



# HOUSING POLICIES



STUDENT AFFAIRS  
**HOUSING SERVICES**  
VIRGINIA TECH.



STUDENT AFFAIRS  
**RESIDENTIAL WELL-BEING**  
VIRGINIA TECH.

Effective as of August 1, 2023

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## Housing Policies Introduction

The following sections contain general policies for students living on campus. Virginia Tech students and student organizations who live on campus or use on-campus residential facilities are required to know and to comply with these policies. In addition to this document, residents need to familiarize themselves with the rules, regulations, and policies laid out in the housing and dining contract and the Student Code of Conduct.

As a member of the residential community, residents are expected to abide by all of the standards of responsibility and behavior outlined in the Housing Policies and terms and conditions of the housing/dining contract. Each student who resides on campus is required to sign a housing/dining contract prior to assignment. Residents are responsible for familiarizing themselves with the terms and conditions of the contract. Residents have the option of electronically signing the contract or requesting a paper copy; either way, when the contract is signed and returned, it becomes a binding agreement – a legal contract – between the student and the University. Failure to adhere to the policies outlined below could result in an individual being referred to the Office of Student Conduct and/or being billed, depending on the nature of the policy violation. These policies may be superseded by any published policy and procedural updates by Housing Services.

## Abandoned Items

This policy applies only to tangible personal property lost or abandoned in university residence halls after termination of the housing contract occupancy period. If university staff can reasonably determine which student appears to be the owner of such property, Housing Services and Residential Well-being staff will send notification to the student's university email address. Instructions for claiming lost or abandoned property will be included in the notification email. Students may be charged for the removal, transport, and storage of any lost or abandoned items reasonably determined to belong to them:

- Charge per box under 25 pounds: \$50 (minimum charge)
- Charge per box over 25 pounds: \$75
- Charge per large billable item: \$100

The university will hold such property for 120 days. If the student does not claim the property within 120 days, items may be sold through Surplus Property, donated to charitable organizations, or disposed of in the trash. The university assumes no liability for damage or loss of any lost or abandoned property on its premises.

## Animals

For both resident students and guests, animals are not permitted in the residence halls, with the exceptions of non-carnivorous fish, so long as they are in one aquarium per room and do

not exceed 10 gallons. Additionally, students may receive approval for a service animal or assistance/support animal as an accommodation through Virginia Tech Services for Students with Disabilities (SSD) office. Students who receive such an accommodation are required to adhere to the policies outlined by SSD. For more information, see [Virginia Tech's Guidelines on Service Animals and Assistance/Support Animals](#).

## Approved & Prohibited Items

### *Appliances*

Appliances that are permitted to be in residence halls rooms are:

- Small appliances with fully enclosed heating elements (e.g. coffee makers, irons, blenders) if they are Underwriters Laboratory (UL) listed.

One microfridge is provided per room. No additional microwaves or refrigerators are allowed.

Appliances that are prohibited are as follows:

- Air conditioning units;
- Pressure cookers;
- Slow cookers;
- Electric grills;
- Air fryers.

### *Bicycle & Personal Transportation Devices*

Motorized vehicles, hover boards, eScooters, and electronic personal assistance mobility devices (EPAMDs) are prohibited in all areas of the residence halls. Bike racks are provided adjacent to most residence halls, residents should not chain bikes to telephone poles, stair rails, etc. Residents are permitted to keep bikes in residence hall room with permission from roommate(s). Bikes, hoverboards, motorized scooters, etc. may not be ridden inside residence halls. Bicycles may not be placed in stairwells, lounges, corridors, bathrooms, or any other public areas in the residence halls.

Housing recommends that residents place bicycles in assigned residence hall room or take it home during university breaks. Bicycles, motorcycles, and other vehicles are further governed by [Virginia Polytechnic Institute and State University Policy and Procedures No. 5005](#).

### *Electrical Systems, Multiple Outlet Strips, & Lamps*

Alterations of any kind to the electrical system of a room are strictly prohibited. Multiple-outlet strips are permitted if they are Underwriters Laboratory (UL) listed, have a maximum ampere rating of 15, and have an integral circuit breaker over current protection. Multiple-outlet strips

cannot be plugged into one another, and only two per student are permitted. No extension cords of any kind are permitted. Halogen bulb lamps and high intensity lamps are prohibited in residence hall rooms.

### *Firearms, Weapons, & Ammunition*

Virginia Tech students, employees, and volunteers, or any visitor or other third party are prohibited from carrying, maintaining, or storing a firearm, ammunition, or weapon on campus. Weapons are governed by Virginia Polytechnic Institute and State University Policy and Procedures No. 5616 and are defined in that policy as follows:

*"Any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to firearms, knives with fixed blades or pocket knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chahkas, foils, stun weapons, or any explosive or incendiary device. Stun weapon is defined as any device that emits a momentary or pulsed output which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person."*

Any student who wishes to bring a firearm and/or ammunition to campus must store the firearm and/or ammunition at the Virginia Tech Police Department. The department maintains a secure locked area within the department for firearm/ammunition storage purposes. Please visit [the VTPD website](#) for more information.

Please refer to [policy 5616](#) for more information about weapons, including exceptions. The Student Code of Conduct also includes a policy prohibiting weapons, which is based on policy 5616.

### *Flammable Items*

Flammable items, such as fuel (propane, lamp oil, solvents, gasoline, etc.), may not be stored in rooms or around residence halls. Items that require an open flame, operate on fuel or produce heat, such as Bunsen burners, lighted candles, incense, and alcohol burners are prohibited. Plug-in air fresheners are prohibited.

Candles, incense, and other items producing an open flame are not allowed in the residence halls, except as part of a regulated religious ceremony. Residents requesting to produce an open flame as part of a regulated religious ceremony should reach out to Environmental Health & Safety (<https://www.ehss.vt.edu/>; 540-231-3600).

### **Common Area & Public Spaces**

Common Areas are defined as shared locations within residential facilities where students assume mutual responsibility for the maintenance and upkeep of that space. Common areas

may include but are not limited to suites, lounges, laundry rooms, kitchens, bathrooms, hallways, stairwells, mail rooms, and elevators.

Any activities that cause disruption or damage in common areas and public space are not permitted, including but not limited to behaviors such as hall sports (e.g. kicking, throwing, or using sporting equipment).

Public use kitchens are provided in many of the facilities as a courtesy. Students using these areas are responsible for maintaining the cleanliness of these areas after use. Students are required to clean all pots, pans, and dishes used and return them to their proper place. All sinks, counters, and floors must be cleaned after each use.

### *Billing*

Students may be billed for damage, vandalism, stolen furniture, or housekeeping charges in a common area when the responsible individuals cannot be determined. The group billed may include one of the following: suitemates, a portion of the floor, all the residents of a floor, or some or all residents of the building. The location of the damage and the nature of the circumstances surrounding the damage incident will determine the group billed.

When a common area damage situation is discovered, a Common Area Damage Alert will be posted in the area in which the damage took place after the cost of cleanup, repair or replacement has been determined. In addition to this posting, hall staff will make every effort possible to inform the residents who may be charged for the damage and cost.

If the responsible individual(s) is/are not determined, the group will be billed approximately one month after the repair is complete. Common area damage billings are not subject to appeal. Individual(s) identified as responsible will be referred to the Student Conduct process.

### Communications (Email, Postal Mail, and Text Messages)

Student Affairs adds all residential and off-campus students holding a dining plan to a mandatory email distribution list that provides direct connection to students for the dissemination of relevant information. Email is a primary means of communication with students, particularly for time-sensitive subjects such as utility and emergency notices. Residents are expected to check their Virginia Tech email accounts on a regular basis and are responsible for reading and understanding the shared material. Students are also expected to pick up mail received from Residential Mail Services when notified.

### Contract Release

As specified in the Housing/Dining Contract, the contract shall be terminated if the student completes requirements for graduation, or for any other reason is not enrolled in the University. (If the student subsequently returns to the University during the contract period, i.e.

same academic year, the contract shall be reactivated upon the student's re-enrollment.) The University reserves the right to terminate the contract in the interest of order, health, maximum utilization of facilities, or disaster after due notice to the student.

Release from the contract for considerations other than those listed above will be made upon the recommendation of the Contract Review Committee. A request for termination does not automatically break the contract. The committee will consider extenuating circumstances with regard to the impact upon both the student and the University. For more information, refer to the Housing/Dining Contract Terms and Conditions or [visit our website](#).

## Controlled Access & Keys

In an effort to promote a safe and engaging living and learning environment for members of the residential community, all residence halls are equipped with electronic door access systems that limit entry to residents and their escorted guests. It is the responsibility of all residents and staff to carry their Hokie Passport cards at all times, deny entrance to any person not authorized to enter the building, and report unescorted guests and non-residents. Concerns about unauthorized entry or suspicious individuals should be reported promptly to hall staff and to the Virginia Tech Police Department. Because residents have card access only to their respective building and all visitors must be escorted, residents should permit only known residents to enter the building and not allow access to the building; each resident and/or those with authorized card access should swipe their card to enter.

Residents, depending on their residence hall access structure, will receive a physical key, combination, PIN number, or electronic access through their Hokie Passport (or alternate access card) that provides access to their individual room, suite room door as appropriate, and external building doors. Virginia State law prohibits the duplication of residence hall keys for any reason. Residents are required to notify Housing Services of a lost key in a timely manner.

Residents may utilize Mobile ID, or other University approved applications, to access their room, as directed by Hokie Passport Services. Residents shall only use this app for their personal entrance into the residence hall. Attempts to use this app to circumvent access restrictions is strictly prohibited.

Residents may not permit others to use their Hokie Passport or Mobile ID to access their building. Tampering with door latches and locking mechanisms is strictly prohibited.

If a resident becomes locked out of their room or suite, hall staff have access to master keys and temporary access cards and may unlock only the room (and suite, as appropriate) to which the resident is assigned. Please follow posted guidelines to gain access to the assigned room/suite.



Students are not permitted on any roof, balcony, ledge, or other restricted area. Students may not throw, drop or otherwise dispose of anything from elevated locations. Entering or exiting buildings in any way other than through an authorized doorway is prohibited.

Controlled access is further governed by [Virginia Polytechnic Institute and State University Policy and Procedures No. 5615, section 2.2.5](#). Keys are further governed by [Virginia Polytechnic Institute and State University Policy and Procedures No. 5620](#).

Any attempts to bypass or tamper with any controlled access system or attempt to use access inappropriately is not permitted and may jeopardize resident privileges and result in accountability through the Student Conduct process.

## Cooking in the Residence Halls

Residence hall rooms are not designed, nor are safe, for cooking. Aside from microwaves, cooking is not permitted in a residence hall room. Cooking must occur in a building or apartment kitchen.

Students using the community kitchens in the residence halls are required to monitor equipment while cooking. Additionally, students are required to be present for the duration of cooking their meal(s). After completing cooking, students are required to clean up the kitchen.

## Disability Accommodations/ADA

Housing Services works with the Services for Students with Disabilities (SSD) office ([www.ssd.vt.edu](http://www.ssd.vt.edu)) to ensure that students with disabilities receive equal access to education and opportunities within the academic community. SSD has primary responsibility in reviewing accommodation requests and determining reasonable and appropriate accommodations.

Disability accommodations relating to on-campus housing and dining follow mandates required by the Americans with Disabilities Act (ADA) and other applicable federal and state laws.

Students with a disability desiring assistance or accommodation should notify the Associate Director for Housing Services at 540-231-6205 or email [housing@vt.edu](mailto:housing@vt.edu). Contact SSD at 540-231-3788 or email [ssd@vt.edu](mailto:ssd@vt.edu). Reasonable accommodations are considered for qualified individuals with disabilities who provide required documentation from medical professionals. Accommodation request forms are available through SSD.

## Distribution of Literature

Distribution of literature within the residence halls without permission from the Residential Well-being office is strictly prohibited. Slipping literature under doors or hanging flyers on walls or windows inside residential space is not permitted. Entities interested in distributing

materials within residential communities must request permission by submitting a distribution request at 144 New Hall West or via [vtrwb@vt.edu](mailto:vtrwb@vt.edu). Individuals or groups desiring to post literature in the residence halls should follow the criteria outlined below. Materials that are approved will be limited to designated central distribution locations.

For all campus departments and student organizations, please consult the following guidelines in order to appropriately request permission to market within the residence halls:

- Only University departments and registered student organizations in good standing are permitted to display posted or fliers in the residence halls.
- Fliers for residence halls must be approved by the Director for Residential Well-being or their designee.
- Residential Well-being has the right to refuse any advertising within residence halls that does not support the goals and objectives of the department, the Student Affairs division, or the university community.
- Failure to obtain permission to adhere to the guidelines stated in this policy forfeits the organization/department's right to display posters/fliers in the residence halls for the remainder of the year.

Request approval from Residential Well-being:

1. A sample of the proposed advertisements must be submitted to Residential Well-being 14 days before the event to accommodate for necessary changes that are necessary for approval.
2. Once the sample advertisement is approved, Residential Well-being staff will ask the representative of the organization/department to submit the appropriate number of copies to the Housing office and stamp them at the front desk.
3. After the advertisements are all stamped, the materials will be distributed to the residence halls for posting in the designated marketing stations by Residential Well-being. Residential Well-being will keep a copy of the approved advertisement on file.

Fliers must be no larger than 11"x17" and must contain the following information:

1. Description of event/activity/service
2. Identification of the sponsoring organization or department
3. Information about whether there is a charge for the event or if it is free to attend
4. The date(s), time(s) and location of the event
5. Reason for the event/activity/service
6. Contact person's name, phone number and/or email address

Important: Residential Well-being does not display marketing in public areas or individual floors within the hall. Residential Well-being has designated bulletin boards in the residence halls specifically for marketing materials. Fifty-three (53) total copies are required to post one copy

of each of the marketing stations in the residence halls. If there are specific marketing request needs, please contact the Director for Residential Well-being at [vtrwb@vt.edu](mailto:vtrwb@vt.edu).

Please note: It is the organization/department's responsibility to print the appropriate number of advertisements for each residence hall.

Digital signage in the residential areas are controlled by Student Affairs Communications. Submissions from outside the Division of Student Affairs are not accepted.

Please refer to [Virginia Polytechnic Institute and State University Policy and Procedures No. 5215](#) for further information about sales, solicitation, and advertising. This policy outlines the guidelines and procedures relating to sales or solicitation on the Virginia Tech campus. This policy applies to sale or solicitation activities by students and student organizations.

## Elevators

Freight elevators are not intended for passenger use. Any behavior that may cause damage to or impact the operation of passenger elevators, including activities such as jumping, are not permitted and may result in charges or accountability through the Student Conduct process.

## Emergency Preparedness/Emergency Kit

A campus "Emergency," such as a power outage, ice storm, severe weather warning, or secure-in-place situation, will be assessed by University officials in the initial moments of the event to determine the threat to life and property, survey damages, and plan how staff and emergency services can best re-establish or continue to provide necessities such as shelter, food, and sanitation. Residents who are not personally at risk from the emergency should plan to carry on without services for a period of time within the first 48-hours of an event. Residents may be directed to stay in their residence hall rooms if they are not damaged, or in classrooms or dining halls in case of some outside threat to the campus community. Residents are highly encouraged to prepare for self-management by maintaining a simple emergency kit in their rooms that includes short-term food supplies. Residents should follow the directions of University officials, including faculty, staff, and Virginia Tech Police.

## Emergency Evacuation

When a building's general fire alarm sounds, all members of the building's community are expected to evacuate the residence hall according to established evacuation procedures and directions from university officials. The local fire department and Virginia Tech Police respond to all building alarms.

Means of egress in the residence halls include hallways, stairwells, and doors over which an exit sign is placed. Emergency evacuation route signs have been placed in the residence halls to

direct residents to exits in case of an emergency. Obstructing these means of egress is not permitted. Bicycles, trash, furniture, boxes, or other items may not be placed in hallways or stairwells at any time. If residents think they will have difficulty responding to the fire alarm or evacuating the building quickly, consult ahead of time with hall staff and, as appropriate, Services for Students with Disabilities.

Each occupied hall schedules four fire drills per year, usually in the first 10 days of the semester, to provide practice for a real evacuation emergency.

If a student or their guest fails to evacuate during any fire alarm, real or drill, they will be referred to Student Conduct for potential disciplinary action. Anyone found to have caused a fire alarm by tampering with fire safety equipment, including smoke detectors, alarm sounders, alarm covers, alarm pull stations, sprinkler systems, and extinguishers will also be referred to Student Conduct and/or the Virginia Tech Police and may be removed from housing. In the event of an emergency evacuation, the student owner, if present in their residence hall room at the time of the evacuation, is responsible for the safe removal of their assistance/emotional support animal. If the emergency occurs when the student is not present in the room, then the situation may necessitate leaving the assistance/support animal behind until the area is deemed safe for return. Housing Services and Residential Well-being staff will not remove animals during a fire drill or evacuation nor are they allowed to grant access to another student to the room to remove the animal.

## Fire & Life Safety Inspection

All Student Affairs facilities are operated according to a comprehensive fire and life safety program that complies with local, state, and federal regulations.

Student rooms, common areas, storage, and mechanical areas are subject to regular inspection by the Virginia State Fire Marshal's office officials, Environmental Health and Safety Services personnel, and Student Affairs staff. The inspection focuses on, but is not limited to, proper use of electrical cords, compliance with the decoration's regulation, smoke detector testing, and damaged sprinkler heads. Residents are advised to be knowledgeable of the policies prior to moving into a residence hall. Students who fail an inspection will be given the opportunity to correct the situation; failure to address identified safety issues or multiple inspection failures may result in a student's being referred to Student Conduct.

If illegal substances or other policy violations are found in plain view during regular inspection processes, residents of the area may be subject to police action and/or referral to Student Conduct.

## Food Deliveries on Campus

Food may be delivered to residence halls, academic/administrative offices, and outdoor locations by vendors. Such deliveries are permitted only in response to prepaid orders or to specific orders by resident students and employees.

Vendors making food deliveries are not allowed within the building and must be met outside the residence hall. Residential sections of the buildings are for residents and their escorted guests only.

## Housekeeping

Housekeeping staff care for the public areas of the buildings during the academic year, including bathrooms, hallways, and lounges. Housekeeping service may be provided for bathrooms shared by multiple rooms in suite-style buildings during academic breaks but is not provided at other points during the year. While housekeeping staff members work to maintain a high level of care for the safety and cleanliness of community common spaces, students residing within the residence halls are held accountable for keeping shared residential areas clean and safe. Students are required to clean their own rooms and shared suite areas, including suite bathrooms.

## Maintenance & Work Orders

If a room, suite, or common space requires repair, students are expected to [submit a work order online](#). Work orders for common spaces are generally written by hall staff. Please include full contact information when submitting work orders. Email notifications are sent when the work order has been assigned, when technicians enter a space, and again as work orders are completed. There is no charge for repairs or maintenance to rooms resulting from normal use. However, repairs needed because of vandalism, misuse, or abuse will result in bills for the repair. Please note that clogged drains caused by disposal of food items may be billable to the residents of that room or community. Sinks are not intended to have solid food waste disposed in them.

Maintenance emergencies, including but not limited to flooding, interruption of electrical power, broken windows, and locks or other issues that affect the health and safety of the residents should be reported promptly to the Housing Services 24/7 Desk at 540-231-6205. During the normal weekday business hours, residents can also contact the Facilities Help Desk directly at 540-231-1111. During evenings and overnight, the Housing Services 24/7 Desk can contact on-call personnel to address emergencies. Virginia Tech Police may also be contacted for major incidents.

Maintenance conducts routine preventative maintenance in all buildings. Preventative maintenance may be performed in rooms during break periods.

## Environmental Factors

### *Mold*

Student Affairs Facilities and Operations staff review and implement recommendations regarding mold and environmental quality based on the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE), the university's Environmental Health and Safety office, the Virginia Department of Health, the Centers for Disease Control, and other guidelines as appropriate.

Mold spores are omnipresent in the campus environment, both inside and outside buildings simply by individuals moving between the exterior and interior environment and open windows. The focus of the facilities team is to monitor the factors that either inhibit or promote mold spore activation and growth.

The goal is to target a summer temperature range for indoor comfort is 73-79° F with relative humidity (RH) of 40-60% with a target of 55% in conditioned buildings. Winter guidelines are for indoor temperature range of 69-76° F and RH range of 30-50% in conditioned buildings. In the event of a leak or flood, dehumidification and increased ventilation within the space to limit the conditions leading to spore growth is used.

When a resident suspects a mold concern, they should submit a work order for the trained staff to check the space. Staff will use a combination of temperature and humidity readings, visual inspection, and smell test to describe the scope of the issue. If something looks like mold, smells like mold, or there are environmental conditions that may support mold growth, the area is treated. Additional investigation or suggestions may be made to help prevent reoccurrence.

Often, students ask for mold tests to be completed. Both the EPA and Virginia Department of Health are reluctant to recommend mold testing since visible mold is an unconditional reason to clean and address moisture problems. Both agencies also consider musty odor and presence of excess moisture a definitive way to diagnose the potential for, or current, mold problems.

### *Asbestos and Lead*

According to the University's Environmental Health and Safety Services, students should leave ceiling, wall and floor materials, pipe insulation, trim paint, and window putty undisturbed because they may contain lead or asbestos. If left undisturbed, these surfaces are safe. Areas with asbestos-containing materials are inspected to ensure that the materials are intact/encapsulated. Damaged areas will be repaired using approved containment and monitoring processes.

## Opening & Closing Schedule for Residence Halls

Residence halls are at a low-occupancy status during all breaks. Students are required to sign up for housing during breaks and to follow all instructions for preparing rooms for vacant periods. They should be aware that dining centers operate at reduced capacity during academic breaks. At the end of each semester, residents are required to check out within 24-hours of completing their last exam. Students found in the building after closing or before opening without authorization are subject to trespassing charges or immediate removal by Virginia Tech Police. Late departure requests are reviewed by Housing Services staff. The residence hall schedule is available [on the Housing & Services webpage](#).

## Pest Control

Routine extermination services are provided in the residence hall common areas on an on-going basis with twice-a-month inspections and including required treatments as necessary by our trained environmental staff. If a resident has a pest (insect or rodents, or evidence of such) issue in their room, they should submit an online work order so that a pest control staff member may visit, evaluate, and treat as necessary.

Residents are responsible for practicing good housekeeping in their rooms and in the residence halls to help deter pests (e.g., proper food storage, clean bedding, prompt cleaning of dirty dishes/utensils and dirty laundry, regular trash removal from the room, including pizza boxes, and so forth). Residents who promote pest/vermin infestation will be responsible for the cost of extermination.

If residents suspect an issue with bed bugs, please note that there is a specific process to determine if they are present and to treat affected areas. Please notify hall staff immediately before taking any other actions.

## Quiet Hours

Quiet hours are in effect Sunday through Thursday from 10p.m. to 10 a.m., and Friday and Saturday from 11:30 p.m. to 11 a.m. Rooms, hallways, and other connecting areas should be generally noise-free during these hours. Residents are expected to be respectful of their peers. Upon request or complaint, students are expected to lower the noise level of their activity. During final examination periods, quiet hours are in effect 24-hours, 7-days a week.

## Refrigerators / MicroFridge

Each student room includes a MicroFridge, a combination microwave and refrigerator/freezer section. No other microwave or refrigerator is permitted. Residents are responsible for submitting work orders for any concerns with the unit and for using the units in an appropriate manner and keeping the unit clean during their occupancy period. Upon move-out, the unit

must be defrosted if necessary, dry, and cleaned. All parts must be within the unit at move-out. Residents will be charged for damages or for not cleaning the unit appropriately.

## Renter's Insurance

The University does not accept responsibility for loss of or damage to student property. Residents are encouraged to have adequate insurance to cover all belongings. If a homeowner's policy does not cover belongings while in the residence hall, the student is strongly recommended and encouraged to have a written rider for this purpose or purchase separate renter's insurance.

## Resignations/Withdrawals/Suspensions or Dismissals

Residents must check out of the residence halls within 48-hours from the time of a student's official withdrawal or suspension/dismissal from the university. When completing the [online resignation form](#), students holding a housing contract are expected to submit the form and ensure it is sent to Housing Services for review. Students should monitor their Virginia Tech email addresses for responses to the withdrawal form.

Check-out includes removing all personal items from the assigned room and completing either an in-person or express check-out. In-person check-outs may be scheduled in advance during the semester by emailing [housing@vt.edu](mailto:housing@vt.edu); at the close of the fall and spring semesters, students may schedule in-person check-outs with their Residential Student Leaders by following instructions provided in their community closing meetings. Express check-outs may be completed at any time on the [StarRez Portal](#); the Express Check-Out form is found under Online Forms.

Students holding a residence hall contract who leave the University during the first week of class will forfeit \$100 of their residence hall fee. During the first six weeks of the semester, refunds will be prorated based on when the resident checks out of their assigned room. If a resident withdraws after the beginning of the seventh week of the semester, they will be charged the full room rate.

Residents called to active U.S. military duty are provided a full refund after following the University guidelines for military resignations.

All refunds will be calculated from the official room check-out date, which may not necessarily be the last day the resident attended class or officially resigned from the University. No refund will be granted for a retroactive resignation that occurred in a previous fiscal year.

In the event of an interim suspension, suspension, or dismissal, the timeline for removal from the residence hall may be accelerated. Students are directed to follow the instructions provided in the written material provided to them.



## Roommate Agreement

Students are required to complete a roommate agreement upon the commencement of a new roommate relationship and/or the direction of Housing Services or Residential Well-being staff. The Roommate Agreement is a process that empowers residents to outline how they will share living space with their roommate(s) for the academic year. This agreement is a living document and may be revised and updated throughout the year.

## Room Changes

The University encourages roommates to attempt to resolve issues that may be causing conflict. Residential Well-being staff in the residence hall are also available to help. Should a student still desire to change rooms, they must follow the room change procedure outlined [on the StarRez portal](#). Housing Services attempts to honor room changes on a space-availability basis after the roster verification process is completed at the start of each semester (approximately two weeks after the start of classes). All room changes require the approval of Housing Services. If a student moves without approval, they may be required to return to the previous assignment and may be subject to accountability through the Student Conduct process.

## Room Condition & Inspection

All residents will complete a room inspection when moving into a room, which contains an initial inspection report of the room's condition and furnishings. It is the responsibility of the student to review the room inspection for accuracy and completeness.

When a resident moves out of a room, hall staff will use the initial room inspection document to assess the room condition and mark any changes from the initial condition. This assessment may result in charges for damages or cleaning.

Additional inspections will happen regularly as part of formal processes such as health and safety inspections each semester and inspections during low-occupancy periods like academic breaks. Hall staff will provide instructions about each of these inspections.

If illegal substances or other policy violations are found in plain view during health and safety inspections or closing inspections for breaks or move-out, residents of the area may be subject to police action and/or referral to Student Conduct.

## Room Decorations, Renovations, & Alterations

### *Decorations*

Room personalization and holiday decorations must comply with regulations governing fire and electrical safety in the residence halls.

### **Doors**

Nothing is permitted to be posted, hung, or otherwise affixed on the door or door frame. Writing on doors with dry erase markers is prohibited.

Decorations/additions not meeting regulations must be promptly removed.

### **Ceilings and Walls**

In student rooms, no materials of any kind may be hung from ceilings.

Approximately 10% of the total wall surfaces in a room may be covered with combustible decorative materials. There is no limit on decorative materials that are flame resistant.

Decorations over or near lights, electrical outlets, radiators/heaters, or smoke detectors are prohibited.

Window decorations (e.g. flags, signs, etc.) are not permitted, with the exception of manufactured tagged fire-retardant curtains.

For wall decorations, ceiling clearance of 18 inches for buildings with fire suppression sprinklers and 24 inches for buildings without fire suppression sprinklers is required at all times. Posters, pictures, and other decorations must not be placed around side-mounted sprinkler heads or smoke detectors.

### **Trees, Wreathes, Natural Materials**

No branches or live or dried wreathes are strictly prohibited. No live trees (either cut or with root ball) are allowed. Only artificial trees are permitted with UL listing. A plastic or metallic-plastic tree must be clearly labeled that it is constructed of slow burning plastic. Metal trees are prohibited.

All tree trimmings shall be of non-combustible material (i.e., bulbs, garland, candy canes, cranberries, icicles). No pumpkins or holiday trees are permitted in the hallway. Holiday trees are only permitted in resident rooms, so long as they meet all decoration requirements

### **Lights**

All strings of holiday and rope lights should be thoroughly checked for wear and tested before installation.

All light sets must be U.L. approved. Only cool to touch mini-lights are authorized for use in student rooms and must be strung together according to manufacturer's recommendation (usually 2-3 strings).

Care must be taken to ensure that lights do not come in contact with combustible material and the first or "lead" string must be plugged directly into the wall or university-approved power strip with over-current/breaker protection.

The lights may be on only when the room is occupied.

### *Alcohol Containers*

Possession of alcohol containers in residence halls is prohibited for individuals who are under 21 years of age. Plastic, glass, or metal vessels which contained alcohol at the time of purchase are not permitted in the residence halls by individuals who are under 21 years of age.

### *Furnishings*

A typical residence hall at Virginia Tech consists of double-occupancy rooms with a community bathroom on each floor. Most rooms are furnished with a medicine cabinet and/or mirror, sink, two beds (often bunked), two mattresses, two desks, two desk chairs, and clothing storage (which may compromise of dressers, wardrobes, or closet space). A limited number of rooms are designated for permanent triple and quad occupancy.

Residence hall rooms and windows vary in size from building to building, and sometimes there are variations within a residence hall.

All room furnishings must remain in the room, including bed ends not currently in use. The university will not store unwanted room furnishings, and any item not present and in good condition upon move-out is the financial responsibility of the resident(s). Furnishings from other student rooms, public lounges, or study lounges are not permitted in student rooms. If such furnishings are discovered in a resident's room, residents could be referred to Student Conduct along with charges for restitution for moving of items back to their proper locations.

Residents are responsible for the condition of their room, including doors, locks, windows, walls, window screens, and all furnishings. Removing window screens is not permitted.

### **Beds**

Residents must not move a bed in front of or near a window in such a manner that it would be possible to roll out of bed and through an opened window or obstruct a possible escape route in the event of a fire. Water beds are not approved for use in the residence halls. Mattresses are twin-XL beds with a size of 36" x 80", with the exception of some rooms in Donaldson

Brown that have a double bed. No beds larger than Twin-XL are permitted in the residence halls without approval from Services for Students with Disabilities (SSD) and Housing Services.

Residents are expected to occupy only their assigned space in the room (i.e., their bed, desk, dresser, etc.). Housing Services reserves the right to assign a roommate at any time if a space is available. Residents do not have the ability to refuse a roommate or delay their occupancy of the room.

Lofts are elevated beds that allow students to store items or place their desk under the bed. All rooms with twin beds have loftable furniture. Outside (self-built/purchased/rented) lofts are not permitted. The use of “bed risers” or other elevating materials in conjunction with the beds may create an unstable situation and are not allowed.

In Slusher Wing, due to the room configuration with built-in cabinetry, only one bed may be placed in the high/lofted configuration. This exclusion applies to rooms 201 through 231, 301 through 331, and 401 through 431. In the remainder of Slusher Wing and in Slusher Tower, both beds may be placed in the high/lofted configuration.

Requirements for bed use/placement in Corps of Cadets areas are governed by Corps regulations.

### *Room Renovations & Adjustments*

Prohibited attachments to student rooms include but are not limited to the following: locks, outside radio or television antennas or dishes, additional electrical or computer wiring, ceiling fans, web cameras, and air conditioners. The creation of holes into rooms or suites is not allowed. Painting of rooms, including glow-in-the-dark/black light materials, is prohibited.

Removal of wayfinding signage is considered a wayfinding and life safety issue. The ability of residents to properly egress a building in an emergency and for life safety personnel to locate rooms in a fast and efficient manner make tampering with signage a dangerous activity. Removal of or possession of university signage will be referred to Student Conduct.

### **Room Entry**

A staff member may enter an individual room, suite or apartment under the following guidelines:

- Belief that a policy violation may be occurring
- Belief that someone may be in danger
- Facility or maintenance needs
- Safety or health inspections
- To address behavior that is impacting the hall environment

In addition, the University reserves the right to enter into any residence hall space for the purposes of inspection, improvement, repair, to control the rooms in the event of an epidemic or emergency, or for any other purpose in accordance with the University Policies, including unannounced inspections by the State Fire Marshal.

University staff will attempt to perform these functions with minimal inconvenience to residents. Maintenance inspections are not undertaken in order to discover prohibited conduct. However, if illegal substances or other policy violations are found in plain view during maintenance or housekeeping work, residents of the area may be subject to police action and/or referral to Student Conduct.

Any person charged with the enforcement of the Student Code of Conduct, Housing and Residence policies, and other university policies may enter a room upon reasonable belief that a violation may be occurring. Such entry does not constitute a search.

## Room Search

Searches by law enforcement personnel are conducted under the applicable provisions of the law.

## Room Smoke Detectors and Sprinklers

Battery-powered smoke detectors are mounted in residence hall rooms. For more information, or if a smoke detector fails to operate properly, students must contact hall staff promptly. The State Fire Marshal and hall staff may conduct periodic room checks to ensure fire safety equipment has not been damaged or tampered with. Unauthorized removal of or tampering with a smoke detector or its batteries will result in accountability through the Student Conduct Process.

Residents may not hang anything on the sprinkler head or the cage, cover, or do anything that may cause it to discharge.

Tampering with or misuse of fire safety equipment is prohibited. Fire safety equipment includes smoke detectors, alarm sounders, alarm covers, alarm pull stations, sprinkler systems, and extinguishers. Anyone found causing an intentional fire alarm, tampering with fire safety equipment, or not properly evacuating during a fire alarm may face arrest and/or serious university action, including termination of their housing contract and sanctions from Student Conduct.

## Sex Offender Restriction

Any individual who must register as a sex offender is prohibited from living on-campus in a University residence hall.

## Smoking & Vaping

Virginia Tech adheres to all rules, regulations, and laws of the Commonwealth of Virginia regarding tobacco and marijuana use. Students should be aware that as of July 1, 2019, purchase or possession of any tobacco product, nicotine vapor product, or alternative nicotine product is prohibited for people under the age of 21. Students should also note that although some types of marijuana use for people over 21 has been permitted since July 1, 2021, federal law prohibits the use, possession, and cultivation of marijuana at educational institutions and applies to all property at Virginia Tech.

Residence halls, like all University buildings, are smoke-free facilities. Smoking is prohibited in all areas of the residence halls, including student rooms. Smokers should not crowd or congregate by doorways. The perimeter of residence halls, within 25 feet of the building, is a smoke-free zone.

Please note that smoking is the lighting or burning of any pipe, cigar, or cigarette, or other tobacco product, or the use of any electronic cigarette or vaping device. Additional details may be found in [Virginia Polytechnic Institute and State University Policy and Procedures No. 1010](#).

## Storage

On-campus storage for student belongings is not available. Personal items, excluding bikes, must be stored within the student room. Bike racks are available outside all facilities for bike storage. Residents are also permitted to keep bikes in their residence hall room with permission from roommate(s).

## Trash & Waste

Students are responsible for removing trash and recycling from their rooms to exterior trash receptacles in a timely manner. Students are responsible for providing their own trash cans for their rooms; a recycling bin is provided. Accumulated garbage attracts pests, is detrimental to the university's comprehensive pest management policy, and can create a life safety concern due to fire egress.

Students are not permitted to put room trash in bathroom, hallway, or kitchen trash cans. Students who are identified as improperly leaving trash in common spaces can be charged a trash removal fee and potential referral to Student Conduct

Students who fail to practice good housekeeping could be responsible for associated charges for pest management.

### *Medical Waste Disposal*

Sharps containers are special containers for disposal of sharp medical instruments used to administer prescribed medications. Sharps cannot be disposed of in regular trash receptacles. For more information about obtaining and disposing of sharps containers, visit [Environmental Health and Safety](#). Students may request a sharps container by visiting the Schiffert Health Center. Schiffert Health Center may also serve as a resource.

## Visitation & Guest Policy

Residence halls are intended for usage by students contracted to reside on-campus at Virginia Tech. A guest is any person who visits any residence hall where they do not live or have an assigned space. Guests may only access the buildings when escorted by a resident. All guests are governed by University and residence hall regulations. Resident hosts will be held accountable for their guest's behavior. Hosts should make sure their guests are knowledgeable of all University policies, which include Housing policies and the Student Code of Conduct.

Although Residential Well-being provides a visitation standard for guests, all residents through the Roommate Agreement process have the ability to agree whether guests will be allowed in their space, along with the duration and behavioral expectations throughout the visit. Visitation policies, as outlined below, supersede any roommate agreement.

Non-residents and/or visitors must always remain with their host while in the residence halls.

Housing Services designates residence halls as either coeducational or single gender. Visitation in student rooms by members of a different gender is permitted only during designated hours as listed below.

Residents and guests are expected to use the community bathroom that matches their gender/gender identity. While not present in all residence halls, a number of the buildings have an all-gender/ADA accessible bathroom available.

### *Visitation Hours*

**Option 1** – Johnson, East Campbell, Miles & Whitehurst: Sunday-Thursday, guests of a different gender are not permitted in the residence hall from Midnight-8am. Friday-Saturday guests of a different gender are not permitted in the residence halls from 2am-8am.

**Option 2** – Remaining Civilian (non-Corps of Cadet) halls: Open visitation

**Option 3** – Corps of Cadets residence halls: Visitation policies for the Corps of Cadets halls are regulated by the Commandant of Cadets. More information may be found in the Cadet Regulations or at [www.vtcc.vt.edu](http://www.vtcc.vt.edu).

### *Overnight Visitation Policy*

Overnight visitors may not stay longer than three consecutive days within a seven-day period and visits should be sporadic in nature (three or less visits per month). All overnight visits must first adhere with the appropriate Residential Well-being visitation policy and then with the agreed upon Roommate Agreement. Visitation that appears to be excessive, to be infringing on the ability of the roommate or suitemates to use the rooms, that the presence of the guest affects the community, or that appears to be an extended stay will be addressed by building staff and may not be permitted by Residential Well-being.

## Telecommunications within Residence Halls

Network Infrastructure & Services (NI&S) provide telecommunications services (Ethernet data connectivity, wireless and internet services) to residence hall students. Emergency telephones are available in residence hall common areas and provide direct access to the Virginia Tech Police. Information on telecommunication policies and procedures may be found at <https://www.nis.vt.edu/>. The NIS Customer Service office is also available to answer any questions. This office is located in room 120 in the Student Services Building and can also be reached at 540-231-2800.

Please note that personal wireless routers are not permitted in the residence halls.

### *Repairing/Replacing Telecommunications or Network Equipment*

In cases of damaged, altered, or stolen telecommunication, or connections, and/or wireless access points, students will be jointly responsible for the cost of repair and/or replacement. If Virginia Tech is unable to identify the responsible individual, the cost will be split between those who were residents of the room at the time the damage occurred. Students need to contact the University's IT Information Center at 540-231-4357 for repair or replacement of equipment. Problems with theft or vandalism should be reported to the Virginia Tech Police by calling 540-231-6411.

### *Acceptable Use*

Access to computer systems and networks owned or operated by Virginia Tech imposes certain responsibilities and obligations and is granted subject to university policies and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources.

It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. Housing Services cooperates with NI&S and other agencies in adhering to this policy. For more information, please consult [Virginia Tech's acceptable use of IT systems overview](#) or [Virginia Polytechnic Institute and State University Policy and Procedures No. 7000](#).