

University Village Community Standards

Cal Poly Pomona Enterprises, 2023-2024

The University Village is committed to maintaining a safe, healthy, living and learning environment for all residents and staff. Each member of the community should choose behaviors that contribute toward this end. Students are expected to be good citizens, engage in responsible behaviors, be respectful to one another, and contribute positively to community life. (adapted from the [Cal Poly Pomona Student Code of Conduct](#))

Community Rights and Responsibilities:

These Community Standards exist to promote, ensure, create, and protect an environment conducive to academic, personal, and social growth. Every resident both benefits from the results created by the Community Standards and also has an obligation to participate in how they are upheld. As a University Village resident, we expect your participation with regard to resolving conflicts with other residents such as roommate mediations, the student conduct review process, requests for information, working towards understanding others' needs in a respectful way, and conducting yourself in a responsible way. The contents of this document are intended to make you aware of your community rights and responsibilities and are guided by the following principles:

Community Rights:

- A. Residents have the right to live in a respectful environment.
- B. Residents have the right to live in a safe and clean environment.
- C. Residents have the right to an environment that is conducive to sleep.
- D. Residents have the right to an environment that is conducive to studying.
- E. Residents have the right to an impartial conduct review process.

Community Responsibilities:

- A. Residents are responsible for being aware of and abiding by all of the Community Standards.
- B. Residents are responsible for their personal actions.
- C. Residents are responsible for respecting the differences of those around them.
- D. Residents are responsible for taking an active role in the safety of the community.
- E. Residents are responsible for holding other community members accountable for their actions.

University regulations, federal, state, and local laws: [Executive Orders and Office of Equity, Inclusion, and Compliance Policies](#)

As a resident of the University Village, you are required to abide by all University policies regarding student conduct and applicable federal, state, and local laws.

Your Educational Experience:

The University Village offers professional and student staff to work with residents to maintain a community that enhances students' educational experience. Additionally, the University Village works to create social, educational, developmental, and recreational opportunities.

Community Standard Violations:

These Community Standards are designed to encourage residents to take responsibility for their actions and to ensure that the rights of all community members are respected. The University Village conduct review process exists to address violations of the Community Standards outlined in this document and any inappropriate or illegal conduct. Any University Village conduct review process may take place prior to or concurrently with University or criminal processes. Residents believed to be in violation of the Community Standards will be referred to the University Village conduct review process. As a resident, you agree to participate in the University Village conduct review process and to complete any resolutions issued. Should you fail to prevent or report Community Standard violations, you will be held accountable for not doing so, as outlined in your Community Rights and Responsibilities. **Please note, any violations may result in a notice to quit/eviction from the University Village on the first offense.**

Failure to respond to conduct-related communication (email, phone call, letter, et al.), attend conduct review meetings, or complete assigned resolutions results in Failure to Comply. Failure to Comply violations may result in notice to quit/eviction. The circumstances of the violation and conduct review will determine the timeline for the NOTICE TO QUIT/EVICTION, which may be immediate up to a matter of days or weeks.

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I. Community Standard Violations

Abusive Behavior

- A. Zero Tolerance Policy for Threats or Acts of Violence – available at: [President's Memorandum](#).
- B. "Cal Poly Pomona is committed to creating and maintaining a working, learning, and social environment that is free from violence. The university has **zero tolerance** for threats or acts of violence against members of the campus community."
- C. Threats, assault, or physical, psychological, verbal, or written abuse (including digital outlets) to harm someone or endanger the safety of others is prohibited and have **zero tolerance**.
- D. Harassment in any form towards any person and/or group, through any medium (including digital) is prohibited.

Act for Safety

- A. Residents' health and safety are the primary concerns for the University Village community. Residents are expected to contact the Resident Advisor (RA) on Duty, front office, or University Police Department (UPD) when they believe that assistance is needed for an intoxicated/impaired person. UPD will decide if transportation is needed to medical facilities. If off property, in case of medical emergency, residents should call 911 for assistance by local police, fire safety, or medical professionals.
- B. Residents are expected to recognize and report concerning behavior.
- C. Residents who proactively seek assistance for themselves or others will not be subject to the regular University Village conduct review process. Residents who actively invoke the Act for Safety Policy will participate in an alternate educational process focused on health and well-being. If repeated incidents occur there will be additional disciplinary action.
- D. The policy does not preclude disciplinary action from other violations such as: physical harm, sexual abuse, damage to property, harassment, etc.
- E. This policy does not preclude disciplinary action by the University, state, or local authorities.

Alcohol

- A. Providing or selling of any alcoholic beverages to any person under the age of 21 is prohibited.
- B. Consumption, possession, or storage of alcoholic beverages by any resident under the age of 21 is prohibited.
- C. Residents under the age of 21 may be in the presence of an alcoholic beverage in their housing unit only if another resident of their housing unit is 21 years of age or older. Any other guests or residents under the age of 21 may not be present while alcohol is being consumed.
- D. Possession of bulk alcoholic beverages, defined as amounts that is excessive for responsible personal use is prohibited. Possession/use of any keg, party ball, or other mass drinking device (i.e., beer bong) is prohibited.
- E. The brewing of alcohol is prohibited.
- F. Possession, consumption, and display of alcoholic beverages or bottles/cans (full or empty) in a public view or place (patio/balcony, walkways, windows, pool, basketball court, etc.) are prohibited.
- G. Detectable intoxication of residents or guests, and/or inability to exercise care for one's own safety and/or the safety of others is prohibited.
- H. Drinking games are prohibited at the University Village; this includes but is not limited to beer pong, quarters, flip cup, king's cup, etc. Simulation of drinking games such as water pong, Gatorade pong, etc. is prohibited.
- I. ***The University Village has an Act for Safety Policy for alcohol/controlled substances related medical emergencies.***

Alteration and Care of Premises

- A. Alterations, changes, remodeling, renovating, tampering, or removal (including but not limited to painting, wallpapering, ceiling, electrical/mechanical fixtures, blinds, windows, window screens, cabinets, doors, landscaping, construction/building, etc.) of University Village property is prohibited.
- B. Throwing, projecting, dropping, shaking, hanging, climbing, or passing any object from the exterior of University Village property is prohibited.
- C. Placing, storing, hanging, affixing, or exhibiting any object (planter, hammock, clothesline, exterior television-radio aerial, satellite dish, signage, wiring, lighting, electrical appliance, etc.) any place on University Village property is prohibited.
- D. Use of the balcony, patio, porch, or window as a means of non-emergency entry or exit is prohibited.
- E. Exercise equipment and bulk furniture is prohibited.
- F. Excessive damage to walls by use of push pins, nails, screws, etc. is not allowed.

- G. You are required to keep the housing unit and premises in a clean and sanitary condition. If your unit is found to be a health and safety violation, University Village staff may have the housing unit cleaned at the expense of the resident, including pest control services if necessary.
- H. Storage and clutter on balcony, patio, porch, and landing is prohibited. Garbage or any other items, which contribute to the decline in the aesthetic or general condition of University Village property is prohibited. Excessive clutter and items stored in unauthorized areas will be removed and disposed of by University Village staff at the resident's expense.
- I. Residents are responsible for notifying University Village staff immediately regarding maintenance and pest control issues; not doing so will result in a resident being charged for damages, repairs, and/or services.
- J. Health and Safety Inspections will occur at least once per semester. The purpose of these inspections is to identify and address any health, safety, sanitation, and/or facility issues in University Village apartments. Residents will receive notification of the Health and Safety Inspection.

Barbeques

- A. Residents may possess and use personal charcoal barbecues a minimum of twenty-five (25) feet from any University Village building. Gas and propane barbecues are prohibited.
- B. Residents must remain with hot BBQs at all times, dispose of all extinguished coals/ash in a trash receptacle, and clean the area after every use. BBQs are to be stored in a location not blocking any emergency exit or egress.
- C. Lighter fluid and charcoals cannot be stored in the outdoor storage closet due to the water heater. The approved storage locations for lighter fluid and charcoal are:
 - Phase I:** Under the kitchen sink or inside the kitchen/hallway closet
 - Phase II:** Under the kitchen sink or inside the kitchen/hallway closet
 - Phase III:** Under the kitchen sink, inside the hallway closet, or in the side nook in the housing unit (next to dining room table)

Bias/Hate Crime

- A. Hate crime includes, but is not limited to, a violation of Section 422.6. Any criminal act against a protected identity may be classified as a hate crime and is prohibited and have **zero tolerance**. Please refer to Cal Poly Pomona's Response Protocol for Hate Crimes <https://www.cpp.edu/~cppbit/docs/hate-crime-response-2018-11.pdf>.
- B. A hate crime (**CA Penal Code 422.55**) is a criminal act and will reported to authorities.
- C. It is the responsibility of every member of the community to take any threat of violence seriously. All threats must be reported to the appropriate authorities. Failure to report any threat is subject to disciplinary action.

Bicycles/Skateboards/Scooters/Motorized Vehicles

- A. Bicycles are permissible on University Village property; however, residents assume all responsibility for damages to, or loss/theft of, bicycle, or damage to your housing unit due to bicycle storage.
- B. The approved storage locations for bicycles, without blocking emergency exit or egress, are:
 - Phase I:** Storage closet, outside bike rack, and housing unit living room with permission of all residents within the housing unit (bicycle must be out of the way)
 - Phase II:** Bed space, storage closet, and outside bike rack
 - Phase III:** Bed space, side nook in housing unit (next to dining room table), outside bike rack, or on the railing underneath the stairwell on the first floor only
- C. All Cal Poly Pomona (CPP), campus, city, and state laws pertaining to bicycles and skateboard safety must be adhered.
- D. The riders of bicycles, skateboards, scooters, etc. should enter, exit, and travel within and throughout University Village property with extreme caution, be aware of car traffic, and stay within their lane. No riding/weaving in the middle of the street.
- E. The use of bicycles, skateboards, scooters, etc. around/near/inside of the Community Center or Recreation Center is prohibited.
- F. Street and trick skateboarding is prohibited at the University Village. This includes but is not limited to "ollying" off curbs, flip tricks, grinds/slides on curbs, and other dangerous or noisy skating.
- G. Residents agree to abide by all state and local driving laws and limit speed to under 10 miles per hour.
- H. "Tailgating" another car into University Village property is prohibited (one car per green light, gate card swipe, or license plate read).
- I. Residents are prohibited from parking in "Village Staff" spaces (white) or in service vehicle spaces

(orange) at all times.

- J. Motorized vehicles are not allowed in apartments or walkways. They must be stored in designated parking areas.
- K. Guests/visitors/non-residents are not allowed to park in the University Village. They must only park in visitor-approved parking lots (with valid hourly/daily permit) in either U-Lot or the Visitor Lot.

Community Responsibility

- A. Residents are expected to comply with all reasonable requests for courtesy towards others, including, but not limited to, issues regarding noise, use of common area space, and trash disposal.
- B. Failure of residents to prevent or report a violation or facility issue violates their responsibility as a student and member of this community.
- C. We expect that all residents and staff be an active bystander and intervene if assistance is needed to prevent stalking, harassment, dating/domestic violence, and sexual assault. Additional information: <https://www.cpp.edu/~survivoradvocacy/index.shtml>.

Controlled Substances/Illegal Drugs

- A. The University Village enforces a **zero tolerance** stance for the use or possession of controlled substances. **Any violation may result in a notice to quit/eviction from University Village property on the first offense.**
- B. Possession, purchase, consumption, being under the influence of, odor, or use of illegal drugs or non-prescribed prescription drugs is prohibited.
- C. Distribution, sale, or supply of illegal drugs, controlled substances, narcotics, or prescription drugs is prohibited.
- D. The use or possession of marijuana in any form for recreational or medicinal use is prohibited. The California Compassionate Use Act does not apply to cases involving use and possession of marijuana that violate the Student Conduct Code or the University Village License Agreement. Residents are NOT protected from disciplinary action under the California Compassionate Use Act, the Drug-Free School and Communities Act, and the Drug Free Workplace Act.
- E. Medical Marijuana Identification Cards (also referred to as a 215 medical marijuana card) are **not recognized** by Cal Poly Pomona or the University Village.
- F. Possession of paraphernalia commonly used for drugs and smoking materials (including, but not limited to bongs, vaporizers, glass, wood, and water pipes) are prohibited.
- G. The misuse of any drug, including prescription or over the counter medications is prohibited.
- H. ***The University Village has an Act for Safety Policy for alcohol/controlled substances related medical emergencies.***

Dangerous Behavior

- A. University Village enforces a **zero tolerance** stance for dangerous behaviors. **Any violations may result in a notice to quit/eviction on the first offense.**
- B. Any behavior that can be interpreted as endangering or harming oneself, any community member, or guest is prohibited.
- C. Residents should report concerning behavior to the appropriate office (Village staff, University Police, etc.). Students seeking support because of dangerous behavior can connect with Counseling and Psychological Services.

Disorderly Conduct

- A. Any obstruction or disruption of the University Village's educational or administrative processes is prohibited.
- B. Engaging in lewd, indecent, offensive, or obscene behavior on property or sponsored event is prohibited.
- C. Public display of obscene or offensive matter that contributes to an unsafe or threatening environment is prohibited on University Village property; this includes items hung on apartment doors or any other area of public view.

Emotional Support Animals/Pets

- A. In compliance with the Fair Housing Act (FHA), residents with Emotional Support Animals (ESA) and are given reasonable accommodations but must complete the below ESA process (see page 10) with the University Village Operations staff **PRIOR** to arriving on property.
- B. Emotional Support Animals (ESA) are **NOT** considered "pets". ESA's benefit their owners emotionally/physically

- and have been approved to be classified as an ESA for their assistance.
- C. The Emotional Support Animal Process differs for non-Cal Poly Pomona residents. Contact the University Village Front Office Operations staff at village@cpp.edu for further information.
- D. Due to space limitations and animal wellness, no Emotional Support Animal over the weight of 40 lbs. is allowed.
- E. Emotional Support Animals are not allowed in any public indoor space on Village property (i.e. Recreation Center, Community Center) or at Village sponsored programs or events.
- F. Residents must pick up any waste left by their Emotional Support Animal.
- G. Only non-carnivorous fish are permissible "pets" allowed on property; tanks may not exceed 10 gallons in size.
- H. Harboring, feeding, or possessing any pets/ unapproved animal on University Village property is prohibited.

Failure to Comply

- A. University Village has the right to enter the premises occupied by the resident for the purpose of emergency, health, safety, maintenance, management, enforcement of Community Standards, inspection of premises, delivery of University Village information/newsletter, or for any lawful purpose.
- B. Residents agree to abide by reasonable requests or directives given by University Village staff acting in the performance of their duties.
- C. Failing to provide information to staff, interfering with staff while they are performing their duties, failing to identify yourself or guest, not opening the door when a staff requests, or being verbally abusive to staff is prohibited.
- D. Residents participating in a conduct review process must respond and not withhold information.
- E. Residents should not provide false information, attempt to obstruct the investigation, threaten, or intimidate individuals participating in the investigation process or evidence in an investigation.
- F. Residents participating in the conduct review process should not discuss their case outside of their meeting and should respect the privacy of all involved.
- G. Residents agree to comply with the University Village conduct review process, outcomes, deadlines, and resolutions.
- H. Residents are required to complete a Community Living Agreement (CLA) with their roommates within 4 weeks of moving in. Failure to complete a CLA may result in a conduct meeting.
- I. Residents are required to attend any related Orientation or Welcome Meetings with Residence Education staff. Failure to attend may result in a conduct meeting.
- J. Disciplinary actions for Failure to Comply violations may result in a **notice to quit/eviction**.

Fire Evacuation and Emergency Procedures

- A. Resident shall not block space in any manner as to block emergency access to the window(s) or door(s).
- B. All persons are required to evacuate for emergencies and University Village training evacuations.
- C. Failure to vacate during an emergency or simulated emergency may result in a conduct meeting.

Fire Safety

- A. Highly flammable materials, liquids, or instruments which pose a risk of damage or injury are prohibited. These items include, but are not limited to candles, incense, space heaters, fireworks, gasoline, helium tanks, tiki torches, explosives, toxic chemicals, propane or other gas cylinders, biological agents, etc.
- B. Misuse of the stove or leaving a lit stove or oven unattended is prohibited.
- C. Power strips, extension cords, and string lights are permissible as long as they are UL approved and meet minimum fire safety regulations for indoor use. Plugging multiple extensions cords and power strips into one another is prohibited.
- D. It is a misdemeanor violation to tamper or obstruct fire safety systems or equipment in accordance with the [California Penal Code 148.4](#). This includes tampering or breaking fire alarms, fire equipment, hanging/covering fire safety items, or making false reports.
- E. Residents will be charged for the replacement of any fire safety device lost, discharged, or damaged by the resident or guest.
- F. "Live cut" trees, such as Christmas/holiday trees, are prohibited. Artificial Christmas/holiday trees are allowed if under 4 feet in height.
- G. Hoverboards and similar motorized devices are prohibited on University Village property.
- H. Tampering or removing the University Village evacuation map on the back of your housing unit front door is prohibited. The emergency procedures and evacuation map should be viewed by all residents and their guests.

Furnishings and Appliances

- A. Additional furnishings (including, but not limited to couches, loungers, sofas, beds, amplifiers, large bookshelves, mattresses, dart boards, exercise equipment, entertainment centers, etc.) are prohibited.
- B. Prior approval by University Village staff must be obtained for additional small furnishings (including, but not limited to tables, desks, beanbag chairs, storage containers, chairs, kitchen carts, etc.) See **Furniture Approval and Removal** on page 10 for more information pertaining to approval process.
- C. Removal of University Village-provided furniture from the housing unit, or storage in outdoor storage closet, is prohibited.
- D. Mini-refrigerators greater than 3.5 cubic feet, in-line water purification systems, lofts, electrical appliances used for heating or preparation of food (portable stoves, hot plates, etc.), portable dishwashers, halogen lamps, waterbeds, washers, dryers, and bidets are prohibited.
- E. Microwaves, toasters, coffee makers, electric kettles, air fryers, and other cooking devices are only allowed in kitchen area for fire safety. Appliances must be directly supervised at all times while in use.

Gambling

- A. Residents shall not gamble or bet with exchange of money or other items or services on University Village property.

Guests*

**This policy may differ for University Village professional staff who are required to live on property.*

- A. The term "Guest" is defined as any individual not assigned to a housing unit which they are visiting. Guests must be with a resident assigned to the housing unit being visited at all times.
- B. Residents are responsible and accountable for the actions of their guests while on University Village property, immediately adjacent areas, or at University Village-sponsored or supervised events. Residents agree to inform guests of all policies and procedures as set forth by the Community Standards.
- C. Guests must not infringe upon the rights of other residents. The University Village reserves the right to deny or remove access to any guest whose conduct is deemed inappropriate.
- D. Guest expectations should be discussed and adhered to between all roommates in the initial Community Living Agreement.
Residents may revoke their approval of a guest for any reason at any time and the guest must then be accompanied off University Village property.
- E. Underage guests are prohibited from the pool area at all times.
- F. No more than eight (8) people (including residents and guests) are allowed in a housing unit (including porches/patios) at any given time.
- G. Cohabitation exists when a person who is not assigned to a particular room/apartment uses that room/apartment as if they were living there. Cohabitation is not permitted at University Village.
- H. Residents are prohibited from subletting or renting their assigned space to any other individual.

Hazing

- A. Hazing, or conspiracy to haze, is prohibited. Hazing is defined in Penal Code 245.6 as any method of initiation or pre-initiation into a student organization which is likely to cause serious bodily injury, physical harm, personal degradation, or disgrace. See <http://www.cpp.edu/~studentconduct/student-conduct-code.shtml>.

Keys

- A. Residents are responsible for carrying their keys with them at all times.
- B. Duplication, loaning, or swapping of keys or gate cards is prohibited.
- C. Each resident is responsible for their keys/gate cards and a fee will be charged if replacement is needed. Residents are expected to report any lost or stolen key to the Front Office in a timely manner.

Noise

- A. "Courtesy Hours" are in effect twenty-four (24) hours a day, seven (7) days a week. Residents must maintain a reasonable noise level at all times, including during non-Quiet Hours.
- B. "Quiet Hours" are from 11:00pm to 8:00am (Sunday evening through Friday morning) and 1:00am to 10:00am (Friday evening through Sunday morning). *Please note: 24-hour Quiet Hours will be enforced during finals week beginning the Friday leading into finals.*
- C. Courtesy Hours and Quiet Hours are enforced in all areas of University Village property.
- D. Contractors and University Village staff shall abide by all Quiet Hours, except in a maintenance emergency or during planned construction projects.

Pool, Recreation, and Shared Areas*

*This policy may differ for University Village professional staff who are required to live on property.

- A. Residents and guest (1) are permitted to use the recreation areas (basketball court, barbeque, and picnic area, etc.) between the hours of 8:00 a.m. to 11:00 p.m. (Monday through Friday) and 10:00 a.m. to 11:00 p.m. (Saturday and Sunday). The pool and basketball court will close nightly at 11:00pm.
- B. Residents are given priority in use of pool/recreation areas. University Village reserves the right to refuse use or close access of the pool or recreational spaces. All persons under the age of 18 years old are prohibited from use of the pool and surrounding area.
- C. Alcohol and glassware are prohibited in the pool and recreation areas.
- D. Camping on University Village property is prohibited.
- E. The Community Center and Recreation Center (including study areas and recreation areas) are for residents only during posted operational hours. Residents may submit a Facilities Use Request Form to reserve certain communal areas for resident or club/organization activities. The Space Reservation Form can be found on the University Village website.
- F. The Laundry Room and Computer Lab are to be used by residents only. Residents must abide by the guidelines posted and outlined in the [Cal Poly Pomona Acceptable Technology Use Policy](#). See
- G. Community Garden: For information, policies, and guidelines, please email villageresed@cpp.edu.
- H. The use of Unmanned Aerial Vehicles (UAV) and Drones are prohibited, in accordance with Cal Poly Pomona's environmental health and safety policy. Approval may be granted by request with an approved **Certificate of Authorization from the Federal Aviation Administration**.

Security, Theft, and Vandalism

- A. Residents are responsible for adopting practical safety habits including locking their front door at all times and closing windows when not at home. If University Village staff finds repeat occurrences of doors that are left unlocked, they will lock the doors for safety, and resident may be subject to a conduct meeting.
- B. Code Blue Phones are available around property for any emergency and will connect directly to UPD. Tampering or using Code Blue Phones for false reports is prohibited.
- C. Suspicious persons or activity should be reported immediately to University Village Front Office or RA on Duty.
- D. Theft, vandalism, or intentional damage to University Village or resident property/possessions is prohibited.

Service Animals

- A. In compliance with the Fair Housing Act (FHA), residents with Certified Service Animals and are given reasonable accommodations, without the need of Disability Resource Center approval.
- B. Service Animals are categorized as trained to do a specific task or service for their owner.
- C. Residents must pick up any waste left by their Service Animal.

Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence and Stalking: [Executive Order 1097](#)

- A. We are committed to creating and sustaining a positive living and working environment, free of discrimination, harassment, and retaliation. Sexual violence, sexual assault, domestic/dating abuse, and stalking are prohibited and have **zero tolerance**.
- B. Sexual assault, sexual battery, or rape of any person is prohibited. This behavior includes any sexual activity that is carried out without the express consent of all parties involved, including, but not limited to attempted or completed non-consensual sexual acts. For purposes of these Community Standards, anyone under the influence of alcohol or controlled substances is deemed to be incapable of giving consent to sexual activity.
- C. Sexual harassment/sexual violence towards any person is prohibited. Sexual harassment includes such behavior as unwanted sexual advances, sexual gestures, unwanted requests for sexual favors, creating a hostile or offensive environment, and other unwanted verbal or physical conduct of a sexual nature directed towards another person.
- D. Stalking means a repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in a reasonable fear for their or others' safety, or to suffer substantial emotional distress.
- E. University Village staff (including Resident Advisors and student leaders) have a duty to report any incidents of sexual assault and violence even when the person has requested anonymity as mandated by Federal law under Title IX.
- F. For definitions or to report an incident: https://cm.maxient.com/reportingform.php?CalPolyPomona&layout_id=8.

Smoking: [Executive Order 1108](#)

- A. Smoking/use of tobacco products in University Village buildings/apartments and on University Village property is prohibited.
- B. Effective September 1, 2017, all California State University campuses shall be 100% Smoke Free and Tobacco Free. Smoking, and the use or sale of tobacco products are prohibited on all California State University properties. Members of the CSU community are expected to fully comply with the policy.
- C. Smoke Free: "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices, and similar products are prohibited on all University properties.
- D. Smoking: "Smoke" or "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoke" or "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
- E. Tobacco Free: "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.
- F. Tobacco Product: A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, cigarillos, chewing tobacco, pipe tobacco, and snuff.
- G. Tobacco Device: An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, hookah, or any component, part, accessory of a tobacco product, whether or not sold separately, is prohibited. "Tobacco product" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is market and sold solely for such an approved purpose.
- H. The policy applies to students, staff, faculty, guests, and visitors. This policy also applies to vehicles located on University Village property.

Solicitation and Posting

- A. Advertising, sales, and/or solicitation are prohibited, unless otherwise approved by the University Village Assistant Director for Community Standards & Wellness at villageresed@cpp.edu.
- B. All posted materials must be submitted to the Assistant Director for Community Standards & Wellness for approval. Individuals may not post their own fliers or printed materials.
- C. You shall not use your housing unit or University Village property for any commercial purposes, defined as a carriage of persons or property for any fare, fee, rate, charge or other consideration, or directly or indirectly in connection with any business, or other undertaking intended for profit.

Weapons

- A. Possession, use, or threatened use of any object or weapon deemed by the campus authorities to be deadly is prohibited. This includes, but is not limited to: decorative swords, switchblade knives, daggers, machetes, fireworks, explosives, propane or other gas cylinders, dangerous chemicals, laser pointers, firearms, ammunition, sling shots, wrist rockets, stun guns/Tasers, black jacks, sand clubs, Billy clubs, chukka sticks, throwing stars, metal knuckles, and other weapon-like instruments, including air, gas propelled guns (pellet guns, BB guns, paintball guns, etc.), or any projectile devices. Storage of any of the aforementioned weapons or banned items should be done off property.
- B. Any knife with a fixed blade longer than 2.5 inches is in violation of [CA Penal Code 626.10 \(b\)](#) and prohibited on property. These items include, but are not limited to switchblades, butterfly knives, or any knife that opens automatically or has more than one sharp edge.
- C. Kitchen knives are permitted without a length limit because of their intended use and necessity for typical living purposes at the University Village. Kitchen knives that are used as a weapon are prohibited.
- D. Intentional misuse of personal defensive devices is prohibited.

II. Resident Processes

Emotional Support Animal Approval

- A. **PRIOR** to a resident bringing an ESA onto University Village property, the resident must adhere to and complete the following:
 - i. Connect with the Disability Resource Center (DRC) and receive approval for ESA to be on campus.
 - ii. Resident informs the University Village that the resident is seeking an ESA accommodation.
 - iii. Resident meets with University Village Operations staff member to review additional documents:
 1. Confirmation/Approval notice provided to the resident from the Cal Poly Pomona DRC
 2. Emotional Support Animal Addendum (initial and sign)
 3. University Village Emotional Support Animal Roommate Agreement (all roommates sign)
 4. Provides verification of vaccinations, spay/neutering, license, microchip #, and picture of their ESA

Furniture Approval and Removal

- A. The approval process for additional furniture includes an email request to the Assistant Director for Community Standards and Wellness or a University Village staff designee. The email should include resident name and ID number, apartment number, picture of item, and appropriate dimensions.
- B. Residents may request to replace a University Village-provided bed with another bed/futon supplied by the resident for use in the resident's bed space only. Approval is contingent on adherence to fire safety and egress regulations, in addition to storage availability. A University Village Bed Removal Form is available at the University Village Front Office and the charge (\$60.00) is due when requested. University Village staff will remove the University Village-provided bed upon approval of a request. Bed Removal requests can be submitted at the University Village Front Office.

Missing Student Notification

In compliance with the Higher Education Opportunity Act (HEOA), Cal Poly Pomona has established policies and procedures for missing student notification. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the University Police Department at (909) 869-3070. A report should also be made to the Resident Advisor, Area Coordinator or University Village staff. University Police will initiate an investigation and where appropriate involve local law enforcement. University Police, in conjunction with University Village staff, will activate established missing student procedures. It is important to note that a report of a missing person may be made at any time; there is no required wait time or length of time since last contact.

Missing Persons Procedures

The University will follow specific procedures when a student who resides in an on-campus student housing facility is determined to be missing. Although the HEOA requires that procedures be implemented for students who have been missing for 24 hours, the following procedures are activated immediately or as soon as circumstances warrant.

- A. A resident is reported missing to the University Police. If the report is made to a member of the University Village staff (Resident Advisor, Area Coordinator, University Village offices), then University Police is contacted immediately.
- B. University Police will contact the local law enforcement agency to take the report and initiate a joint investigation.
- C. University Village staff will provide registered missing person's contact person information to University Police.
- D. Contacts are made for purposes of notification, and often as a part of the investigation (e.g., to ensure the student has not returned home or traveled unexpectedly).
- E. University Village staff will assist University Police with their investigation of the missing person.

Resident's Rights and Responsibilities regarding Missing Student Notification

In addition to providing an emergency contact, residents have the option to identify a confidential contact person to be notified in the event the student is reported to be missing.

- A. A resident's confidential contact information will be accessible **ONLY** by authorized campus officials and law enforcement officers in the furtherance of a missing person investigation.
- B. Even if a resident elects not to register a contact person, University Police and local law enforcement will be notified that the student is missing.
- C. If the resident is under 18 years of age and not emancipated, their parent or guardian will be notified.

All official missing student reports will be referred immediately to University Police.

III. Resources

RAs on Duty are available for assistance at **(909) 762-8286** and can receive call/text when the University Village Front Office is closed. Office is open Monday- Friday 8:00am-5:00pm except on posted holidays.

****These policies may differ for University Faculty and Staff residents, and University Village Staff professionals who are required to live on the University Village property.***

Additional Resources:

Cal Poly Pomona University Police	909-869-3070	LA County Department of Mental Health	1-800-854-7771
Cal Poly Pomona After Hours Counselor (24 Hr. Hotline)	909-869-3220	Veterans Crisis Hotline (24 Hr. Hotline)	1-800-273-8255
Cal Poly Pomona University Village (Business Hours)	909-869-4242	Mt. San Antonio Counseling Department	909-274-4380
House of Ruth (24 Hr. Hotline)	1-877-988-5559	National Suicide Prevention Lifeline (24 Hr. Hotline)	1-800-273-TALK -or- 988
Tri-City Mental Health	1-866-623-9500	Project Sister Family Services Hotline	909-623-1619