



Linfield University
Residence Life

**Guide to Living at Linfield
2020-2021**

This guide has been designed to provide information about living at Linfield and to give an overview of the connection between University policies and Residence Life.

IMPORTANT NOTE: Where applicable, all institutional temporary COVID-19 policies supercede the policies noted in this document.

WELCOME

Welcome to Residence Life at Linfield University. The entire Residence Life Staff is pleased that you are joining us. It is our intention to provide an environment in which you will learn and grow. We work hard at it, but we need your help in creating positive living learning communities.

This handbook gives you specific information about Residence Life as well as various policies and procedures. It is your responsibility to be familiar with the information and policies outlined in this handbook, as well as the information and policies in the housing contract and the Student Policy Guide.

We hope you will take advantage of all the opportunities and programs offered this year through Residence Life. The keys to a successful living learning environment are communication and mutual respect. This handbook has been designed to promote discussion and understanding. Please feel free to call upon your Resident Assistant, Residence Life Assistants, Area Director, or myself for assistance or clarification.

Have a great year!

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LIVING AND LEARNING AT LINFIELD UNIVERSITY

As a result of their experience in University Housing, residents will develop skills in four areas: **Cultivating Healthy Community, Advocating Inclusivity, Demonstrating Introspection and Growth**

As a result of living in University Housing, residents will be able to:

1. Affirm the worth of others and advance the health of a community through actions, and contribute to environments that promote health and reduce risk
2. Demonstrate respect of cultural and human differences and understand one's own identity and the identity of others, culture, and social background and how it influences their lives

- Engage in behaviors of healthy, autonomous, and interconnected adults such as reflecting on and articulating personal skills, growth areas, and rationale for behavior.

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RESIDENCE LIFE LEADERSHIP OPPORTUNITIES

Resident Assistants (RAs)

RAs are live-in students assigned with the duty of building and supporting safe living learning communities. Students in this position are charged with helping to create community within the residence halls and University apartments. Each January Term and Spring Semester, the RA Training Class is offered for students interested in applying for one of these positions. The hiring process occurs in the Spring Semester for contracts beginning the following Fall. Students are strongly encouraged to have completed the RA Training Class, lived in the residence halls for at least a semester and maintain a good GPA in order to be eligible for a staff position.

Residence Life Assistants (RLAs)

RLAs are live-in students who assist and support Residence Life staff with the department's day-to-day operations and goals. They serve as assistants to the Residence Life professional staff and mentors for the RAs. RLAs must have already served as an RA at Linfield in order to be considered for an RLA role. The RLA positions include:

- RLA for Community Success: Coordinates wellness efforts for Residence Life staff and residents
- RLA for Housing: Assists the AD for Housing in managing housing logistics and processes
- RLA for Leadership Development: Assists the AD for Leadership Development with RHA
- RLA for Residential Education: Coordinates residential education within University housing

Residence Hall Association (RHA)

RHA is a student-led organization dedicated to providing engaging programs, leadership opportunities and advocacy for residential students. To assist in the development of the hall community and in an effort to ensure that students become actively involved in the governance of their individual living units, each hall will select hall representatives.

Peer Hearing Board

The Peer Hearing Board is a peer review board made up of representatives from the student body. The purpose of the Board is for students to help create positive living/learning communities by adjudicating and resolving conduct issues. Serving as a Peer Hearing Board representative is a unique opportunity to develop leadership and critical thinking skills, while being of service to the community.

HOUSING PROCESSES

Check-In Procedures

Upon check-in, each resident should thoroughly examine the room or apartment and check the condition noted on the check-in inventory. When finished, residents must return the Inventory Form to the RA. Any discrepancies should immediately be addressed with the RA. If no changes are added, it is presumed the student is in agreement with the Inventory Form and takes responsibility for the condition of the residence.

Check-Out Procedures

Upon resident check-out, residence hall rooms and Suburbs must be left in the same condition as they were in at the beginning of the year. Failure to clean, vacuum, dust and wipe down furniture or remove all belongings and trash may result in a fine. Specific information will be distributed to students upon check out.

Residents checking out of university housing during the year must complete a housing checkout form, available in the Residence Life Office (Mahaffey 127). Residents checking out of University housing are responsible to follow all check-out procedures. Failure to follow all check-out procedures may result in a \$50 improper check-out fine.

Residence hall and Suburb end of the year check-out process:

1. Residents must complete a check-out, select either an express or standard checkout, and return their form with their key (if applicable) as indicated on their checkout form. Failure to properly check out may result in a \$50 fine.
2. Upon check out, rooms must be completely cleaned and left in the same condition as found upon move in. This includes vacuuming, all surfaces wiped down and all garbage removed from the room, or cleaning fees may be imposed.
3. Residents must ensure all hallways and all common areas are cleaned, vacuumed and free of garbage.
4. All residents who are not graduating or involved in graduation must check out within 24 hours after their last final. Failure to do so may result in a \$100 per day fine.
5. Residents can choose between a Standard Checkout (Resident has their RA inspect/inventory their room for damages along with them before turning in their key) and an Express Checkout (Residents turns in their key and their RA inspects/inventories their room for damages after the resident has left).

Housing Registration

Fall Semester Housing

The housing registration process occurs each spring in late April or early May. Specific information will be distributed following Spring Break. Housing priority is determined by total credit hours. Students wishing to live in Suburb housing must be in their third year of university or must be 21. Students must have enough eligible people to fill a room in order to register for that room. If you have any questions about this process, please refer to the Housing website: <http://www.linfield.edu/reslife>

January Term and Spring Semester Housing

Students will be registered and billed for January Term and Spring Semester Housing in the same housing they have for Fall Semester. Any vacancies will be filled either by students returning from abroad, transfer students, or students on the waiting list. If students know of someone they want to live with, we will try to accommodate that request. If students do not know of anyone to fill a vacancy in their location, we will place someone with them. No one should assume they will have a vacancy in their room or apartment. If students will not be on campus for January Term or if they want to change their housing they must complete the appropriate paperwork in November.

January Housing

If you are enrolled for January Term and living in University housing, there is a housing charge for January Term apart from your fall and spring room or apartment costs. First year students are not charged housing for January Term, but will pay for board. Any student who is not enrolled for January Term or who chooses to commute from home may not occupy University housing during January Term. Anyone found in violation of this policy will be charged for January Term housing.

Meal Plan Requirements

All students in residence halls or fraternity housing (who are non-suburb eligible) are required to be on a meal plan. For the first semester that a student attends Linfield (including transfer students) and living in a residence hall the student starts with the unlimited meal plan. For the second semester and thereafter, a different option may be chosen. Meal plan changes may only be made during the first two weeks of fall and spring semesters and during the first two days of January Term.

Off Campus Housing Exemption

Linfield University is a residential campus and requires all students to live in college housing for three years. A student may be exempt from college housing if the student meets at least one of the criteria listed below:

- 4th year college attendance (minimum)
- 21 years of age prior to the start of the 2020-2021 academic year (August 31, 2020)
- Living with parent(s) or guardian(s) in their primary home of residence within Yamhill County
- Student is Married or registered domestic partnership
- Student has qualifying dependent(s) living with you in your primary home of residence

Room Consolidation and Extra Space

In the event your roommate does not show up or moves out during the year, one of three things may happen:

- You may be assigned another roommate
- You may be moved to another room where a vacancy exists, location and timing of move to be determined by the Director of Residence Life
- Space permitting, you may remain alone in the room and pay the higher rate for a double-as-single, or triple-as-double (this option is rare), and must be approved by the Director of Residence Life

Vacation and Summer Housing

During vacation periods within a semester (Fall Break, Thanksgiving Break, and Spring Break) students are able to stay in their rooms or apartments at no extra charge provided they notify the Residence Life Office by filling out the online student break registration form. Students must vacate housing within 24 hours of their last final at the end of each academic term. Students graduating are permitted to stay until the day following graduation. Residence halls and apartments are closed between academic terms. Students needing housing during that time will be charged \$25 per day to remain in University housing.

There are housing options for students to live on campus during the summer. Information about summer housing will be available starting in April. This housing will be in a designated residence hall and placement will be made after Spring Term housing registration.

LIVING IN RESIDENCE

Living in University Housing at Linfield provides an opportunity to experience a uniquely rich community life, develop skills in creating and maintaining relationships, and contribute to a community that cares for and respects each person. Behavior that disrupts individuals or the community (e.g., disorderly conduct, harassment, unreasonable noise, violation of housing contract or other University policies) shall be grounds for notice to relocate to another assignment, determined by the University, or to vacate residence and terminate the contract.

TV on Campus

All on-campus residents have access to the XFINITY on Campus digital streaming service from Comcast (IPTV). The XFINITY on Campus service is offered at no extra charge as part of your Residence Life free amenities package. XFINITY On Campus – IPTV service gives our students who reside on campus the ability to stream live TV programming and thousands of XFINITY on Demand shows and movies. Also included with XFINITY on Campus is over 20 hours of personal Cloud DVR (digital video recording) storage. XFINITY on Campus is available on both desktops and laptops, tablets, and mobile devices (iOS, Android, Kindle). Stream Live TV anytime, anywhere, with XFINITY. All included with your Campus housing. Plus, download the XFINITY Stream app to record your shows and watch on the go.

Note: You must be registered as an on-campus (Linfield University) resident AND you must physically be on campus using Linfield University's WIFI network in order to register and use your device with XFINITY on Campus.

Experience more and start today by visiting www.xfinityoncampus.com. You can authenticate using your CATNET user ID and password.

Disclaimer: Restrictions apply. Not available in all areas. Limited to XFINITY on Campus customers. Standard data charges apply to mobile app download and usage. Check with your carrier. Comcast 2017. All Rights Reserved.

CatNet Computer and Telephone Connections

All student residential halls, suburbs (apartments), academic classrooms and public areas have wireless network access available. If unsure of wireless accessibility on campus, look for the "CatNet Unplugged" wireless stickers appearing on public access entrances of buildings.

Performance may vary in these areas depending on the style and individual characteristics of your wireless equipment.

In order to use your computers or other technology, students must first connect to the Linfield Network upon their arrival.

For a look at what that entails and what you can do to make the process easier and faster once you arrive, go to <http://www.linfield.edu/it/student-information.html>. Students who bring Mac computers will only need to register on the Linfield network with their CatNet ID's. If you are interested in receiving assistance configuring your computer for wireless access, contact Integrated Technology Services (ITS) at macsupport@linfield.edu

All residence halls and suburbs (apartments) have land line phone jacks. Because of the very low use of these jacks these phone jacks will be inactive. Integrated Technology Services (ITS) will activate a phone jack in a residence hall or suburb by request. To do so, please send an email to macsupport@linfield.edu with your name, residence hall or suburb and room number with a brief description of why you would like the phone jack activated.

Cleanliness and Damages

Bathrooms- Residence Halls

Facilities Services cleans all residence hall bathrooms on a regular basis. Since the space is communal, it is important to share the bathroom space and help to maintain the overall cleanliness. Please do not dump personal trash in the bathroom trash cans. Residences may be fined for removal of personal trash found in bathroom trash cans. Do not post signs in the bathrooms, as all areas need to be able to be wiped down.

Cleaning

Residents are responsible for the cleanliness of their own apartment and room throughout the year and can check out a vacuum from the RA. Failure to keep your room clean will attract ants and other pests. It is not the responsibility of custodians to pick up after students. Residents are expected to assist in keeping the common areas and bathrooms clean. Cleaning charges may be assessed to residents for excessive messes. Residents are expected to pick up after themselves in common areas and to keep all lounge furniture in its original position.

Custodial Service and Maintenance

Facilities Services provides personnel for the general upkeep of the public areas and community bathrooms in the residence halls. If something in your room needs to be repaired, notify your RA. Facilities Services and Residence Life may make periodic safety and maintenance inspections throughout the year. Students will be charged for repairs beyond normal use.

Damages/Vandalism

The University does not assume responsibility for damage caused by students. Damage in a student's room or apartment is the responsibility of the occupant(s). Damage in corridors, stairwells, apartment landscaping and entrances, bathrooms, lounges, etc. is the responsibility of the individual, floor, entire hall or apartment complex as circumstances dictate. If the person responsible for damage cannot be identified, the charges will be assessed to the lowest possible denominator of students who should be held responsible. Experience has proven that this is the

best means of seeing that charges are directed to the most responsible individuals. For example, if damage occurs on a floor and the person responsible is not identified, the entire floor is charged the cost of repair. By the same token, if persons responsible for damage to public areas of residence halls cannot be identified, the cost of repairs will be divided among all residents living in the hall. Should damage occur, notify your RA as soon as possible to stop the problem from growing (water leak, damaged or dangerous electrical issue).

Normal wear and tear to University property is expected. However, damage or vandalism will be billed directly to the student(s) responsible for the damage. If a person who does not live in the room or apartment causes damage, that person will be billed. If the person responsible cannot be identified for any reason, the resident(s) of the room or apartment will be billed. Community restitution may also be assigned in addition to damage charges.

Listed below is a sample of some of the charges you should expect to pay for damage. This list is by no means comprehensive, but should be used as a guideline. Furniture will be charged out at replacement rate.

Screen	Replace or Repair - \$25	
Light Covering	Replace or Repair - \$25	
Abandoned Property	Remove - \$25 and up	
Fire Alarm	Repair - \$100	
Cinder Blocks	Removal - \$50	
Flipped/Improperly Bunked Beds	Readjust - \$50	
	Minimum	Maximum
Blinds	\$25	\$125
Carpet Cleaning	\$25	\$200
Doors	\$100	\$450
Cleaning Charges	\$25	\$100
Broken Window	\$25	\$300
Paint/Patch	\$25	\$100
Wall Damage (holes/patch)	\$50	\$200
Misc. Repairs	\$25	Up to actual total cost

Furniture

You are responsible for all the furniture assigned to your residence. Do not leave unwanted furniture in the hallway or balconies. All University furniture must be kept in your room or apartment. The University cannot store furniture for students. Do not flip any beds upside down, as this weakens and may break the bed. A flipped bed may result in a \$50 fine. Do not stack your beds on other furniture or cinder blocks. There is a fine of \$50 to remove cinder blocks. If any furniture breaks or is damaged during the course of the year, contact your RA. Upon checkout, residents will be charged for any missing furniture or any which needs repair beyond normal use. No furniture may leave the hall or apartment or be exchanged with furniture from another hall or apartment. Lounge furniture may not be taken into your room. Lounge furniture found in your room will be removed and each resident may be fined up to \$100. Beds cannot be lofted. If you want to bunk or unbunk your bed, please speak with your RA. The RA will submit a work order for your request.

Kitchen Facilities – Residence Halls

In the residence halls, you will have access to kitchen facilities, including a sink, stove/oven, and refrigerator. Check with your RA to learn the rules for use in your hall. Individuals using the kitchen must clean up after themselves. Please do not leave dishes in the sink or food on the counters. Such items will be discarded by cleaning services, and the hall will be charged. Residence Life Staff may lock up kitchens that are not maintained.

Kitchen Facilities – Suburbs

Some Suburbs are furnished with dishwashers. Remember to use only dishwasher detergent and remove heavy soil from dishes and utensils prior to washing. The university may not replace dishwashers that break and cannot be repaired. Clean your refrigerator regularly. Make sure items that may spoil are discarded before vacation periods. Do not put heavy items inside the refrigerator, as their weight will damage the interior. On stoves, please clean the surface elements and ovens periodically. Any build-up of grease can cause a fire. Residents are responsible for providing all cleaning supplies.

Fire Safety and Hazards

Barbecues

HP Park and Mahaffey Hall has BBQ facilities provided on site. Please use caution when operating the BBQs and remember to make sure they are extinguished before you leave. In accordance with Yamhill County fire marshal, the use of BBQ grills is strictly prohibited on any deck, landing, walkway or stairs connected to a university owned apartment property or within 15 feet of any building.

Electrical Appliances

You may use the following appliances in your residence:

- Fan
- Computer, printer
- Iron
- Electric blanket
- Hair dryer, curling iron, etc.
- Refrigerator (models 2-4 cubic feet in size with electrical requirements of 0.5-3 amps, 120 volts AC only)
- The only type of extension cord that may be used is a power strip with a breaker switch. Each resident is only allowed 1 power strip per electrical outlet.
- Stereo
- Small microwave
- TV, video game units
- Personal lamps (no halogen bulbs)

The residence hall rooms do not have the electrical capacity to handle duplicate appliances. To avoid circuit overload, we encourage roommates to share appliances.

For safety reasons the Director of Residence Life has the authority to determine if items not listed are a safety hazard.

Fire Evacuation Points

Know your evacuation point, and go there in the event of fire or other emergency, which renders your residence unsafe.

Residence Halls

Anderson	Parking lot north of Anderson
Campbell	Open area just south Campbell
Elkinton	Renshaw Field
Frerichs	Grassy area next to softball field
Grover	Intramural field
Hewitt	Grassy area next to softball field
Jane Failing	Intramural field
Larsell	Parking lot north of Larsell
Latourette	Intramural field

Mahaffey	Grassy area next to softball field
Memorial	Lawn between Anderson and Frerichs
Miller	Fire pit next to HHPA
Newby	East end of Oak Grove clear of trees
Pioneer	East end of Oak Grove clear of trees
Potter	University Ave. Apartment Parking lot
Terrell	Renshaw Field
Whitman	Open area south of Campbell

Suburbs (University Apartments)

Blaine St.	Parking lot
University Ave.	Parking lot
Dana Hall	Grassy area next to softball field

Hewlett Packard (HP) Park	Grassy area west of apartments
540	Parking lot

Fire Evacuation Procedure

All students and their guests must evacuate immediately whenever a fire alarm is sounded. Ignoring a fire alarm is grounds for severe disciplinary action to be determined by the Director of Residence Life or the Peer Hearing Board.

Each person is expected to observe the building evacuation guidelines:

1. If possible, leave room lights on.
2. If possible, close room doors and windows.
3. If possible, leave blinds open.
4. Wear shoes and carry/wear a coat.
5. Move quickly to the designated assembly area.
6. Once there, check in with a Residence Life Staff or LPS and wait for further instructions.
7. Do not enter the building until directed to do so by Residence Life Staff or LPS .

Fire Safety and Hazards

Each residence room is equipped with smoke detectors. If yours malfunctions, contact the RA so that it can be repaired. It is against the law to unplug or tamper with the smoke alarm. Doing so jeopardizes the safety of all residents and you may be fined up to \$500. It is wise to periodically check your smoke detector to be sure it is functioning properly. To do so, simply push the button.

If it is working correctly, you will hear a loud beep. Misuse of fire and/or other safety equipment (fire escapes, fire-fighting equipment, sprinkler heads or pipes, exit signs, alarms) is strictly prohibited. For a list of all prohibited items, see page 24. Because of the threat posed (i.e., personal safety and property), violation of any of these or other fire safety regulations may result in a fine of up to \$500, damage charges, and possible disciplinary action.

Open flames, including such items as candles, incense burners; laboratory burners, camp stoves, and torches may not be used in any campus residence. Students wishing to use candles or incense for religious or spiritual purposes should contact Chaplain David Massey in Melrose 110. Due to the potential hazard, all fireplaces have been closed off and are not to be used. The only exception to this are the gas fireplaces located in Terrell and Elkinton. Residents in those halls are encouraged to use the gas fireplaces safely. In accordance with Yamhill County fire marshal no BBQ grills may be used on any deck, landing, walkway or stairs connected to a university owned residence hall or apartment property or within 15 feet of any building.

Explosives, including firecrackers or other fireworks, and highly flammable and/or combustible materials may not be taken into residence halls or other University housing. This includes gas cans, motorbikes, motorcycles, and scooters. Students are also prohibited from hanging ceiling tapestries and neon lights. Decorative LED lights are permitted in on-campus housing as long as they do not violate the manufacturer guidelines. String lights must be plugged directly into an outlet or into an approved power strip with a breaker switch (reminder that extension cords are not allowed in university housing). Residents will be held responsible for damage from the misuse of these string lights or the hanging of the string lights which may result in fines.”

Sprinkler Systems

The fire safety sprinkler systems in each building are integral to the safety of each resident. Under no circumstances should anything be tied to, hung from, or obstruct a sprinkler head. If broken off, a sprinkler will expel 50 gallons of water a minute, resulting in considerable damage to surrounding areas. Also, balls, Frisbees, etc., should never be thrown inside of buildings, for risk of general damage, but also due to the fact that these items can break off a sprinkler head. Students causing such damage will be held responsible for damage to all University property and all personal property of residents, as well as cleaning and associated charges.

Hall and Apartment Facilities

Asbestos – Suburbs only

Some of the apartments contain asbestos. All asbestos is encapsulated and is not a danger to residents. Please do not puncture the ceilings or floor tiles with any items. If your ceiling or floor tiles become damaged, contact Facilities Services right away at 503-883-2227 and inform your RA.

Laundry

Washers and dryers are available in each residence hall and suburb community. Do not leave your laundry unattended for an extended period of time. All washers and dryers are free for students to use in all residence halls and apartments. Please remove clothing from the laundry room immediately so that other residents may utilize the machines. Laundry left longer than 24 hours will be placed in a designated basket. On the last Friday of each month, contents in the bin will be removed and donated.

In an effort to conserve natural resources, the university strongly encourages students to wait and do full loads of laundry. Please carefully follow all instructions for use of the energy efficient machines.

Light Bulbs

Light bulbs are installed in all fixtures prior to occupancy. Residents should contact their RA to report burnt out bulbs or submit a work order. Facilities Services will replace bulbs at no charge to residences.

Soft Drink Vending Machines

A soft drink vending machine is located in most of our residence halls. The revenue from these machines is returned to each hall, and this income is a source of funding for hall programs and activities. In the event of a machine malfunction, please post a sign indicating “out of order” and report the problem and machine number to your RA.

Summer Storage

Linfield University can accommodate storage for a limited number of students at this time. To find out if you qualify for student storage, [Campus Summer Storage](#) webpage.

Walls

In order to maintain quality residential halls, we ask that all students use poster putty or blue painter’s tape available to hang all decorations. The use of staples, nails, non-painter’s tape, screws or bolts in the walls, ceilings or doors will result in a damage fine charged to the residents’ upon move out. Decorative LED lights are permitted in on-campus housing as long as they do not violate the manufacturer guidelines. String lights must be plugged directly into an outlet or into an approved power strip with a breaker switch (reminder that extension cords are not allowed in university housing). Residents will be held responsible for damage from the misuse of these string lights or the hanging of the string lights which may result in fines.”

Students are also prohibited from hanging ceiling tapestries or neon lights on their walls. All adhesives must be completely removed from all walls upon check out. If using Command strips, students are encouraged to leave the strips on the wall at the end of the year. A charge of \$5 per command strip will be billed, rather than a minimum charge of \$25 per paint chip caused by improper removal.

Hall Access and Propped Doors

For your security, entrances to the residence halls are locked 24 hours per day. As a resident, you will have access to the building with your ID card 24 hours a day, and access to other residence halls 10am-10pm. Propping open doors is not allowed, and persons found in violation will be referred to the Peer Hearing Board. Propping doors creates a safety hazard for all residents. An entire building or floor may be fined for doors propped open within their residence hall. Forcing or ripping doors open may result in both fines to repair damage and community restitution hours.

Hall Meetings

Monthly hall meetings are essential to the residence hall communities. These meetings are a great chance to get to know fellow residents, the RAs in the building and strengthen ties within the community. Hall meetings are generally short in nature though cover important information,

such as: hall announcements, policy review, housing and course registration information, upcoming programs and campus events, etc. Attendance at monthly hall meetings is required – Residents must give their RA advance notice if they are not able to attend the meeting. Residents are asked to speak with the RA at least 48 hours prior to the meeting. Failure to notify the RA in advance or failure to attend may result in a \$25 fine.

Health/Safety and Inspections

Each semester (or as needed in given situations) members of the Residence Life Staff will conduct announced inspections of the students' rooms and apartments. RAs will check for items that could be cause for concern -safety or policy- and will check for anything that needs a work order. RAs will only enter with another Residence Life staff member (RA, RLA, AD, etc.) Prohibited items may be confiscated and incident reports written, and disciplinary action taken, if necessary. The University reserves the right of reasonable entry to residential units to make necessary repairs, to maintain safety and health standards, and to assure compliance with the Residence Life Contract Agreement and any other University policies.

Locks and Keys

Each resident is supplied with a key and/or ID card that allows access to your apartment, room, or building. Report lost keys to the Residence Life Office located in Mahaffey 127 immediately or by calling 503-883-5389. In order to maintain security for our residents, lost room or apartment keys will result in an automatic lock change. If you lose your room or apartment key, contact the Residence Life Office immediately. The charge for a lock change is \$85. Residence hall outside doors and HP Park Apartments are accessible with a student's ID. If you lose your ID card, please contact LPS immediately.

In order to maintain safety for students and protection of university property, any tampering with door locks may result in a \$50 per resident fine, and this includes the taping of door locks. The residents will be charged for any repairs necessary to bring the lock back into working order.

Lockouts

If you are locked out there are three resources available to assist with a lockout. Please seek their assistance in the following order:

1. Your roommate
2. Any RA in your building
3. The Residence Life Office, ext. 5389 (Monday-Friday, 10AM-4PM)
4. Linfield Public Safety (LPS), ext. 7233

LPS will respond at all hours, though students should first try to find an RA in their building and then contact the Residence Life Office during open office hours. Lockouts may be tracked. While Linfield does not charge for occasional lockouts, repeat or multiple lockouts may result in a fine or community restitution.

Students should carry their room or apartment key at all times for security reasons. When any staff member assists in lockout, they are instructed to verify the student is in possession of their room key. If the lock out is a result of a lost or misplaced key, students can pick up spare keys, in person, in the Residence Life Office, and hold onto the spare for up to 72 hours. If after this time they do not return the spare and show their initial room key, for security reasons a lock change will be required at the resident's expense.

Personal Property and Liability

Linfield does not insure any student property and does not take responsibility for any property lost, stolen or damaged. You may want to consider renters insurance if your personal belongings are not covered on your parents'/guardians' insurance policy.

Pests

In life at Linfield, as in life elsewhere, insects and other pests can be part of your daily experience. Linfield has an active pest control program, using an Oregon licensed contractor, administered through Facilities Services. While the university will respond to any report of pest problems, we maintain a 'low impact, responsive' program, rather than polluting your living and learning environment with wholesale insecticide treatments.

Residents in university housing can reduce their exposure to pests by good housekeeping and hygiene practices. Vacuuming floors, cleaning counters, taking out the trash and recyclables regularly, storing food items in closed containers and other similar, common sense methods will help to keep you from being visited by unwanted critters.

If a resident experiences bug bites and/or sights what they believe may be a bed bug, they are to immediately contact their Resident Assistant. The RA will then immediately contact the Area Director on duty. The Area Director will coordinate inspection and any needed treatment of the room/apartment. Facilities will immediately inspect the room/apartment while also scheduling outside pest services to inspect the room/apartment as soon as possible. Treatment of all affected rooms/apartment will include treatment of furniture as well as bedding. Students are responsible for laundering all of their clothing to eliminate any possible contamination.

Students should schedule an appointment with the Student Health, Wellness and Counseling Office in Walker 104 as soon as possible for treatment of any bites.

Recycling and Trash

All students must properly dispose of their trash by taking it directly to the dumpsters located around campus. Residence hall students cannot leave trash in the hallway or empty personal trash into the hall or bathroom trash cans. Suburb residents must not leave trash in front of their apartment, in stairwells or on their balconies. Residents are expected to take all garbage to the dumpsters provided.

All residence halls have recycling containers. For residents living in the suburbs, there are several recycling sites located around campus. All members of the community are strongly encouraged to learn about the recycling program and sort out the recycle items from regular trash.

Utilities

All charges for heat, light, water, and trash pick-up are included in the housing rates. Please conserve energy whenever possible to keep your housing rates from rising.

Roommates

Some roommates become very good friends, choosing to socialize and study together. Others become friends but spend time outside the room with different social groups. Still others do not become friends but accept each other as roommates and live compatibly together for the year.

Remember that you will meet many students other than your roommate. In addition to your hallmates, you will make friends through classes, sports, work and other student activities.

Living together in one room, especially if you have never had a roommate before (or lately) requires work! The type of relationship you develop with your roommate depends in part on your expectations of the relationship, as well as on how effectively you communicate those expectations to your roommate from the very beginning.

As you think about your roommate and how you hope to interact (regardless of how well or little you may know them) both of you should consider the following:

- Communicate! This is the most effective tool for living together happily.
- What do you each expect of your relationship with your roommate?
- What can you and your roommate discuss to prevent potential problems?
- How much of your personal or life experiences are each of you willing to share?
- How do you both intend to discuss habits, values and priorities?
- Could some of your practices or activities be potentially offensive or annoying to the other person?
- How will both of you resolve disagreements?
- How do you act when you are angry, depressed, stressed, or happy? How do you expect your roommate to behave when you are feeling any of these emotions?
- Which of your belongings can and cannot be borrowed?
- When are visitors and/or friends welcome? For how long?
- How neat do you both expect the room to be?
- What study habits will make both of you successful students?
- Be ready to make compromises. You can't have everything your way all the time.
- Always treat your roommate with respect. Think about how you would feel if the roles were reversed.
- Review the Student Code of Conduct and the Guide to Living at Linfield.

The Residence Life program uses a Roommate Agreement as a tool to help you and your roommate open up communication about your roommate relationship. Both you and your roommate are expected to fill the form out together through a face-to-face discussion. Your RAs are there as resources to help you through the Agreement if needed. On your Roommate Agreement, you will indicate your preferences regarding sleep study and social time. As you adjust to life at Linfield University, you may find that these preferences change. Be open with your roommate, communicating your needs; be responsive to your roommate, recognizing that s/he is changing, too. Expect the best!

The communication skills you can develop in an effective roommate relationship are among the most valuable skills you will gain at university for your personal and professional life. The happiest of roommates will experience conflict at times. The key to success at those times is for roommates to communicate with each other – with the assistance of a staff member as necessary – about how to reach a resolution that is satisfactory to both roommates.

Roommate Challenges

Your RA is available to assist with any roommate conflicts. In most cases, you will be required to follow a process to work through any conflicts. It is our goal that you will learn valuable communication and conflict resolution skills during this process. We will work with you to help

make this a successful process. If this process is not successful, a move may occur. There are no room changes during certain parts of the semester. Moving without Area Director permission or not following the above-outlined procedure will result in a \$50 fine.

The procedure below will be used for changing rooms or apartment:

1. Discuss your concerns with your roommate in a face-to-face conversation.
2. Discuss your concerns with your RA, who will facilitate a resolution process between you and your current roommate(s).
3. If concerns continue to exist, please contact the AD responsible for your housing area.
4. After working with the AD it may be determined that a move or change of rooms is the best option. Only an AD can approve a room move.
5. You will be asked to meet with the AD of Housing, who will help you determine a location to move. All room changes must be approved by the AD for Housing in consultation with the AD for your housing area.
6. You will receive a room change form from the AD for Housing and will then need to obtain the necessary signatures.
7. Complete all the steps and turn in the keys to your old room to the Residence Life Office in Mahaffey by your designated move-out date. Failure to complete the move by the designated date assigned by the AD for Housing or not following the procedure correctly may result in the room change being cancelled, or other penalties.
8. Since we see conflict resolution and communication processes as our learning outcomes for Residence Life, the university may ask you to complete a reflection on your roommate challenge once the process is complete. This will be mandatory and is part of the room change process.

Safety and Security

The greatest threat to residents' security is the failure to close and lock doors and windows. The following are suggestions in protecting residents, guests, and personal property:

- Keep your room door locked and dead bolted, if possible, at all times.
- Lock your windows before leaving your room.
- Do not leave your keys or ID card lying around as this creates a safety concern for all students.
- Travel with a companion when you are walking the campus late at night.
- Don't allow people you do not know to tailgate behind you as you walk into buildings.
- Use blue light phones located on safety poles throughout campus to directly call LPS for emergencies or for escorts.

LPS can be called by dialing ext. 7233 from any campus phone, or 503-883-SAFE (7233) from non-university phones. Students are encouraged to save LPS's phone number in their cell phone for safety and convenience. In case of a life-threatening emergency, dial 9-911 from campus, or 911 from non-university phones.

Students may be approached on campus by Residence Life staff and/or LPS for reasons of ensuring the safety of both the individual and others and to maintain a positive campus community. When approached, students are required to properly identify themselves as Linfield students and provide their student ID. Failure to do so will result in disciplinary consequences up to and including fines and community restitution.

If a student does not appropriately identify themselves as a Linfield University student, the individual will be treated as a non-Linfield student and McMinnville police will be called to respond to the situation. In this case, the individual will be subject to municipal codes, fines and possible trespass from Linfield University in addition to any disciplinary sanctions imposed by Linfield.

If, when approached by Residence Life staff and/or LPS, a student walks/runs away from the campus official before providing proper ID and/or resolving the situation, LPS will call MacPD and more severe Linfield disciplinary consequences will apply.

Workorders

If your room or apartment needs repair, contact your RA and they will submit a work order.. Facilities or Auxiliary Services will respond to the work order as soon as possible, though it is not possible for day or time of day of response to be predicted. If you have specific concerns regarding your work order, please discuss this with your RA.. By requesting a work order, you are giving the university permission to enter your room to perform the repairs necessary to address the work order.

POLICIES

Animals

All animals, other than aquarium fish (up to 20 gallon aquarium) are prohibited in University housing, unless they meet the following criteria:

- An approved and documented service animal for students with documented disabilities, able and required to move around campus with the student
- An approved and documented emotional support animal, limited to the student's assigned campus room
- An approved and documented pet living in Pet Friendly Housing (Jane Failing), limited to Pet Friendly Housing

Having other animals on campus can pose health hazards or allergies to other students in our campus community. Students found with unapproved animals in university housing may be charged a \$250 dollar fine, plus cleaning and damage fees associated with an unapproved animal. Violation of this policy could effect a request for an accommodation or a request for pet friendly housing. Residents will be given 48 hours to remove the pet from university housing, at which time the housing will be inspected for damage or cleaning charges. Any pet brought into University housing even temporarily (by a resident or a resident's guest) or via exterior openings (open doors and windows) and found in residents' rooms may result in a fine.

Linfield University Service, Therapy or Emotional Support Animal Policy

General Considerations

Linfield University enforces a no-pet policy in its residence halls, apartments and campus facilities. Exceptions are made for the above-mentioned criteria in regards to documented service and emotional support animals, approved pets living in Jane Failing hall, and fish in approved aquariums. All approved animals on campus (with the exception of fish), will be provided with an "Approved Animal" pet tag. This tag should be worn at all times by the approved pet, or attached to the animal's cage, if it is a cage-dwelling animal.

The University will enforce all relevant rules for the use of service, emotional support animals, and animals living in Pet Friendly Housing through the student conduct code and the Office of Residence Life. The University also reserves the right to revoke permission granted for the presence of any animal when an owner fails to follow the requirements set forth in this procedure.

Requests for a service animal or emotional support animal will be reviewed under the University's policy. Requests that do not demonstrate that the animal is necessary to afford the owner an equal opportunity to enjoy their dwelling will be denied. For questions regarding this policy please contact Learning Support Services at lss@linfield.edu. For questions regarding Pet Friendly housing, please contact petfriendly@linfield.edu.

Definitions

Service Animals and Service Animals in Training

A "service animal" is a dog (or under certain circumstances, a miniature horse) individually trained to provide assistance to an individual with a disability. Service animals include, but are not limited to, guide dogs for the blind, hearing dogs for the deaf/hard of hearing, and service dogs for people with physical disabilities and seizure disorders. Service animals/service dogs are not considered "pets". The University may require documentation that an animal used in campus facilities, or any University Housing facilities, is a service animal under federal and state laws. Service animals in training must be appropriately marked.

Therapy Animals

A "therapy animal" is an animal owned by a therapist and selected to play an integral part of a person's treatment process that demonstrates a good temperament and reliable, predictable behavior. A therapy animal is prescribed to an individual with a disability by a healthcare or mental health care professional. A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.

Emotional Support Animals

An Emotional Support animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy University housing. An emotional support animal may provide emotional support, calming, stability and other kinds of assistance. Emotional support animals do not perform work or tasks that would qualify them as "service animals" under the Americans with Disabilities Act. An emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Emotional support animals are restricted to the student's assigned residence hall room, and should not enter any other buildings on campus.

Pet Friendly Housing

Pets living in Pet Friendly Housing must be approved through the Office of Residence Life, and each pet owner must pay a \$250 pet fee before bringing their pet to campus. Due to the nature of Pet Friendly Housing, pets who are approved to be in Jane Failing (which *may* include emotional support animals), are allowed to go with the pet owner to the lobby or to other resident rooms within the building. Pets are not allowed to enter any other building on campus. Pets who are not specifically approved to be in Jane Failing, are not allowed to enter the building. For more

information regarding Pet Friendly Housing, please view the complete policies by viewing the [Linfield University Pet Living Policy](#).

Alcohol Container Policy

Residents of any age cannot publicly display empty containers, full containers, and/or advertise alcohol in public spaces (entry door, balconies, patios, and windows). Residents who are found displaying or advertising alcohol publicly may be subject to disciplinary action (as determined by the Peer Hearing Board or the Director of Residence Life). Public possession of an open container of alcohol or public consumption of alcohol is a violation of Linfield Policy and City Ordinances of McMinnville and Portland regardless of a student's age.

Kegs, beer bongs and other large containers of alcohol are not permitted in university owned or affiliated properties and will be confiscated and will not be returned.

Students **under 21** who are in possession of empty alcohol containers (including but not limited to displaying containers and/or immediately following an alcohol consumption violation) will be required to recycle the container(s) in a designated recycling area under the guidance of LPS or a member of the Residence Life Staff. Students **over 21** who are in possession of empty alcohol containers (including but not limited to displaying containers and/or immediately following a violation: providing a space for minors to drink) will be permitted to keep the container(s) if they're interested.

Closed Areas

All roof areas of University buildings are closed to students. Outside ledges, fire escapes, and other areas on the outside of buildings are also closed to students. Storage of items on window ledges or roof gutters is also prohibited. No items should be hung from a window ledge or gutter. Students are strictly prohibited from climbing out of, hanging out of or throwing anything out of windows. Custodial closets are also closed to students. Any violation of this policy may result in a \$50 fine and/or community restitution hours.

Compliance and Respect

Students are expected to comply with all directives from university staff and public officials. Non-compliance and disrespect may include, but is not limited to:

- Providing false information
- Failing to provide requested information in a timely, reasonable and respectful manner
- Failing to comply with a directive in a timely, reasonable and respectful manner
- Verbally or physically abusing (including shouting, the use of profane language and physical threats and actions)

Decorative Lights

Decorative LED lights are permitted in on-campus housing as long as they do not violate the manufacturer guidelines. String lights must be plugged directly into an outlet or into an approved power strip with a breaker switch (reminder that extension cords are not allowed in university housing). Residents will be held responsible for damage from the misuse of these string lights or the hanging of the string lights which may result in fines."

Disciplinary Procedures

An incident report is used to document any alleged behavior violations. Any member of the community may fill out an incident report by submitting an online report at

<http://www.linfield.edu/reslife>. A written incident report for behavior generates a hearing by the Residence Life Peer Hearing Board or the Director of Residence Life or a representative of the Student Affairs Office. Fundamental fairness will be followed in these hearings. The Peer Hearing Board or the University Administration may impose fines or other sanctions as warranted by the action.

The Dean of Students is involved in disciplinary action when the severity of the case warrants it. Student disciplinary records are kept in the Student Affairs Office. They are confidential and not a part of the official transcript of grades. Every student has the right to access his or her own file.

Peer Hearing Board

The Peer Hearing Board, which is made up of Linfield students. The board hears cases involving alleged policy violations. Students interested in serving on the Peer Hearing Board should contact the Peer Hearing Board Advisor, conductboard@linfield.edu.

The Board responds to incident reports received from Residence Life Staff, LPS, students, and others within the Linfield community. An incident report is not a presumption of policy violation. It is merely a record that something has occurred. Everyone involved in the incident will have a chance to speak at the hearing. Once all sides have been heard, the Board makes a decision. The decisions of the Board may be appealed to the Office of Student Rights & Responsibilities. In some situations, the Office of Student Rights & Responsibilities, Dean of Students, and/or the Area Directors may handle incidents on an individual basis.

The Peer Hearing Board typically hears cases weekly. Students involved in an incident report will be notified of the hearing process. Students who choose not to attend are agreeing to have the case heard in their absence. Students will receive the board's decision by e-mail and are responsible for following through with any requirements set by the board. Those who receive a notification for a hearing process and have any questions may contact the Peer Hearing Board Advisor at ext. 2329.

Incident Reports

Incident Reports are used for a variety of situations and are exactly as they are titled: reports of incidents. No outright violation is implied by the Incident Report. Incident Reports are simply a record of what happened. The Dean of Students' office reviews all Incident Reports and determines the appropriate response given the nature of the Incident Report. This response could involve one or more of the following: a follow-up from an RA or Area Director, further involvement with the Dean of Students' office, etc. Incident Reports involving possible policy violations may be addressed by the Peer Hearing Board, Student Rights & Responsibilities Office or the Linfield University Hearing Board. Incident Reports are also used to report theft or damage of personal property. An Incident Report can be filed electronically by any student or administrator at <http://www.linfield.edu/reslife>

Guests/Visitation Policy

This visitation policy is designed with the safety and well-being of our community members and property in mind. Visitation hours in student rooms and apartments and on student floors are Sunday-Thursday 10:00 AM to Midnight, Friday-Saturday, 10:00 AM- 2:00 AM. Residents are permitted to host guests so long as the rights and privacy of the other residents are taken into

consideration. A "guest" is defined as any person who is not an assigned resident of the room or apartment.

- The right of a resident to occupy her or his room/apartment without the presence of a guest takes precedence over the privilege of a resident to host guests.
- A resident who hosts a guest is responsible for the guest's conduct at all times, as well as any damages caused by that guest.
- The host must be with the guest at all times. Guests are not permitted to be unescorted, and may not be left unattended in the host's university housing. Violation of this policy may result in, but is not limited to, loss of visitation privileges, relocation of the violating host(s), or cancellation of the housing contract of the violating host(s).
- Guests must comply with all university policies. Guests who violate a policy may be asked to leave the community and/or university property, and may be subject to further university action.

All residents are asked to develop and sign a roommate agreement, including a discussion of the hosting of guests. In addition to this formal process, roommates are encouraged to talk to one another about the use of the room or apartment.

Overnight Guests

The Visitation - Overnight Guest Policy is an extension of the Visitation - General Policy. Unless otherwise noted, all general visitation expectations apply. An "overnight guest" is defined as any person who is not a resident of the assigned room or apartment and intends to occupy the room/apartment past established visitation hours. The university recognizes that residents may wish to occasionally host overnight guests; however, the presence of overnight guests requires consideration of the rights of all roommates and the residential community.

- In a single-sex hall, all overnight guests must be of the same sex as the residents. Residents in co-ed halls and suburb apartments may host overnight guests of any sex, provided they have the consent of their roommate(s), and the guest uses appropriate restrooms at all times.
- The residents' roommate agreement must address expectations for hosting overnight guests of the same and different sex than the residents.
- The right of a resident to occupy her or his room/apartment without the presence of an overnight guest takes precedence over the privilege of a resident to host overnight guests.
- Prior to hosting an overnight guest, the host resident must obtain the consent of the roommate(s) at least 24 hours in advance. In a Residence Hall, the host resident must inform the hall's RAs at least 24 hours in advance.
- No overnight guests will be allowed during orientation, any breaks and the week preceding and during finals week.
- Residents are allowed to have guests stay overnight for no more than three consecutive nights and six nights out of a thirty-day period.
- Failure to follow these overnight guest policies will result in, but is not limited to, loss of overnight guest visitation privileges, relocation of the violating host(s), or cancellation of the housing agreement of the violating host(s).

Prohibited Items

The following items are specifically prohibited from University housing areas and will be confiscated: (students should not expect confiscated items to be returned)

- Air conditioners
- Any propellant guns (airsoft, BB, paint ball)
- Coffee makers with hot plate
- Bikes stored in common area or by doors
- Candles or candle warmers
- Cinder blocks used to stack your bed
- Grills, including George Foreman*
- Halogen lamps
- Hot plates
- Incense burners
- Illegal drugs, including cannabis
- Kegs, beer bong and other large containers of alcohol are not permitted in university-affiliated properties and will be confiscated and will not be returned
- Weapons of any kind including fire arms, hunting knives, swords, hatchets, etc., as provided in the Campus Weapons Policy
- Explosives, fireworks, volatile chemicals or dangerous materials of any kind
- Extension cords, except for the heavy-duty kind with circuit breakers
- Motorized scooters
- Non-approved pets, except aquarium fish
- Rice cookers, InstantPot*
- Space heaters not provided by the University
- Ceiling tapestries
- Street/construction signs
- Sun lamps
- Toasters*
- Toaster ovens
- Water beds

* Not allowed in rooms, but are allowed in the common kitchen areas only or apartment kitchens

For safety reasons the Director of Residence Life has the authority to determine if items not listed are a safety hazard.

Weapons

In keeping with the Linfield Weapons Policy, firearms, dangerous weapons, and ammunition may not be kept in or taken into the halls. Knives, hunting knives, swords, hatchets, and the like are defined as dangerous. Folding, lock back, or 'pocket knives' of no more than 7" in length when unfolded or fully open are permitted. Use of propellant guns of any kind, including Air Soft guns, BB guns and paintball guns, are prohibited on campus and within the city limits. Weapons will be confiscated and will not be returned.

In keeping with its mission, Linfield University wants to provide a safe environment to foster excellence in learning for students and work performance for employees. Therefore, the possession or use of any firearm or other weapon (including but not limited to those listed below) is prohibited on any University property, in any vehicle on a University property, and at any University sponsored event at any location. This policy also applies to anyone possessing a valid permit to carry a concealed weapon. Authorized law enforcement officials, in the performance of their duties, are exempt from this policy. Off duty law enforcement officials are required to notify Linfield Public Safety if they are carrying a concealed weapon while not on duty.

Prohibited weapons include: ammunition; explosives in any form; propellant guns of any kind, including bb guns, pellet guns, Air Soft guns, paintball guns, 'potato guns' and others; knives (folding or pocket knives of no more than 7 inches in length when fully open are permitted), swords, hatchets and axes; 'fighting sticks', 'nunchucks,' 'throwing stars' and other martial arts weapons; brass knuckles, Tasers, or any other weapon, as determined by Linfield University except as they may be used in the education process as authorized by Linfield Faculty.

Any student or employee found in possession of a prohibited weapon will have it confiscated by Linfield Public Safety. Confiscated weapons will be retained in locked storage by Linfield Public Safety pending an appropriate disposition and adjudication by either the Student Affairs Office (for students) or the Office of Human Resources (for employees). Any student who violates this policy is subject to disciplinary action up to and including suspension. Any Linfield employee who violates this policy is subject to disciplinary action up to and including termination of employment.

Visitors or other persons found in possession of a prohibited weapon will be asked to leave campus (or University sponsored event) and not to return with the prohibited object. In some instances, such person(s) may be directed not to return to campus under any circumstance. Failure to comply with this policy will result in Linfield University engaging the assistance of local police authorities.

ID Cards

All students will be issued a student body card free of charge at the beginning of the school year that is expected to last throughout the student's entire enrollment. These cards serve as official identification of Linfield students, and must be carried at all times. They must be shown to LPS and Residence Life staff upon request. Students will need the card to do the following: get into the campus dining facility (Dillin), gain residence hall access, attend athletic events, use the bookstore, library, computer lab, HHPA and Recreation Complex and attend ASLU events. Pictures for new cards are taken in Cozine 101, from 8 am to 5 pm, except during the noon hour. If a student body card is lost a new card can be obtained at the LPS office. The first replacement card is free, subsequent replacements cards will cost \$25.

Students are prohibited from leaving their student ID cards outside their room, residence hall or apartment or giving their card to others for access to their room/apartment. This is a safety risk for the entire Linfield campus community. Students found to be doing so will receive a warning the first time and may be subject to a \$50 fine for any subsequent occurrences. Cards found by LPS or Residence Life staff will be confiscated and students must contact LPS to reclaim their card.

Quiet and Courtesy Hours

Students are expected to realize that in a community setting, and especially in an academic environment, consideration and courtesy for others is the most important factor at all times. While it is a fact that some amount of noise is bound to occur, students who continually infringe on the rights of others by maintaining unacceptable noise levels will be subject to disciplinary action. If asked to be quiet, students are expected to respond accordingly.

Students are expected to comply with all designated quiet hours. Residence hall and suburb quiet hours are minimally established from 10:00pm to 9:00am Sunday through Thursday and 12:00am to 9:00am Friday and Saturday. The individual hall communities may extend these hours.

Noise must be kept to a reasonable level (as determined by the Residence Life, LPS or the Residential Community) in consideration of neighbors and the McMinnville community. Problems or concerns with noise may result in the following:

- Verbal Warning to the resident(s) from the Residence Life Staff or LPS to bring noise to a reasonable level within a specified period of time.
- If the noise does not decrease to a reasonable level in the specified time, or if the noise reoccurs, an incident report will be filed with Residence Life. If there are multiple reports of noise, the responsible party will be sent to the Peer Hearing Board.
- In the case of a gathering, the group will be asked to disperse and return to their own residence.

Smoking

In compliance with the Oregon Indoor Clean Air Act and for life safety reasons, smoking (including e-cigarettes) and vaping is prohibited in all indoor areas of Linfield University, including but not limited to classrooms, hallways, lounges, laboratories, offices, dining areas, residence hall rooms, apartments, and all housing managed by Linfield.

For public health reasons, smoking and vaping is similarly prohibited at all indoor and outdoor public gatherings held on campus, regardless of the sponsor. Smoking and vaping is also prohibited in all university vehicles. Smoking and vaping is not permitted within 30 feet of building entrances or open windows.

As of January 1, 2018, Oregon State Law states that a person under 21 years of age may not purchase, attempt to purchase or possess tobacco products or any inhalant delivery system.

See the full law in Section 18

- <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2024>