

ROOM PERSONALIZATION

Approved by: Department of Residence Life

History: N/A

Related Policies: Complaints and Grievance Process (<http://catalog.stkate.edu/policies/stu-non-acad/comp-griev/>)

Related Forms, Procedures and References: Residence Life website (<https://www.stkate.edu/life/housing/>) | My Housing (<https://prdrms.stkate.edu/>)

For Questions Contact: Department of Residence Life | 651.690.6617 | residencelife@stkate.edu

Students have considerable freedom to decorate their living space. Students are asked to follow the basic rules listed below. Room decorations that pose a fire hazard or may damage the facility are prohibited. Students who cause damage to their living space and/or additional living spaces could be held financially responsible for the cost of the repairs.

- Any three pronged appliances (excluding computers) must be plugged directly into the wall outlet. Extension cords are not permitted but students may use a surge protected power strip for computers.
- Students should use blue painter's tape only. Blue painter's tape is the only tape approved by the University for posting in the residence halls and apartments. Students are asked to avoid using any tape or other adhesives that chip the paint or plaster. Students will be charged for holes and tape marks.
- Painting and wallpapering may be done only by University-approved painters. No contact paper may be adhered to walls, ceilings, floors, doors, desktops, cabinets etc.
- Alcohol containers, empty or not, are not allowed as decoration in rooms where residents are under 21.
- Netting or tapestries from the ceiling, sprinklers, or walls are not allowed as they are fire hazards. No more than 20 percent of any door or wall can be covered.
- To avoid damage to windows and to facilitate the ability for emergency evacuation or communication if needed, students may not block windows or affix, permanently or temporarily, signs, posters, banners or other items to the windows of their assigned space or common spaces in campus housing. Residence Life reserves the right to remove any item from a residence hall room that is visible to the public.
- University furniture may not be removed from any living space, nor can common area furniture be moved into individual living spaces. The University will only store college beds to accommodate children's furniture in family units.
- Residents cannot make any permanent changes in their living spaces or changes that will require maintenance work to restore the space to its original condition.

- To avoid needless damage to window frames, screens, blinds, or drapes, screens are not to be removed from windows. Removal of screens will result in a \$100 fine.
- Some buildings have interior sprinkler systems. It is a violation of state law to tamper or interfere with sprinklers, including hanging items from or attempting in any way to move/alter the sprinkler heads and equipment. In addition, extreme damage can result in flooding and water damage as well as damage to the fire sprinkler system. Students could be held financially responsible for damage to the building and other residents' personal property.
- Holiday decorations and lights are permitted in rooms, suites, and apartments. Natural Christmas trees or tree boughs are not permitted. Exit signs and emergency lights may not be decorated. No continuous hallway decorations may be used. All winter holiday decorations must be taken down before leaving for semester break.
- Minnesota state law prohibits the removal of traffic and/or street signs; therefore they are not permitted in any residential building on campus.
- Decorations or information campaigns in common areas may be organized with living communities (floor, suite, etc.) and are expected to comply with University policy and the student conduct code. Message(s) which violate university policy (e.g., negatively targeting individuals or groups of people with or without the appearance of intending to inflict physical or psychological harm) will be immediately removed by the university. Formal action may be taken by the university through the Student Code of Conduct.

Room/Suite/Apartment Condition Report

Upon checking into the residence halls students will be asked to complete a condition report form online. This form describes the condition of the living space and all the furniture within. Damages must be recorded on the condition report form or reported to the Resident Advisor within two weeks of check in. Any additional damages will be charged to students after checking-out. Failure to complete the condition report form by the specified deadline will result in a \$50 fee.

Upon checking out, Residence Life staff will walk-through each living space to assess damages. Students may be assessed additional damage charges at that time.