

## Policy and Procedure

<b>Department:</b> Residential Life and Housing and Auxiliary Services	<b>Section:</b> Living at Creighton
<b>Title:</b> Windows, Ledges, Roofs, and Balconies	<b>Effective Date:</b>
<b>Authored by:</b>	<b>Approval Date:</b>
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<b>Type:</b> Departmental Policy	

**Purpose:** Outline the safe and proper conduct of residents with regard to windows, ledges, roofs, and balconies, and outline the outcomes and consequences of violating conduct with regard to these fixtures.

**Scope:** Pertains to any and all windows, ledges, roofs, and balconies in residence halls.

**Policy:** **Windows:** Windows must remain closed when the building's heating or cooling system is on. Damage may occur to the radiator in the room if a window is open when the heating systems are on and it is cold outside.

The large, center windows in Kiewit Hall rooms, and rooms without screens in the common areas of residence hall buildings have been bolted shut for student safety. These windows may not be open for any reason.

- Any room or floor found with their large window opened will be fined \$100. Screens must also remain in place, otherwise fines may be assessed.
- Students may not post signs, posters, banners, or other printed material, art, or advertisements in windows, inside or outside of the buildings, or on the grounds, unless written permission from the Resident Director of the building is granted.

**Ledges, Roofs, and Balconies:** At no time should any person be on a roof or a ledge, for any reason. If a student or their personal property are found on a roof or ledge, that student will be subject to disciplinary action.

- Throwing any items from a roof, ledge, window, or balcony is prohibited and will result in a \$100 fine; this includes trying to throw an item up into a window, ledge, roof, or balcony.
- If an object is thrown from a resident's room, and the identity of the person cannot be determined, all residents of the rooms will share any fine or outcome that is assessed.

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At no time should any person be hanging, jumping, or moving from balcony to balcony is prohibited.

- Items may not be displayed or hung from windows or ledges.
- Balconies should remain free of debris, laundry, and grills.
- No alcohol is permitted on the balcony.
- Personal furniture is permitted on the balconies; however, no University-owned furniture should be placed on the balconies to avoid damage from exposure to the elements.
- For safety reasons, the number of persons on a balcony at once should be limited to four people.

**Procedure:** If a student's room is at an uncomfortable temperature, they should submit a maintenance request to the reception desk.

**Accountability/Follow-up:** Students placing University furniture on the balconies will be charged with the replacement or repair cost of the furniture. Students will be held responsible for any damage and/or associated cleanup that may occur during the winter months if windows are left open. A fine may be assessed if a resident opens their window while the heating or cooling system is in operation. Continued violation of this policy will result in a referral to the Office of Community Standards and Wellbeing.