed to unwanted images of a sexual nature in a classroom that is unrelated to the coursework.

Sexual Harassment also includes acts of verbal, non-verbal, or physical aggression, intimidation, or hostility based on Gender or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

This policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal, or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, Stalking, subject to this policy.

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The University is required to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance.

Our campus Title IX Coordinator is available to explain and discuss:

- The University's process for addressing discrimination or harassment complaints, including how confidentiality is handled;
- Your right to file a criminal complaint (sexual violence, dating/domestic violence, or stalking);
- Support resources are available, both on and off-campus, as well as other related matters.

Campus Title IX Coordinator and Deputy Title IX Coordinator Contact Information:

- Executive Director of Equal Opportunity/Title IX Coordinator:
 - **William Bishop**
- Equal Opportunity Investigator /Deputy Title IX Coordinator:
 - **Stephanie Cruz**
 - **Britnie Hopkins**
- Deputy Title IX Coordinator in Athletics:
 - **Pamm Ziefuss Hubbard**
- Deputy Title IX Coordinator in University Housing Services (North Village & Hornet Commons):
 - **Nadine Kelley**
- Assistant Dean of Students and Deputy Title IX Coordinator:
 - **Tom Carroll**
- Phone number for Title IX Coordinator Office - (916) 278-5770 Title IX Email address

Other Campus Resources

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Student Health & Counseling Services - Sexual Violence Support

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WEAVE

916-278-5850

WEAVE@csus.edu

University Police Department

Public Service Building

Dispatch: (916) 278-6000

Emergency: (916) 278-6900 or dial 911 from any campus phone

Additional information about the Title IX Coordinator's office and available resources may be found on the Title IX Sac State website (<https://www.csus.edu/.../index.html>). Members of the campus community must be familiar with the following documents: CSU Executive Order 1095- provides information about campus updates on sexual harassment and violence.

Includes three important attachments:

- One - Full notice on Non-Discrimination, including additional definitions;
- Two - Educational Statement containing Myths and Facts about sexual violence; and
- Three - Statement of Rights and Options for Victims of Sexual Violence, Dating Violence, Domestic Violence, and Stalking.

CSU Executive Order 1096 (<https://calstate.policystat.com/policy/8453514/latest/>)- policy for allegations by employees or third parties of discrimination, harassment, or retaliation [2]

CSU Executive Order 1097 (<https://calstate.policystat.com/policy/10926024/latest/>)- policy for allegations by students of discrimination, harassment, or retaliation[3]

CSU Executive Order 1098 (<https://calstate.policystat.com/policy/8453516/latest/>)- policy for student conduct and disciplinary action

[1] The following definitions may be found in CSU Executive Order 1095 (<https://calstate.policystat.com/policy/6741651/latest/>).

[2] This includes discrimination or harassment based on any protected category, including sex.

[3] This includes discrimination or harassment based on any protected category, including sex.

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Sexual Misconduct

All sexual activity between members of the CSU community must be based on affirmative consent. Engaging in any sexual activity without first obtaining affirmative consent to the specific activity is sexual misconduct, whether or not the conduct violates any civil or criminal law.

Sexual activity includes but is not limited to kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical, sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When it is based on gender, domestic violence and stalking also constitute sexual misconduct. Sexual misconduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication). Men, as well as women, can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the Complainant is under 18 years old because the minor is considered incapable of giving legal consent due to age.

- Sexual Assault is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's gender or sex.
- Sexual Battery is a form of sexual misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person's gender or sex, as well as touching an intimate part of another person against that person's will and for the purpose of sexual arousal, gratification, or abuse.
- Rape is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts, including intercourse, are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders a person incapable of giving consent. The Respondent's relationship to the person (such as a family member, spouse, friend, acquaintance, or stranger) is irrelevant. (See complete definition of affirmative consent below.)
- Acquaintance Rape is a form of sexual misconduct committed by an individual known to the victim. This includes a person the victim may have just met, i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)

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Solicitation

Door-to-door solicitation, both commercial and noncommercial, is strictly prohibited, including passive solicitation through posting, distribution, or placing unauthorized advertisements or fliers within the North Village residential community. Similarly, advertisements, fliers, and postcards may not be slid under doors. This also applies to resident and/or student businesses, streaming and YouTube channels, and non-approved on or off campus events (i.e., parties). Door-to-door solicitation or solicitation of any kind taking place in the residence halls, dining facilities, or in the North Village residential community spaces that involve video and/or audio recordings shall be considered a violation of both the solicitation and filming policies.

Sports or Related Activities in Residence Halls

Sports or sport-like activities are prohibited in the residence halls (including, but not limited to, baseball, football, basketball, hockey, soccer, bicycle riding, skateboarding, rollerblading, running, Frisbee-tossing, scooter riding, etc.). Additionally, toy guns (see “Firearms and Weapons”), water guns, and water balloons are not permitted inside the residence halls. Continued violations or non-compliance with requests to cease the abovementioned activities may result in confiscating sports or related equipment or other disciplinary action.

Student Email

Residential students must use their Sac State-provided email account for all official communications. Residents are expected to check their Sac State email regularly as University Housing Services disseminates all important correspondence, including but not limited to housing and University deadlines, events, and other critical administrative communications.

The Student Conduct Process

University Housing Services Student Conduct Process

As the code of conduct indicates, “Any conduct which violates University and housing policies or regulations may subject a student to disciplinary action.” All conduct cases are handled by the University Student Conduct Officer or their designee and follow the procedures outlined in Student Conduct Process (<https://calstate.policystat.com/policy/14075291/latest/>).

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The Associate Director for Residential Education oversees the University Housing Services conduct process. However, additional staff members serve as Conduct Officers for the informal conduct meeting process.

These individuals include:

- Executive Director for Housing Services
- Associate Director of Residential Education
- Assistant Director of Residential Education (AD's)
- Residence Hall Coordinators (RHCs)
- Assistant Residence Hall Coordinators
- Hornet Commons Director of Affiliated Housing
- Hornet Commons Residence Life Manager
- Hornet Commons Graduate Student Assistants (GSAs)

University Housing Services will generally handle all University Policy and/or University Housing Services Policy violations. Incidents involving repeated violations or potential dismissal or expulsion from the University are forwarded to the University Student Conduct Officer.

Below is a description of the University Housing Services Student Conduct process for students living in the residence halls.

- If a student allegedly violates University, University Housing Services, or Affiliated Housing policies, an Incident Report is submitted based on information gathered during the incident and submitted within 24 hours of the incident occurring. A Residence Hall Coordinator (RHC) will then be assigned to the incident. Based on the information in the incident report, the RHC will decide to take no further action or to require the student(s) involved to meet with a UHS Conduct Officer for an informal conduct meeting.
- If an informal conduct meeting is necessary, the student will be notified about the date, time, and location of the meeting through their Sac State email. It is the student's responsibility to check their campus email and be present at the meeting.
- Failure to attend a scheduled conduct meeting or to reschedule in advance, as outlined in the notification letter, may result in a decision being made in the student's absence or a hold being placed on the student's account.
- During the conduct meeting, the UHS Conduct Officer will review a summary of the incident and the alleged violations with the student and discuss the student's behavior

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"Reject All" and information has been presented, the UHS Conduct Officer will assess whether there

is a preponderance of evidence to determine if a student did or did not violate the

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University Housing Services Policy. Preponderance means the majority. The standard is met if the alleged violation is more likely to be true than not true. The standard is satisfied if there is a greater than fifty percent chance that the alleged violation is true. If the student is found responsible for violating the University Housing Services Policy, appropriate sanction(s) will be assigned.

- The sanctioning process typically involves two forms of sanctions. The first is inactive sanctions, which include warnings, probations, etc. These sanctions are listed below. Other potential sanctions include educational sanctions. The UHS Conduct Officer will describe these sanctions and the expectations for them in person and within the outcome letter.
- The student may appeal the decision (see Appeals Process below).
- All conduct cases are confidential, and case files are kept on record for seven years.

University Housing Services Sanctions

When a UHS Conduct Officer assigns a sanction, it indicates the student has been found responsible for violating University Housing Services policy. Such sanctions help students understand how their behavior impacted others in the residence halls. Besides the sanctions listed below, other sanctions could be assigned, including, but not limited to, the following: loss of privilege, fines, student registration holds, and completion of an educational module and/or project, along with other educational sanctions. Failure to complete the required sanctions may result in additional sanctions, including a registration hold on the student's account.

Housing Warning

Notification that the resident was found responsible for violating University Housing Services policy.

Housing Probation

The resident is no longer in good standing. Further violations may result in relocation, removal, or other loss of privileges.

Housing Relocation

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Housing Removal

Removal of a resident from housing permanently or for a specific set of dates.

Threatening Behavior

Conduct that threatens or endangers the health or safety of any person within or related to the residence hall community, including fighting, physical assault or abuse, threats, intimidation, harassment, or sexual misconduct, is prohibited. Violations of this policy may result in the immediate termination of the License on a first-time offense.

Title IX Notice of Non-Discrimination

California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence [1].

Toy Weapons, Explosives or Firearms

Law enforcement can mistake toy weapons, toy explosives, or toy firearms for the real thing, and situations involving the use of toy replicas can be determined to be a severe threat to the safety of those involved and bystanders. Considering the welfare of the entire residence hall community, all such toy weapons are strictly prohibited.

Trash, Recycling, & Compost

Residents are responsible for the regular and proper disposal of personal trash. Dumpsters are located in the back of each hall. Plastic liners are available for room trash cans at the hall front desk. Personal garbage should not be placed in the bathroom or laundry room, in trash receptacles, inside or outside common areas, in public areas, on roofs, or in parking lots. Residents will be charged if trash is left in an inappropriate location (see “Health and Safety Inspections,” “Littering”).

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Unauthorized Entry

Entering a resident's room without the express permission and presence of the resident who resides in that room is prohibited. Inappropriate room entry includes but is not limited to borrowing another resident's key to access their room, forcing open a door, or entering a room through a window or bathroom. This policy also includes unauthorized entry and/or presence in an area or space within the residence halls or residential complex and the unauthorized use or misuse of University Property.

Unauthorized Room Change/Swap

Unauthorized room changes or swaps are prohibited. Residents are not permitted to change rooms or swap assignments with another student without prior approval from University Housing Services. This even applies to changing of rooms within a suite or apartment.

All room changes must go through the official room change or swap request process, which is managed by your Residence Hall Coordinator (RHC).

Unauthorized moves may result in:

- Being required to return to your original assignment
- Conduct action or administrative reassignment

To learn more about the room change or swap process, please contact your Residence Hall Coordinator.

University Housing Services Policy Changes

University Housing Services reserves the right to change any policy or policies at any time and shall notify residents of policy changes via their campus email and/or building signage.

Vandalism

Vandalism to any Residence Hall or University building, machinery, property, or signage (including bulletin boards, fliers, posters, and signs) is prohibited. Violations of this policy will result in individual or shared billing and/or disciplinary action.

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Wheeled Devices and Hoverboards

What is a wheeled device? Bikes, E-bikes, E-scooters, scooters, skates, skateboards, other wheeled devices and equivalent products.

With the increase in wheeled devices on campus, vehicle drivers and pedestrians are encouraged to maintain awareness. Motorized, electric, and non-motorized wheeled device operators must adhere to the following rules and safety tips. The university expects “all Bike, Scooter, and Board (Wheels) users” to follow the rules of the road. Though the University supports alternative mobility options, the campus community remains a top priority regarding roads and pedestrian safety.

Wheeled Devices are prohibited from being used inside the residence halls and dining commons. They are not permitted on pedestrian ramps, patios, stairs, benches, patio furniture, landings, or similar structures not intended for such use.

Authorized Wheeled Devices: The use, possession, and storage of wheelchairs and other assistive devices necessary to assist students with an approved accommodation are permitted within the residence halls, including guests' needs.

Wheeled Devices that are motorized and use a lithium-ion battery pack may not be stored or charged in any residence hall and/or dining commons and can only be stored in a housing bike compound. Access is provided to the compound closest to your assigned residence hall. Bike compounds are currently located outside of Jenkins Hall and Klamath Hall.

Hoverboards are prohibited. The use, possession, or storage of hoverboards are not allowed in the North Village residential complex, including the residence halls, the Dining Commons and surrounding grounds. While University Housing supports the use of Wheeled Devices (electronic mobility devices) for accessibility and transportation needs, hoverboards are prohibited due to the significant safety concerns, including fire risks and injury, and because they are not classified as essential mobility devices.

Windows and Window Screens

To ensure resident safety, protect property, and comply with fire safety regulations, the following window-related guidelines apply in all residential areas:

- Do not climb in or out of any window

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- Window screens may not be removed or tampered with. Residents will be billed for damage, labor, repair, or replacement.
- Aligned with fire safety considerations and the possibility of damage to or around the windows; no materials may be hung, posted, or written on windows. Only University-provided blinds may be used.
- American River Courtyard Only: Window magnets in AMC windows must remain in place and may not be removed. Magnets help secure window in a closed position reducing air leaks, drafts, and maintains HVAC balance, intended to improve temperature consistency in suite.

Wired and Wireless Computer Access

- Wired and wireless access to the Sacramento State network must be authenticated with a valid SacLink network account.
- Residents are not permitted to operate a personal wired or wireless router or any device that interferes with the campus's wired or wireless infrastructure. Such signals compete and conflict with Sacramento State's wireless signal.
- Wireless access points are installed in common areas and rooms throughout the residence halls and suites. Tampering with or removing any wireless access point is prohibited.

Zero Tolerance Policy on Violence and Hostile Behavior

Purpose: To promote a safe and respectful residential community, University Housing Services at California State University, Sacramento, will implement a Zero Tolerance Policy on Violence beginning Fall 2025. This policy is designed to address rising incidents of physical altercations, threats, and harassment that compromise the health, safety, and well-being of students living in on-campus housing communities.

Rationale: Sacramento State is committed to creating a living environment that supports academic success, personal growth, and community engagement. Acts of violence, threats, intimidation, and behaviors that disrupt the sense of safety within our residential spaces are fundamentally inconsistent with our values and will not be tolerated. This policy affirms a clear commitment to protect residents and staff, reinforces student accountability, and supports conflict resolution practices where appropriate

Policy Scope: This policy applies specifically to on-campus housing residents residing at North

Village and Hornet Commons properties. It governs all resident conduct that occurs:

- Within our housing complexes and residential parking lots/structures.



- In any interaction with staff, other students, and/or visitors to the community
- Under California law, **California State University (CSU) Title 5** regulations, “student conduct that occurs off campus, online, or through digital means may be subject to university discipline when it affects the health, safety, or well-being of the campus community or disrupts university operations.”

CSU Executive Order 1098 gives campuses the discretion to pursue conduct cases for:

- Online harassment,
- Group chats that involve threats or bullying,
- Social media posts targeting university members.

Prohibited Conduct/Behavior: Residents are prohibited from engaging in any behavior, whether verbal, written, digital, or physical, that contributes to a violent or hostile environment.

Prohibited actions include, but are not limited to:

- Physical violence or assault;
- Threats of violence or harm (verbal, written, physical, or digital);
- Harassment (verbal/written abuse, threats, coercion, bullying, or humiliation);
- Intimidation and/or coercion (verbal, written, physical, or digital);
- Destruction of property;
- Possession or use of weapons, toy weapons, or other dangerous items;
- Any behavior reasonably perceived as threatening, unsafe, or retaliatory.

Student Accountability Process: While the Zero Tolerance Policy communicates the seriousness of these violations, the university also requires that Housing uphold a student conduct process based on fairness, equity, and due process. The following steps will guide the resolution of reported violations:

- **Incident Review and Investigation**

Reports will be reviewed by University Housing in partnership with the Office of Student Conduct, with investigations initiated within 48 to 72 hours.

- **Resident Notification and Conduct Meeting**

Residents will be notified in writing, via their Sac State email, of the alleged violation(s) and provided an opportunity to respond through a conduct meeting.

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- **Sanctioning and Resolution**

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Outcomes are determined based on the facts of the case, evidence presented, and guided by

(<https://calstatepolicy.com/policy/19831939/latest/#autoId-221998>)



a Graduated Discipline Rubric and may include:

- Immediate or permanent removal from housing (*note: financial obligations under the Housing License Agreement or Hornet Commons Lease may remain in effect*).
- Conduct probation
- Office of Student Conduct referral, which may lead to suspension or expulsion from the university.

- **Appeals**

Residents may appeal conduct decisions adjudicated and managed by University Housing. Please find the [appeal request process](#) as outlined on our website.

- **Restorative Opportunities (When appropriate)**

Where safety permits, University Housing may offer conflict mediation, reflection assignments, or restorative justice options as part of the sanction process.

Summary: By adopting this policy, University Housing Services reaffirms its commitment to a safe and inclusive environment, ensuring that all members of the on-campus housing community and staff are allowed to succeed and exist without the threat of violence or intimidation.

