

OFFICE OF RESIDENCE LIFE

Living Guide

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General Housing Policies And Community Living Expectations

Residents of all on-campus Residence Halls (defined as McComas Village, Ottawa East and Ottawa West, Parks Tower, and Presidents Hall), also referred to as University Housing, must abide by the policies and procedures set forth in the contract terms and conditions, Residence Living Guide and McComas Village Appendix, Student Code of Conduct, and all other University of Toledo policies. Residents of Honors Academic Village must abide by the HAV Resident Handbook, Student Code of Conduct, and all other University of Toledo policies. Failure to do so will result in a conduct violation hearing, which could include a non-negotiable \$25 administrative fee for students found in violation.

Application Process

Applications for the next academic year (August–May) are available to current and potential residents during fall semester beginning in October. An individual room selection process begins in the spring semester. Each resident will be assigned a time slot based on the date his or her housing contract was signed online.

The \$40 application fee is non-refundable. You will be charged the \$40 application fee only the first time you apply.

Room Assignments

If a vacancy in your room or suite occurs, it must remain a vacancy until it is assigned by the Office of Residence Life. Residents found spreading out to occupy more than one space are subject to student conduct charges. Room consolidation, maintenance, and other administrative room assignments may be made at any time by the Office of Residence Life with adequate notice.

Alternate Room Assignments

Alternative and/or temporary spaces are floor lounges converted to rooms, temporary triple, resident assistant rooms, rooms in McComas Village and/or rooms in a nearby hotel or apartment. Each resident is provided a full set of furniture. These are considered temporary assignments, and students are required to move within 48 hours once a permanent assignment has been identified. Students applying for University Housing late in the summer before fall semester may be assigned to an alternative space.

Room Changes

Room Changes will be done only on an as needed basis outside of the Open Room Change period. The Open Room Change period takes place between the third through sixth week of each semester. Instructions for changing rooms during this time will be sent to your Rocket email on the date it opens. Any open bed can be used for a room change unless the student in that room buys out the room for the academic year or has accommodations through the Office of Accessibility and Disability Resources. Room changes and room buyouts are not guaranteed and are based on occupancy/availability. Students may be required by the Office of Residence Life to

move to another housing facility on campus. This may occur when circumstances do not warrant a student's removal from campus but suggest a new assignment may be important to promote the safety and welfare of the individual and the community.

Check Outs

When a student checks out, they will remove their belongings from their space and turn their keys in at the Express Checkout Box in their lobby. The checkout is not considered complete until keys are turned in. A staff member will check the room at the time of vacancy and evaluate any major damages, trash, or abandoned items for which the student may be charged. Students should document the room condition when they leave.

- Failure to follow this process may result in an improper check-out fee, plus cleaning costs and a minimum charge of \$125 per lock change if the key(s) is not returned at check out.
- Room and meal plan refunds, if cancellation is approved, will be credited to student account when the room check-out paperwork has been processed. Refunds may be subject to the University
- All furniture must be left in its original place, the room must be cleaned, and belongings must be removed before checkout.
- Details related to closing will be posted throughout the residence halls. It is the resident's responsibility to read and adhere to postings.

Remaining Occupants Of A Room and Double Occupancy

When vacancies exist, the University reserves the right to assign new residents to fill those vacancies. To accommodate a potential new roommate, the resident of a partially filled room is required to keep clear and make available one set of furniture, and keep the room clear and ready for occupancy. Failure to do so will result in a student conduct charge for double occupancy.

In a partially filled room or suite, the Office of Residence Life may do the following:

- Allow the current resident(s) to find a suitable roommate to fill the vacancy on their own; in this event, roommate requests must be made via email from each student to the Office of Residence Life.

- Assign a new resident(s) to fill the vacancy without prior consultation with the current resident(s). Resident(s) will be notified via email if they will be receiving a new roommate(s).
- Allow the existing resident to pay the appropriate rate to buy out the double room as a single room (super single) only throughout the current contract period.
- Reassign the remaining occupant(s) for room consolidation purposes.

When a new roommate or suitemate is assigned, the current occupant(s) is expected to treat the new resident with respect as outlined in the Resident's Rights and Responsibilities.

Failure to respect the new resident's rights and responsibilities by any current occupant of a room is considered a policy violation and subject to student conduct charges.

Room Inspections

Office of Residence Life staff, including Housing Facilities staff, are authorized to conduct periodic room/suite/chapter house inspections to identify conditions potentially harmful to health and safety. The times for these inspections, except during break periods, will be announced in advance to allow occupants to be present. You will be given adequate time to correct identified deficiencies.

Search of a resident's room may be authorized when there is reasonable cause to believe there is a violation of the Student Code of Conduct as set forth in the Student Handbook, the Ohio Revised Code or the guidelines in the Residence Living Guide. University police or Residence Life staff conduct the search under the following conditions:

- Consent of the occupant(s) of the room.
- Presentation of a warrant issued by the appropriate legal body or agent.
- Permission to search by the director of Residence Life or designee.

University officials, including Residence Life staff, reserve the right to enter residents' rooms, locked or unlocked, at any time in response to an immediate threat to the safety and well-being of residents, physical integrity of the facility, or to address maintenance/occupancy issues. Residence Life staff will always lock the door behind them whether the door was locked or unlocked upon entering.

Roof and Attic Policy

Residents are not permitted to be on the roof of any unit or residence hall. Throwing items from or onto the roof is not permitted. Students are not permitted to enter the attic of any unit. Storing items in roof or attic access locations is not permitted.

Room Keys

Residents are expected to secure their keys at all times. Room, suite and building keys must remain in possession of the resident to whom the key(s) was assigned and may not be duplicated or loaned to others. Students must return all keys to the Express Checkout Box when they checkout of their rooms. Immediately report lost/stolen keys to the residence hall front desk and obtain a lockout key while a lock change is pending.

Residents who are locked out and need to use a lockout key(s) must return the key(s) immediately after unlocking their room/suite door(s) and must show that they have possession of their room and/or suite key(s). After 30 minutes, failure to follow this procedure will result in activation of the lost key process and associated lock change charges (minimum of \$125 per key).

To encourage responsible use of room/suite key(s), the following schedule of fees applies for use of the lockout key. This fee will be charged to the student account:

- First Use: No charge
- Additional Use: \$50.00 per lockout

The fees reset at the beginning of each semester.

Abandoned And Confiscated Property

This policy applies to:

- Personal property left in the student's room or in a public area by a student who vacates a room or without properly checking out with a staff member.
- Items confiscated from a student by staff.

Property left in a student's room or public area will be removed, labeled and stored for 30 days. Residence hall staff will notify the student via email, telephone or mail to claim the collected items. After 30 days, the University may dispose of the abandoned property without legal liability.

NOTE: If ownership of the property constitutes a violation of policy, the item(s) may be turned over to either University police or the Office of Student Conduct. Alternatively, the student may be required to dispose of the item(s).

Semester Break Period Guidelines

All residence halls will be closed at the end of fall and spring semesters. Residents must leave the buildings during the semester break or receive permission through the Office of Residence Life to stay on campus. Residents may leave their belongings in their room over winter break. The University and residence hall policies, regulations, and Student Code of Conduct are in effect during break periods. Each resident desiring Late-Stay or Break housing must complete a Late-Stay or Break Housing request and receive approval by the posted dates. If Late-Stay approval is granted, residents may be required to move to an open building for the duration of the break/period. The resident will be assessed a fee per night. Late-Stay and Break housing may be limited and may be available in a temporary space that may be shared with other students. Food service may not be available or could be limited during break periods. Guests are not permitted during Late-Stay or Break Housing periods.

Residents' Rights and Responsibilities

All residential communities at The University of Toledo operate with the understanding that every student has both rights and responsibilities. It is the student's responsibility to respect the rights of all community members regardless of backgrounds, beliefs, values or attitudes. The University of Toledo expects all students living in or visiting University Housing to follow all policies and procedures.

Rights

- To read, sleep and study in an environment free from undue interference, unreasonable noise and other distractions.
- To reside in a safe and clean environment.
- To host guests with the expectation that these guests will respect the rights of roommates/suitemates, fellow residents and other members of the UToledo community.
- To discuss grievances with a residence hall staff member, who can assist in addressing the concern.

- To be free from fear or intimidation, as well as physical and/or emotional harm.
- To expect that the personal belongings of all will be respected.
- To expect that these rights will be respected by all community members.

Responsibilities

- To treat others with respect and consideration and to guarantee their individual rights.
- To verbally express views to others, should these personal rights be violated.
- To respond to all reasonable requests made by fellow community members.
- To respond to and cooperate with Residence Life staff members.
- To take responsibility for personal and community safety.
- To take responsibility for guests and their behavior.
- To be aware of and abide by The University of Toledo policies and procedures and the laws of the state of Ohio.

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Quiet And Courtesy Hours Guidelines

Certain hours of the day have been designated as “quiet hours” for all Residence Halls:

- Sunday – Thursday: 10 p.m. – 10 a.m.
- Friday – Saturday: midnight – noon

Some buildings/floors may establish, through community agreement, extended quiet hours in addition to those listed. During quiet hours, noise should not be heard outside the room door or window. Recurrent quiet hour violations may result in removal from a room/building and subject to the student conduct process. While there are standard quiet hour guidelines, courtesy hours are in effect 24 hours a day and require that all sound be kept to a reasonable level without disturbance to other members of the community.

Guests

A guest is defined as any individual who visits a Residence Hall in which they do not reside. Guests are expected to observe all University rules and regulations. Overnight guests must be registered by the resident of the building.

There is a limit of two guests per resident at a time. Guests are not permitted during break periods.

Residents who have unauthorized overnight guests will be charged the daily cost room rate and may be subject to disciplinary action.

Violations of the guest policy include, but are not limited to, the following:

- Allowing a guest to enter a residence hall without a host (i.e., tailgating).
- Allowing a guest to utilize a Rocket Card or room key not assigned to them
- Violation of any state, University or Residence Life regulations by a guest.

Hosts assume full responsibility for the behavior and activities of their guest(s), regardless of whether the host is present to observe the behavior of the guest(s). Roommates/suitemates must consent to guests and can revoke their consent at any time. Residence Life staff can ask a guest to leave at any time. For safety and security reasons, hosts are expected to accompany their guests at all times.

Residents are required to request and register overnight guests and receive approval from the Residence Life Coordinator. Overnight guests cannot be minors. With prior consent of the roommate(s), guests are allowed to stay no more than three consecutive nights or 9 nights total per semester. Guests/visitors may not sleep in lounges or on lounge furnishings and may not sleep in any bed without the prior consent of the individual assigned to that bed.

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Safety, Security and Emergency Information

UToledo Police (Call 911)

The University of Toledo Police Department (UTPD), housed on campus, responds to all emergency situations in the residence halls. Call 911 for emergencies occurring inside the residence halls. Call [419.530.2600](tel:419.530.2600) for non-emergencies. For non-life-threatening emergencies inside residence halls, simply contact your front desk or the RA on duty in your building.

Safety and Security

All residents should assume responsibility for ensuring safety and security within University residence facilities. For your safety and security, please follow all Residence Life policies, University policies and federal and state laws.

Residence Hall Access

Each resident has access only to his or her assigned residence hall. Access to residence halls is restricted to residents, escorted guests, authorized University guests, authorized University personnel, and approved University vendors/contractors. All guests must be escorted by residents of the building at all times. For overnight guests, residents must submit a request to their Residence Life Coordinator and receive approval. Residents must carry their Rocket ID at all times or have mobile credentials to enter their assigned residence halls.

Propping Doors

Residents may not prop any residence hall or room entrance/exit doors, which are intended to remain closed and/or locked for safety and security reasons. Students found propping doors will be subject to student conduct charges.

Propping Doors, Door Closures and Tailgating

Residents may not prop any residence hall or room entrance/exit doors, which are intended to remain closed and/or locked for safety and security reasons. Students found propping doors will be subject to student conduct charges. All exterior doors, excluding the main entrance of each residence hall, automatically lock between midnight and 6 a.m. Students found opening or propping exterior doors during these restricted hours will be subject to student conduct charges. Tailgating to gain entry to any residence hall is not permitted. "Tailgating" is a situation in which one or more people follow a resident through a door after the resident opens the door using their Rocket ID or mobile credentials. This can be done with or without the resident's knowledge and/or consent. Residents should not allow strangers and/or non-residents of the building to tailgate.

Fire Evacuation

When the fire alarm is activated, all residents and guests must immediately leave the building using the nearest stairs and exits. Do not use the elevators. Follow the

directions of the residence hall staff, police or fire department personnel. Rooms may be checked to confirm the evacuation of all occupants. The University of Toledo reserves the right to conduct fire drills in the residence halls during the academic year. Failure to evacuate the building during a fire alarm will result in disciplinary action, including a \$50 student conduct charge. All students should review the [“What to Do in the Event of a Fire or Fire Alarm”](#) UToledo website.

Fire Prevention and Safety

Fire safety equipment (including pull stations, smoke detectors, sprinkler systems, exit signs, fire extinguishers and fire hoses) is provided for the safety of building occupants. Fire-safety equipment should be used only to alert occupants of a real fire or to extinguish a real fire. Residents are expected to avoid careless and inappropriate behavior near fire-safety equipment that could activate the fire alarm system. Anyone who intentionally activates the fire alarm system when there is no fire is subject to prosecution through the criminal court system and/or student conduct charges. The expected sanction for such a violation is suspension from the University for a minimum of one semester and remuneration of costs incurred. Anyone who tampers with fire-safety equipment or removes it from its proper location, other than for proper use, is subject to disciplinary action. The minimum University sanction for a first-time violation is a \$50 student conduct charge and may result in removal from a residence hall.

Fire Hazards

Burning items such as incense, scented oil, candles with open flames or embers and/or natural fuel (oil, kerosene, gasoline, propane and charcoal) is prohibited in residence hall rooms/suites and public areas, including surrounding parking lots. The use of portable space heaters is prohibited in all Residence Halls per UToledo policy [S-08-009](#). Exceptions to this procedure may be granted in emergency situations where building heat is temporarily interrupted at the instruction/approval of the Office of Residence Life.

Window and Screen Safety Regulations

For safety purposes, window screens must not be removed or opened, nor should any attempt be made to open windows that are permanently closed. Do not drop or throw anything out a residence hall window, including trash, or one will be subject to student

conduct charges. Do not enter or exit any buildings through the window. There is a \$40 screen reinstallation charge. Repair and/or replacement can cost up to \$80 per screen. During colder months, you will be notified to keep your windows closed to preserve the heat in the building and prevent pipes freezing, maintenance concerns, etc.

Tornado Safety

In the event of a tornado, residents and their guests are expected to follow the established tornado-warning guidelines of each residence hall and/or directions from staff. Generally, designated tornado-safe areas are located on lower levels of the residence halls away from windows. Failure to comply with the safety regulations will result in a student conduct hearing and possible sanction. All students should review the [“What to do in the Event of a Tornado/Severe Weather”](#) UToledo Website.

Residence Life Hazardous Conditions

If you suspect that any rooms/suites contain nuisance-type conditions (mold, mildew, unpleasant odors, etc.) it is your responsibility to report the condition to the Office of Residence Life via Maintenance Request as soon as possible. The Office of Residence Life will contact Housing Facilities in a timely fashion to assess the condition. Rooms/suites suspected of containing these conditions may be vacated until the University has evaluated the condition. The Residence Life Coordinator will relocate affected students in cases that require evacuation.

Dangerous Materials

Residents may not possess or use dangerous materials, such as explosives, firecrackers, ammunition, smoke bombs or flammable chemicals including, but not limited to, gasoline, propane and/or other combustibles. These items are not permitted inside residence halls, nor should they be delivered to your residence hall address. No student shall intentionally ignite or threaten to ignite substances in or near residence halls, including parking lots. This includes campfires, bonfires and any sort of fire set in or near the residence halls.

Environmental Safety

Residents must adhere to federal, state and University regulations regarding environmental safety. Residents are responsible for the proper disposal of personal,

room and/or suite waste into appropriate waste containers. Intentionally, negligently or recklessly exposing someone to hazardous waste as determined by the law or University policy is strictly prohibited. Violations of the environmental safety policy include, but are not limited to the following:

1. Inappropriate use, storage and/or disposal of chemicals, paints, bleach, cleaning products, flammable or combustible items, etc.
2. Inappropriate disposal of sharp objects (needles, syringes, broken glass, razor blades, fluorescent bulbs, etc.).
3. Inappropriate disposal of or exposure to blood-borne pathogens, bodily fluids, biological waste, etc. (public urination, defecation or regurgitation).

Weapons

The display, possession, use or intent to use firearms, ammunitions, bows, arrows, swords, decorative swords, knives (with the exception of culinary knives used solely in kitchenette areas for cooking purposes) or other weapons (BB guns, pellet guns, air/CO2 guns, paint or blow guns, martial art weapons, toy guns, squirt guns, etc.) is strictly prohibited. None of these items should be shipped, delivered or brought to your residence hall. Any item utilized in a threatening way, will be considered a weapon and students will be subject to Student Conduct charges.

Health Hazards

Items such as soiled clothing, rotten or expired food, dirty bathroom facilities (dirt, mold, mildew, etc.) and the noxious odors emanating from such, pose serious health hazards to the community and are prohibited. Residents living in suite-style housing must clean their showers and bathrooms regularly. All residents are expected to clean their rooms, refrigerators/microwaves, and empty their trash.

Rotten or expired food should be discarded immediately. Cleaning supplies are located at the front desk in suite-style residence halls. All front desks have brooms, dust pans and vacuum cleaners.

Campus Safety Programs — UT Alert

Because safety is our first priority, numerous programs covering topics such as self-defense, common sense precautions, and more are offered throughout the year. All

students who have a registered cell phone number with the University are automatically signed up for **UT Alert**, a campus-wide system that provides timely notifications about emergent situations affecting campus, including weather cancellations, crime alerts and other unexpected events.

Drug, Alcohol, Tobacco, And Paraphernalia Regulations

The use, possession and/or intent to sell, transport, deliver, distribute, exchange or manufacture drugs or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision, are prohibited and strictly enforced. The person to whom the drugs are prescribed must use prescribed drugs appropriately. Drug paraphernalia, decorations and attire, including but not limited to bongos, pipes, roach clips, hookahs, rolling paper, neon lights, etc., are prohibited. The Office of Residence Life reserves the right to confiscate any items in violation of the policy and/or request removal of items from the residence hall. Students found to violate this policy will be required to attend and pay for a drug awareness program and/or intense drug treatment (cost to be determined by the program). In addition, violators are subject to termination of their housing contracts.

Tobacco and Cannabis Use

The University of Toledo is a tobacco-free and smoke-free campus. Smoking and the use of tobacco and cannabis products are prohibited in all University academic and administrative buildings, University vehicles, athletic and recreational facilities, the Student Union, Greek chapter houses and residence halls. Tobacco and/or cannabis products include, but are not limited to cigarettes/joints, e-cigarettes, vape pens, cigars, chewing tobacco, edibles, snuff, snus (chewing tobacco in a porous pouch), and pipes. Residence Life may confiscate any tobacco items found in the possession of, or inside the room of, any resident.

Alcoholic Beverages

Federal law mandates that you must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

- Residents 21 years of age or older are permitted to consume alcohol in rooms/ suites with the door closed.

- If a room/suite is shared by residents who are older than and younger than 21 years of age, it must be clear the alcohol is being consumed only by those who are 21 years of age or older. Alcohol containers must be labeled with the name(s) of the resident(s) who is 21 years of age or older. It is not enough if the label is written on the box; each beverage container must be labeled.
- No alcohol is permitted in the room/suite where all residents are younger than 21 years of age.
- Open containers of alcohol are not permitted outside a student's room/ suite in public areas such as hallways, lounges and University/residence hall grounds.
- No person may possess a common source of alcohol. A common source of alcohol is considered to be the equivalent of more than one 30-pack (30 12-ounce bottles or cans) of beer or malt liquor, more than 1.5 liters of wine, more than 750 ml of liquor, or any combination of alcoholic beverages with a total amount that exceeds the maximum allowed quantities above. Kegs, beer bong, party balls, wine boxes, beer pong tables and/or large alcoholic containers of any size are prohibited.
- Students found intoxicated on University grounds are in violation of the alcohol policy.
- Intoxication is not an acceptable excuse for misconduct or for infringement upon the rights of others.
- Engaging, involving, facilitating, arranging, encouraging or participating in activities for perceived and/or excessive, rapid consumption for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited. Examples of abusive or perceived use of alcohol include, but are not limited to, drinking games, alcohol luges, keg standing, beer pong, funnels, etc. Perceived consumption includes participating in such activities with any substance.

Violations may subject the student to parental notification, alcohol assessment, participation in an educational awareness program and/or an intensive alcohol treatment with all associated program costs, and termination of residence hall contracts. Parental notification may occur for residents younger than 21 years of age found with alcohol, intoxicated, or transported to the hospital for alcohol poisoning.

Furniture and Decor

Painting

Students are not permitted to paint their rooms (walls, ceilings, floors, etc.) in any Residence Hall. Guidelines for painting hallway murals are available through the Residence Life Coordinator of the building (Ottawa East only).

Nails, Tacks, Tape and Adhesive

Nails, tacks, and other materials should not penetrate walls, ceilings, doors or other room surfaces. Tape, glow-in-the-dark pieces, Command 3M Strips, and other adhesives must be completely removed from all surfaces at the time of checkout. Damages incurred as a result of the removal will result in a charge for wall repair and/or painting.

Decorations

Live trees, non-UL approved, electric lights and decorations that may be fire hazards are not permitted in rooms, hallways or windows. Decorations depicting drugs, alcohol and pornographic-related materials are not to be displayed in windows or on the outside of room/suite doors.

Tapestries/hangings, banners, and/or fabric flags are not permitted in windows. Windows are furnished with compliant blinds or shades. Decorations are restricted to bulletin boards and the interior surface of the room/suite doors and must be removed before the end of the semester. Streamers, tape, and decorations must be removed immediately after an approved function. Smoke machines should not be used inside the residence hall. Nothing may be suspended from or attached to the ceiling, sprinkler head, or HVAC appliances/vents. Furniture and stored items must always remain at least 18 inches below the ceiling and sprinkler heads.

Facility Damages

Residents will be held responsible for intentional or unintentional damages caused by themselves or their guests. Sanctions include restitution for the repair cost and may include additional student conduct charges. If damage to an assigned room or furniture was not noted on the online inventory report, residents will be responsible for the damage and subject to charges, unless residents can prove the damage was preexisting or occurred otherwise. Additional cleaning and damage charges may be assessed after checkout. Tampering with your room or common space ceiling is

considered an act of vandalism. Violators will be held accountable through the student conduct process.

Residents assume care for the physical condition of their assigned room and/or suite. Damages to rooms and furnishings will be the financial responsibility of the individual assigned to the space, or will be assigned to all roommates/suitemates if the responsible party cannot be identified. If damage beyond normal wear and tear occurs to the public/common areas of the residence hall and it is not possible to determine the person responsible, residents of the community may share the financial responsibility for such damages.

Elevator Best Practices

Elevator misuse can lead to unnecessary damage and inconvenience for everyone. To ensure elevators remain safe and functional please follow these guidelines:

- Enter and exit calmly, avoiding sudden movements that can damage doors and mechanisms.
- Adhere to the posted weight limits to prevent overloading, which can strain the system.
- Use buttons gently and avoid holding them down unnecessarily.
- Ensure that doors are not obstructed during closing to prevent damage to the door sensors and mechanisms.
- Report any unusual sounds or malfunctions immediately to prevent further damage.

Public and Common Areas Guidelines

Students are responsible for the proper care and use of community property and facilities. Building/floor residents will collectively share financial responsibility for damage in public areas resulting from inappropriate behavior when persons responsible for the damage are known to be building/floor residents, but not identified.

University furniture in public/common areas is to remain in its designated location. Only authorized personnel may move University furniture and property. Students caught moving University furniture out of its designated location may be subject to the student conduct process and applicable charges

Examples of behavior covered by this policy include, but are not limited to, noise, damage to building, laundry equipment or furniture, engaging in sports indoors

(including using water guns and having water fights), riding bikes, electric scooters, one-wheels, or hoverboards indoors, smoking, and graffiti. Every effort will be made to identify and charge individual(s) responsible for damage to public and common areas. When loss of or deliberate, malicious or accidental damage to property in common areas occurs, and the responsible party cannot be identified, the residents of a unit, floor or wing may become collectively responsible for restoration costs

Sports

Sports and sports-related activities are to be conducted in appropriate areas outside buildings. Bicycles, roller blades, skateboards, roller shoes, one-wheel boards, hoverboards, and electric scooters are not to be used indoors in any residence halls or dining facilities. All bicycles and/or electric scooters should be safely secured on bike racks outside, or in bike rooms inside, the residence halls.

Toys

Remote-control toys/cars are not to be operated in hallways. Staff members reserve the right to confiscate equipment used in violation of this policy. Note that toy guns, including Nerf guns and squirt guns, are prohibited in residence halls.

Advertising and Solicitation

Materials displayed in public areas, including outside of room or suite doors, must not contain content that violates university policies on harassment, discrimination, or creates a hostile environment as defined by applicable law. Obscene content, true threats, or targeted harassment are not permitted.

While the university supports students' rights to free expression, the university also reserves the right to address materials that are in violation of established policies consistent with state and federal law. Solicitation is not permitted in any public area or residence hall rooms, excluding hall-sponsored fundraising programs. It is not permissible for a student to operate a business from a residence hall room.

Flyers are not permitted to be put under doors in residence halls unless done so by the Residence Life Coordinator or designee.

Student Organization Tabling Policy

No groups and/or organizations outside of Residence Life will be permitted to table in the residence halls without prior approval from the Residence Life Coordinator.

Deliveries

Packages are delivered to the Office of Residence Life. Students will receive an email when your package(s) has been received at the Office of Residence Life. All letter mail will be put in your residence hall mailbox. More information, including addresses, for mail, packages, and food deliveries (DoorDash, InstaCart, Uber Eats, etc.) can be found [here](#).

Room deliveries are not permitted. Illegal items, explosives, weapons, paraphernalia, and drugs will be confiscated if delivered to campus.

Animals

Animals are not permitted in residence halls, with the exception of fish kept in properly maintained aquariums no larger than 20-gallon total capacity per room. Removal of fish during break periods is required. If a pet is discovered, students will be given 24 hours to remove the animal and will be subject to the student conduct process and applicable charges or damage charges.

The University recognizes that emotional support animals and service animals assist individuals with disabilities to participate in their daily activities. Emotional Support Animals (ESAs) must be approved through the Office of Accessibility and Disability Resources. Once approved, owners must provide immunization records for the animal to the Office of Residence Life.

Computer Labs

Students must use only their assigned login/access codes and are not permitted to send, receive or view pornographic materials via the computer labs. To review the complete Responsible Use Policy, visit utoledo.edu/policies/administration/info_tech.

Immunizations

All incoming students and students living on campus must abide by the University Immunization requirements: <https://www.utoledo.edu/health/immunizations.html>

Prohibited Items

Below is a detailed list of prohibited items and substances not allowed within the residence halls.

- Sandwich Makers
- Waffle Irons
- George Foreman Type Grills
- Hot Plates
- Electric Griddles and/or Electric Skillets
- Air Fryers
- Instant Pots and/or Pressure Cookers
- Rice Cookers
- Coffee Makers without Automatic Shutoff
- Food Dehydrators
- Space Heaters
- Electric Blankets
- Adaptors and Extension Cords without Surge Protection
- Amplified Sound Equipment
- Air Conditioner
- Incense
- Candles
- Candle Warmers and Wax Melters
- Toaster Oven
- Toaster
- Incense
- Drug Paraphernalia
- Hover-boards
- Adhesive LED Strip Lights
- Neon Lights
- Lithium Batteries
- Weapons (Real, Fake, Toy, Look Real)
- Sun Lamps/Halogen Lamps/Lava Lamps
- 3D printers

For further questions, concerns, or clarifications on permitted or prohibited items, contact the Office of Residence Life or your residence life coordinator. This list is subject

to change based on recommendations/needs/requirements from the University of Toledo, Office of Residence Life, the fire marshal, or designee.

Appendix: McComas Village

In the fall of 1990, the University of Toledo opened McComas Village. This residential complex houses 14 Greek organizations. Each house provides residential space for students. In February 1994, the Village was named The McComas Village in honor of James D. McComas, President of the University of Toledo from June 1, 1985, until August 31, 1988.

McComas Village is an integral part of the campus community. It provides a quality undergraduate residential experience for the members of the sororities and fraternities housed there.

The Residence Life Living Guide Applies to McComas Village with the Following Exceptions:

Open Flame Policy

Realizing that candles play an important part in Greek organization ceremonies, candles will be allowed on a limited basis in McComas Village. Residents and chapter members must strictly adhere to the following guidelines:

- No open flames on the 2nd or 3rd floor hallways or in resident rooms
- Covered flames or candles (e.g., flame with a protective shield and wax receptacle) are allowed on the 1st floor and basement, only for ritual purposes.
- A fire extinguisher must be present when candles are being used.
- Bonfires are not permitted in McComas Village

Overnight Consultants (National Representatives)

Any organization that will have a national consultant staying in the house overnight must submit a request for approval to the Office of Residence Life. The request should be submitted by the local chapter president must include the following:

- Name of Individual
- Specific dates of the visit
- Where the guest will be sleeping
- A request for a temporary access card and/or key to vacant space

The Office of Residence Life will issue temporary access cards and/or room keys to the guest directly when they arrive, at the Office of Residence Life or another predetermined location. Any key or temporary card that is lost will be charged at cost to the organization. Overnight consultants are not to use a resident's Rocket ID/mobile credentials or room key. Overnight consultants must follow all rules as outlined in this guide and adhere to the "Guests and Visitors" section of this guide.

Advisor Access

During the academic year, advisors should be treated as Guests and escorted by residents of the house if/when they need to enter. Advisors may request additional access to the chapter houses during the summer and winter break periods within the following guidelines:

- The chapter president must submit the name and contact information of one advisor they would like to have access to the house.
- Advisors with access to chapter houses will be considered mandatory reporters and Campus Safety Authorities (CSA), must submit to and pass an annual criminal (BCI/FBI) background check at cost to the chapter, and complete university Title IX and CSA training annually.
- Access will be granted during business hours within a specified date range, and for a clear business purpose.
- Access will be provided via a temporary access card issued by the Office of Residence Life and must be returned to the Office of Residence Life at the end of the requested date range. Access cards lost/not returned will be charged at cost to the organization.

Occupancy

Each chapter has a pre-determined capacity and is expected to maintain a full occupancy. Failure to meet full unit capacity may result in loss of housing privileges, additional fees, and/or assignment of independent students to vacant bed spaces.

McComas Village Room Changes

Village residents may change rooms during the predetermined room change period as outlined in the "Room Changes" section of this guide. Any room changes that occur without approval from the Office of Residence Life will result in improper checkout charges, potential lock change charges, and potential damage charges.

Custodial Policies

Custodians are responsible for cleaning the 1st, 2nd, and 3rd floor restrooms and stairwells, and the 2nd and 3rd floor hallways. All other areas are the responsibility of the chapter. Scheduled times for 2nd and 3rd floor restroom cleaning will be determined and communicated by the Office of Residence Life; the Office of Residence Life will make every effort to communicate any required or unexpected changes to the schedule.

Outdoor Use of Furniture

Residents are permitted to bring their personal indoor furniture outdoors, pending they bring it back inside by 12am that evening. All furniture left outside overnight will be subject to charges for removal.

Village Courtyard Use

The Village Courtyard includes the large, open area in the middle of the Village. The courtyard extends from the front of each unit to the western edge of the Parking Lot #9 (Football field lot). Organizations planning to host an event in the courtyard must submit a request in InvoNet. Any event held in the Courtyard, around the volleyball courts, near the Village grill, or adjacent lot, which offers food or beverages, must use the university food service provider if exceeding \$1000.00 on food costs. The only exception to this policy is for those residents/chapters using the Village grill.

Alcoholic Beverages

Federal law mandates that individuals must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

- Residents, 21 years of age or older are permitted to consume alcohol in A-2 Pi Kappa Phi Fraternity House only. All other McComas Village houses are alcohol-free, regardless of age.
 - If a room/suite is shared by residents who are over and under 21 years of age, it must be clear the alcohol is being consumed only by those who are 21 years of age or older. All the alcohol containers must be labeled with the name(s) of the resident(s) who is 21 years of age or older. It is not enough if the label is written on the box, each beverage container must be labeled.

- No alcohol is permitted in the room/suite where all residents are less than 21 years of age.
- Open containers of alcohol are not permitted outside a student's room/suite in public areas such as hallways, lounges, and University/residence hall grounds.
- Kegs, beer bong, party balls, wine boxes, beer pong tables and/or large alcoholic containers of any size are prohibited.
- Alcohol-related glasses (wine, beer mugs, shot, etc.) are prohibited.
- Students who are found intoxicated on University grounds are in violation of the alcohol policy.
- Intoxication is not an acceptable excuse for misconduct or for infringement upon the rights of others.

All violations may subject the student to parental notification, alcohol assessment, participation in an educational awareness program, and/or an intensive alcohol treatment with all associated program costs, and termination of their residence hall contract. Parental notification may occur for residents less than 21 years of age found with alcohol, intoxicated or transported to the hospital for alcohol poisoning.

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