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December 5, 2018

**VIA MESSENGER & EMAIL**

The San Francisco Board of Supervisors  
Office of the Clerk  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

Re: University of San Francisco Request for Waiver or Reduction of Child Care Impact Fee  
Board of Supervisors File No. 181100

Dear Board of Supervisors:

Our office represents the University of San Francisco ("USF"). We respectfully submit this letter in furtherance of USF's appeal of the application of the Residential Child Care Impact Fee (the "Fee") to the recently approved Student Residence Hall project, which will provide 606 much-needed Student Housing beds to help address the existing demand for on-campus housing (the "Project").

The Planning Department and DCYF submitted a joint letter to the Board of Supervisors for the upcoming hearing on December 11, 2018. This letter briefly responds to the two flawed arguments advanced therein.

**Absence of Reasonable Relationship or Nexus**

Planning Code Section 406 provides that a project sponsor may appeal the imposition of any City development impact fee to the Board of Supervisors "based upon the absence of any reasonable relationship or nexus between the impact of development and either the amount of the fee charged or the on-site requirement." As explained in more detail in our appeal letter dated October 31, 2018, USF challenges the Fee as applied to the Project because there is no reasonable relationship or nexus between the purpose of the Fee and the Student Housing component of the Project. To be sure, children are not permitted to live in on-campus residence halls unless they live with an eligible faculty member. Please see the enclosed student residential policies for on-campus residence halls.

Planning Department staff argues that "there is a reasonable nexus between student housing and the child care fee requirement, even where children might not actually reside in a unit." We respectfully disagree and no supporting evidence has been provided by staff other than references to a potentially flawed nexus study and the fact that the "Board [previously] found a reasonable relationship between the fee and [] new development, because new residential and commercial development in San Francisco will increase the demand for infant, toddler and

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preschool age child care." We don't dispute that general conclusion. Rather, we dispute that conclusion as as applied to the Project, which is exactly why Planning Code Section 406 provides an avenue for appeal, consistent with the California Mitigation Fee Act (Cal Gov't Code § 66000 *et seq.*), where there is an absence of a reasonable relationship or nexus between the Fee and a particular project.

#### USF Policy

The Planning Department seemingly argues that because the "City has never conditioned payment of the child care fee on whether children were actually present in the particular residential units being charged the fee" the Board of Supervisors should deny the appeal. To the contrary, the Board of Supervisors should certainly consider whether children would actually live in the subject units when presented with an as-applied appeal supported by related evidence. Furthermore, USF should not be penalized just because this may be the first appeal of this nature.

We understand that Planning Department staff is concerned that USF's policy could change, or that occupancy of the units could change. As recommended by staff, USF is willing to (1) provide ongoing reporting on the occupancy of the Student Housing units in the Project via required Institutional Master Plan updates, (2) pay the Fee if and when children are allowed to occupy the Student Housing component of the Project, (3) limit the waiver to the Student Housing component (meaning that the Fee would be paid for the on-site faculty units), and (4) record a Notice of Special Restrictions ("NSR") to memorialize these requirements.

#### Conclusion

Based on the foregoing and the more detailed arguments in our appeal letter dated October 31, 2018, we urge that the Fee should only be applied to the dwelling units for on-site faculty, which is the only portion of the Project that could theoretically create a demand for child care. To conclude otherwise would be contrary to state and local law and general principals of reasonableness.

Respectfully Submitted,



Daniel Barsky  
For Coblentz Patch Duffy & Bass LLP

Enclosure

## Student Residential Policies

*Note: This section addresses the services, regulations, resources, and operations associated with all University housing and residence halls. Behavioral expectations and standards of conduct apply to all students residing in University operated housing as well as their guests.*

### Residence Halls and University Operated Housing

Student Housing and Residential Education (SHaRE) welcomes students to the academic year at the University of San Francisco.

One of the most exciting advantages of living on campus is the opportunity to establish relationships with people from many different backgrounds and parts of the world. Through living with others, students can learn more about themselves and gain the skills necessary to live successfully in a multicultural world.

Students' experiences on campus will be enhanced by their energy and enthusiasm. Living with others can be a difficult task. It takes consideration, patience, and a level of responsibility to keep a residence hall community functioning at its optimum level. An understanding of and respect for the rights and interests of others is key to making the residential experience meaningful for all who live in the halls.

SHaRE staff is available to make students' on-campus experiences as comfortable and enjoyable as possible. The following live-in staff provide direct service and support to residents.

#### **Residence Directors (RDs)**

Full-time staff members with advanced degrees who are responsible for creating a safe, supportive, and educational environment for residence hall students.

#### **Assistant Residence Directors (ARDs)**

Graduate students who assist the RDs in their responsibilities and in building community within the hall.

#### **Resident Advisors (RAs)**

Undergraduate student leaders who reside on the floor and are trained to assist in creating a positive floor community. RAs are supervised by the RDs and ARDs.

#### **Resident Ministry Interns (RMs)**

Staff members of many faiths who also live on residence hall floors and provide spiritual direction for the residents.

**Community Assistants (CAs)** and **Community Office Managers (COMs)** are responsible for the operation of the Front Desk in each building.

The Central Office staff members are responsible for ensuring that residence hall facilities and programs meet the needs of the residents. Much of this is accomplished through the supervision and training of hall, apartment, and office staff. Central staff includes the Senior Director; the Director of Residential Education; the Area Coordinators; the Associate Director for Facilities and Operations; the Manager of Service Operations; the Assistant Director of Occupancy and Data Systems; the Assignment Coordinators; and the Program Assistant. The Central Office is located on the 5th floor of the University Center.

Many leadership opportunities exist for students in the residence halls. The chance to learn and develop leadership skills as a member of various residence hall committees and councils can be a valuable experience. Residents may choose to become part of the Esther Madriz Diversity Scholars, the Erasmus Community, the Martin-Baro Scholars Community, and the St. Ignatius Institute. In addition, residents may choose to serve as a member of their Residence Hall Council or the Residence Hall Association or pursue a position as a Resident Advisor or Community Assistant.

### **BEHAVIORAL EXPECTATIONS**

The University's Student Conduct Code and other University policies and procedures apply to all students. In addition, the following standards, policies, and procedures apply to students living in University-operated housing.

SHaRE policies reflect the belief that everyone living in University housing plays a role in maintaining a living environment conducive to academic and personal growth.

Living in University-operated housing requires all individuals to be responsible and respectful of the standards, policies, and procedures that have been established to protect each student, ensure personal and University property is well-maintained and protected, and to maintain a reasonable sense of order and structure. These policies assist SHaRE in providing a safe and clean academic environment. These policies are based on the concept of responsible freedom and reflect the importance of consideration for others' rights to a healthy living and learning environment.

The process outlined in the University Student Conduct Code will be utilized for all allegations of misconduct by residential students. Students found responsible for repeated violations of the Student Conduct Code (including SHaRE policies) may be removed, either temporarily or permanently, from University-operated housing. Please refer to the Student Conduct Code for more information about the conduct process.

### **STUDENT HOUSING AND RESIDENTIAL EDUCATION (SHARE) POLICIES**

**Animals**

For the health and safety of the community, animals are not permitted in University operated housing with the exception of freshwater fish with a 10-gallon tank (1 per room). Service and assistance animals must be approved by the Student Disability Services (SDS) office prior to their arrival in the residence hall. Students must also maintain compliance with the SDS Service Animal Policy.

**Bicycles, Hoverboards, Electric Scooters and Motorcycles**

Bicycles can only be stored in private, assigned rooms, or designated bike lock areas on campus. The University reserves the right to remove bicycles blocking the entry or exit of any building and to impound motorcycles found in any University operated housing facility. Motorcycles or any other gas or electric-powered vehicle or machine may not be taken inside any University-operated housing facility because of fire regulations. The University provides on-campus parking for motorcycles. Motorcycles must have a permit to park on campus. Contact Public Safety at x4222 for information. Hoverboards, electric scooters and similar battery-charged transportation devices are banned from all USF campus locations. The use, possession, or storage of these devices anywhere on campus is prohibited.

**Cleaning and Waste Removal**

Residents are responsible for regularly cleaning their rooms/units and removing waste materials, and for maintaining reasonable sanitation and safety standards. Residence hall room trash cans are to be emptied into the large garbage receptacles located in the community restrooms or trash rooms on each floor/building or into the Dumpsters located outside the building or in the building garage. Garbage, recycling, and composting areas are to be kept neat at all times and should not be overflowing. All recyclable materials (e.g. cardboard [not including pizza boxes or to-go containers from Bon Appétit], cans, bottles, and paper) are to be placed in the recycling bins only. If available, all compostable materials should go into green waste bins only (e.g., waste food, pizza boxes, and paper food containers). Under no circumstances are trashcans to be left in the hallways outside student rooms. Residents who leave trash outside of their rooms or are found to use recycling receptacles inappropriately are subject to a monetary fine and further conduct sanctions. Residents are required to turn in dead batteries and empty toner cartridges to the front desk of their building for proper disposal. All electronic waste must be properly removed. Please contact Facilities Management by using the online request form at [https://myusf.usfca.edu/fac\\_fst](https://myusf.usfca.edu/fac_fst) for proper disposal of all electronic waste items including but not limited to computer parts, televisions, DVDs, microwaves, broken clock radios, hair dryers, curling irons, etc. Trashcan liners are available for checkout at the front desk.

**Damage Charges**

Residents must take responsibility for causing damages to University property. Whenever it is not possible to assign charges for damage or theft of University property to specific individuals, those charges will be divided equally among the members of the hall or apartment floor or community. In those instances of damage to a student room where the responsible individual(s) is not identified, the residents of the room will share the charge. At the beginning of each semester, and periodically throughout the semester, damage assessment checks of shared public spaces (e.g. hallways, lounges, etc.) of the floor will be made by the Resident Advisor. Residents are encouraged to participate in the damage assessment process, and each resident will receive a bill for their own share of damage to a public area at the end of the semester.

**Decorating**

Residents may choose to personalize their room or unit. We encourage creativity with items such as bedspreads, posters, lamps, and plants. The basic guideline is to avoid doing things that will damage the room, doors, walls, furnishings, ceiling, or floors. Residents are not allowed to paint their room or apartment. Residents are responsible for any damage to their units, rooms, walls, floor, ceiling, and room door. Damage includes but is not limited to nail holes, stickers, holes or gouges, and graffiti. No items may be attached to the ceiling, light fixtures or pipes. Additionally, no items may hang from windows or on the outside of the building from patios or window ledges or fire safety devices.

**Electric Appliances**

To assist with energy conservation efforts and to alleviate the frequency of blown circuits, the University recommends using Energy Star Products. Electrical appliances with exposed heating elements, including but not limited to space heaters, sun-lamps, torchiere halogen lamps, ceiling fans, air conditioners, and hot plates, afford undue safety risks and are prohibited in rooms and apartments. Woks, rice cookers, toaster ovens, and similar cooking appliances may not be used in any room other than a kitchen or kitchenette. Coffee makers with a hot plate are not permitted, however Keurigs and hot water heaters with internal heating elements only are permitted. Due to power and facilities risks other large electrical items are not permitted in rooms or independent living units, including but not limited to exercise machines and portable washers, dryers, or dishwashers. Those found in violation will be held accountable and will be asked to remove items from the residence hall or have them confiscated.

Students are limited to one small room-size refrigerator (no larger than 3.8 cubic feet) and microwave (no larger than 1.4 cubic feet) per residence hall room. Loyola Village units are equipped with full-size refrigerators and microwaves; therefore, residents are not permitted to bring additional refrigerators or microwaves.

**Facilities and Property Use**

Residents and their guests are expected to be respectful of University-operated housing facilities at all times. Use by a resident or guest of any bathroom facility except that which is designated for their gender is prohibited. Removal, without proper authorization, of residence hall property including, but not limited to, signs, lounge and bedroom furniture, and trashcans, is also prohibited. Those found in violation of property use are subject to cleaning, repair or replacement costs for the item(s). Because of safety concerns, as well as damage risks, roofs and ledges are strictly off limits to residents or other unauthorized persons. Hanging on balconies and scaling walls are also prohibited. In addition, potted plants may not be placed on balcony or patio railings. All potted plants must have a protective saucer under them. In Loyola Village, storage on balconies and patios is strictly forbidden. Those found in violation of the above facilities usage policies are subject to a \$250 fine. Due to safety hazards, residents may not affix anything to the walls or the buildings, including but not limited to TVs, shelving units, satellite dishes, banners, etc.

**Fire Safety Equipment and Procedures**

Tampering with fire safety equipment is prohibited. This includes, but is not limited to: fire extinguishers, pull stations, smoke detectors, sprinklers, exit maps and fire exit signs. Smoke detectors must not be covered at or altered for decorating. Students are not permitted to tamper with, disable, or destroy smoke detectors or other fire safety devices and equipment. Fire safety equipment should only be used in the event of a real fire emergency. Students should remember that fire exits are for emergency use only. Those found in violation may be subject to a \$250 fine. In the event of a fire alarm, residents who do not immediately evacuate the building will be fined \$250 and are subject to civil prosecution as well as University conduct action.

**Guest and Visitation Policy**

The University's policies on guests and visitation are based on a concern for residence hall security, the privacy rights of roommates and the community, and the maintenance of an atmosphere conducive to academic achievement. SHaRE relies on the integrity of the community to help staff uphold this policy.

Guests are welcome in all USF residential communities. Hosting guests is a privilege, not a right. Violations of the guest policy will result in student conduct sanctions including, but not limited to, suspension of guest privileges, probation, or removal from University housing. All members of the residential community share the responsibility of helping to secure their community's welfare by communicating to guests the expectations established through these regulations:

1. Resident hosts must be present to check-in their guest(s).
- 2.

Resident hosts are responsible for the actions of their guest(s) for the duration of their visit and will be held responsible for policy violations of their guests.

3. Guests must check out at the front desk every time they leave the building and will need to sign back in with their host present if/when they return.
4. Guests may be asked to leave the building at any time by residence hall or Public Safety staff.
5. All guests, including non-resident guests, are expected to abide by the terms of this policy.
6. Guests are required to show a photo ID at the front desk. USF student IDs, driver's licenses, passports, and other forms of valid government issued IDs are suitable.

Occupancy in the residence halls is limited to:

- No more than five (5) people in a single room.
- No more than ten (10) people in a double or triple room.

Occupancy in Loyola Village units is limited to:

- No more than six (6) people in a one-bedroom or studio unit.
- No more than ten (10) people in a two-bedroom unit.
- No more than fifteen (15) people in a three-bedroom unit.

These guidelines have been developed in consultation with the Fire Marshal.

#### **Special restrictions for Overnight Guests:**

Overnight guests are defined as guests who are checked into a residential community between 3 and 8 AM.

Residents must formally give consent for their room or apartment mates to host overnight guests via the Roommate Agreement form.

Residents may not permit a guest to remain in or use the facilities of a residential building (including a residence room, lounge or common area) for more than three (3) consecutive days and/or nights during any given month, and for more than four (4) days and/or nights total per month, without the written permission of the Residence Director.

Students found in violation of the overnight guest limitations may face sanctions including loss of guest privileges and/or housing probation/expulsion.

#### **Children and Minors in the Residence Halls**



The University of San Francisco does not provide housing accommodations for married students or student families, and does not allow infants, children, or other dependents of students to reside on campus.

In order to protect the safety of young children, childcare/babysitting by students is prohibited in all residence halls and apartments.

Children under the age of 13 may not be signed in as a guest to the residence halls unless prior approval has been established in writing by the Senior Director for Student Housing and Residential Education. Otherwise, children under the age of 13 may only visit students briefly in the lobby and/or informal lounge areas.

Teenagers (age 13-18) may register as a guest provided they meet all the other guest criteria outlined in the Guest Policy, including possessing state/government issued identification card or passport and abide by all other regulations regarding guests. Teenagers without a proper identification must obtain approval by the Senior Director for Student Housing and Residential Education. As with all guests, the USF resident host is solely responsible for any person under the age of 18 whom they register as a guest. The University is not responsible and/or liable for the safety/welfare or care of visiting minors in the residence halls.

#### **Identification Cards**

Student ID cards are produced by the OneCard Office, located in Lone Mountain Main, room 130. They serve as a student's residence hall ID, meal card, Gleeson Library Card, Koret Health and Recreation Center Card, Career Services Center Card, Health Services Card and ID. Students are expected to carry their ID cards with them at all times, and IDs must be presented upon entry to all residence halls and upon staff request. All residents must have a current residence hall sticker affixed to their ID. Students should never provide their ID card to other individuals for use. Students found in violation of this policy are subject to disciplinary action, including a \$50 fine. Temp cards are available for checkout at the front desk for emergency lockout use and if a temp card is not returned within one business day, the resident will be charged \$30 for card replacement. After four uses of a resident's temp card per semester, the resident's student account will be charged \$30 for each subsequent use during the remainder of the academic year. Each staff-assisted entry is considered a lockout key use. In addition, a meeting to discuss the abuse of the lockout key policy will be held with the Residence Director or designee.

#### **Incendiary Objects**

Candles (including unburned, decorative candles), incense, and other objects with open flames are considered extremely dangerous due to the potential for fire and are prohibited in both private and public living spaces. Candles found in the

residence halls or apartments will be confiscated and destroyed, and students found in possession of candles are subject to a \$250 fine and other disciplinary sanctions.

#### **Indoor Athletic Activities**

The playing of athletic games is prohibited within the residence halls and independent living areas because of the potential for personal injury and damage to the facilities. Prohibited activities include but are not limited to rollerblading/skating, bicycle riding, elevator surfing, tag, Frisbee, football, basketball, hockey, golf, baseball, etc.

#### **Posting**

SHaRE is responsible for monitoring all literature distributed or posted in the public areas of residence halls and independent living units. All literature to be distributed or posted needs to be approved in advance and distributed by Student Leadership and Engagement, located in University Center 4th Floor. Information is approved and posted based on the following criteria:

- 1.** USF departmental information, academic information, student services, and activities information.
- 2.** SHaRE reserves the right to refuse to post fliers attempting to sell goods, furniture, or services.
- 3.** Fliers that advertise or imply alcohol-related events or which violate the University's Publicity Regulations will not be accepted or approved for posting or distributing in the residence halls or apartment buildings.

Posting of materials is permitted only on designated bulletin boards by SHaRE staff and Residence Hall Council members. Any materials posted by students will be removed, unless permission has been granted by the Residence Director. Students or student groups found responsible for violating this policy are subject to a monetary fine and the loss of the privilege of posting materials in University-operated housing.

#### **Quiet Hours**

Residents are expected to be considerate and respectful of other residents at all times. Unreasonable noise and other distractions that interfere with the legitimate rights of others will not be tolerated. Students that create or contribute to unreasonable noise in residence halls, independent living units, or surrounding neighborhoods during non-quiet hour times, otherwise known as courtesy hours, will be subject to disciplinary action. Quiet hours are set in each University operated housing facility between 10:00 pm and 8:00 am Sunday through Thursday, and between 12:00 am and 8:00 am on Friday and Saturday evenings. During the quiet-hour period, sound from a room should not be audible outside the room door or in surrounding rooms. Please note that excessive noise from Loyola Village residents will not be tolerated and may lead to removal from Loyola Village.

Twenty-four hour quiet hours are enforced during exam periods beginning at 10:00 pm on the final day of classes of the semester.

**Reserving Public Lounge Space**

Lounges and other public areas are for the exclusive use of the residence hall students and their invited guests. For special occasions these areas may be reserved through the Residence Director or Assistant Residence Director. Overall responsibility for the condition of the room rests with the sponsoring individual or group, and furniture must be returned to its original order after the event. Use of a public lounge space for commercial activity is prohibited, and all University policies apply when the rooms are in use.

**Room Changes**

Room changes must be approved by the Assignments Coordinator through an official offer and acceptance of a new space. Guidelines are distributed to all residents each semester explaining the room change process and residents may contact their Residence Director for more information if needed. All residents involved in the room change must be in agreement before the change is approved by SHaRE and residents move. Unauthorized room changes are not permitted and may result in termination of a resident's agreement, assessment of a \$150 fine, or other conduct sanctions.

**Room Occupancy**

Residents assigned to a double or triple room are only contracted for one space within that room. If a resident of a shared space does not have a roommate, they are not permitted, at any time, to assume, occupy, or use the other open space or furnishings in the room. The room must be ready for a new resident to occupy the space at any time. Violations of this policy may result in conduct sanctions and/or monetary fines.

**Smoking**

Smoking of any nature (including, but not limited to cigarettes, e-cigarettes, pipes, cigars, hookahs and water pipes) is prohibited in all rooms and common areas of all university operated housing. Smoking is not permitted anywhere within the boundaries of University-owned or leased property and vehicles. Those found in violation may be subject to a \$250 fine and other disciplinary action.

**Solicitation**

The University does not allow door-to-door solicitation of products or services in any University operated housing facility. Printed material may not be distributed beyond a residence hall's front desk by any individual or group.

**SHARE OPERATIONS AND SERVICES****Cable Television**

All residence hall rooms, floor lounges, and apartments are equipped with cable television hook-ups (local network only). Residents are not permitted to purchase or install additional

upgrades or other services or tamper with current cable connections. Please report problems in the residence halls to ITS at (415) 422-6668 or [itshelp@usfca.edu](mailto:itshelp@usfca.edu). Please report problems in Loyola Village to the Loyola Village front desk.

#### **Custodial Service**

Custodial service for the residence halls is provided by ABLE Building Maintenance, a private company contracted by the University. The custodial staff is responsible for the daily maintenance of all common bathrooms, facilities, lounges, kitchenettes, and corridor areas. Residents are responsible for cleaning their own rooms and ensuring the cleanliness of public areas (hallways, lounges, and bathrooms). ABLE is not responsible for the removal of individual trashcans from residence hall rooms. Note: Custodial Services in Loyola Village are limited to corridors and public areas.

#### **Damage and Property Loss**

The University does not assume liability directly or indirectly for loss of or damage to personal property caused by fire, theft, water damage, or by any other means except to the extent provided by law. Additionally, the University is not responsible for personal property left behind by students upon checkout. Personal property insurance is recommended and information is available from SHaRE.

#### **Keys/ID Cards**

- 1.** Lost/misplaced OneCard: temp cards are available for checkout at the front desk for emergency lockout use and if a temp card is not returned within one business day, the resident will be charged \$30 for card replacement. After four uses of a resident's temp card per semester, the resident's student account will be charged \$30 for each subsequent use during the remainder of the academic year. Each staff-assisted entry is considered a lockout key use. In addition, a meeting to discuss the abuse of the lockout key policy will be held with the Residence Director or designee.
- 2.** Lost Mail Keys: In buildings where mailboxes are opened by key, the cost to the resident is \$30 per replacement mailbox key if their key is lost or stolen. (Only applies to Loyola Village)
- 3.** Stolen Keys or OneCard: If a resident's keys/OneCard are stolen, immediately contact the front desk, Residence Director, and Public Safety.
- 4.** Duplicated Keys: Any person found to have duplicated a University key will be subject to a monetary fine and will be subject to conduct action.

#### **Kitchens**

Kitchens or kitchenettes are available in each of the residence halls and apartments. Keys to the residence hall kitchen may be signed out through the front desk with a student ID. Because of fire safety and health restrictions, kitchens are the only areas in the residence halls and apartments where

cooking is permitted; students are not permitted to cook in residence hall rooms or apartment bedrooms. Students are expected to clean up the kitchen after use.

#### **Laundry Facilities**

Laundry rooms are located on the lower levels of all University operated housing and include both coin- and Dons Dollar card-operated machines for washing and drying clothes. Residents provide their own detergent and should not leave their laundry unattended. If a machine is out of order, students should report it to the front desk of the building. As an added convenience, residents may make use of the online monitoring system, LaundryAlert, through the University's laundry vendor, WASH Laundry, by navigating to the website [www.laundryalert.com](http://www.laundryalert.com) and using the password: usf596. To add money to a Don Dollars account, please contact the One Card Office, located in Lone Mountain 130; call (415) 422-7663; visit pay stations located throughout campus; or go to the Web site at [www.usfca.edu/onecard](http://www.usfca.edu/onecard).

#### **Light Bulbs**

Replacement light bulbs for University-provided desk lamps or the Loyola Village tall standing lamps are available at the front desk. Facilities Management will replace vanity or overhead lights in student rooms/units upon request. Call (415) 422-6464 to reach Facilities Management and place a work order.

#### **Mail**

U.S. mail and intercampus mail addressed to residence hall addresses will arrive daily directly from the U.S. Postal Service to each residence hall's front desk and will be distributed into mailboxes by a mail clerk. Residents will receive a package slip in their box, notification on a package board at the front desk or e-mail from the front desk when an oversized package or package requiring a signature arrives in their name.

University intercampus mail does not go to Loyola Village or Pedro Arrupe Hall. All mail intended for residents of Loyola Village or Pedro Arrupe must be fully addressed, stamped, and sent through U.S. Mail. The Loyola Village front desk does not distribute mail into mailboxes. Each Loyola Village unit has a mailbox dedicated to it. Keys to the mailboxes in Loyola Village are distributed to residents at check-in. Resident of Loyola Village who receive packages or mail requiring signatures will be contacted by the front desk. Occasionally, SHaRE will receive intercampus mail for residents of Loyola Village and Pedro Arrupe; the mail will either be registered at the front desk for student pick-up, with package slips or e-mail notifications left for residents under their front door, or the student will be contacted via phone by the front desk.

Urgent, hand-delivered mail from a University official that requires a signature of receipt will be registered at the front desk of all residence halls and independent-living units as a package for pickup.

As the University communicates with residents via mail, residents are responsible for checking their mailboxes regularly and will be held responsible for all information, including policy and procedure information, placed in student mailboxes.

### **Maintenance**

If a resident's room is in need of repairs during the course of the year, the resident should contact Facilities Management at (415) 422-6464 in order to file a Maintenance Work Order. The Facilities Management Office is open 8:00 a.m. to 4:30 p.m. Monday through Friday and is on-call for emergencies. Work requests are usually completed within two working days, depending on availability of materials and the nature of the work. Students should request a follow-up if the work has not been completed within a reasonable amount of time. Residents should be aware that maintenance and SHaRE personnel might need to enter a room to fulfill requests (see Student Privacy in the Residence Halls).

For requests concerning furniture, please contact the Facilities Management department through the online service request form found at [https://myusf.usfca.edu/fac\\_fst](https://myusf.usfca.edu/fac_fst). Residents are responsible for any damage to their room beyond normal wear and tear. Maintenance repairs or clean-up costs that result from vandalism, misuse, or pranks will be charged to the responsible parties or floor community as appropriate.

### **Newspapers**

Newspaper subscriptions will be delivered to the front desk. Residents should pick up their paper daily. Unclaimed papers will be disposed of at the end of the day, as determined by each desk. Students should remember to recycle newspapers when they are finished reading them.

### **Pest Control**

The residence halls/independent-living units are serviced by a private pest control service. Pest problems in a room/independent-living unit should be immediately reported to Facilities Management at (415) 422-6464. Adequate cleanliness in a student's room/independent-living unit will reduce the likelihood of having pests.

### **Recreation Equipment**

Recreation equipment, such as cue sticks, pool balls, and ping-pong paddles, is available for use with pool and ping-pong tables located in some of the residence halls. Residents must sign-out the equipment from the front desk and will be held responsible for any damage to the equipment.

### **USF Recycles Program**

USF is committed to developing environmentally responsible practices, both in energy conservation and solid waste management. The USF Recycles Program recycles aluminum cans; brown, green and clear bottles; paper cardboard; and plastics. Over 200 bins are placed around campus, including in the residence halls and independent-living units, to collect approximately seven tons of material each month. Students

are required to help the efforts of recycling by placing materials in the proper bins. All cans and bottles must be free of food and should be rinsed out prior to placing in the bins. It is the responsibility of the entire floor to keep recycling rooms/areas clean. In situations where clean-up costs or vandalism charges are assessed, such costs or charges will be divided equally among the members of the floor. Students found responsible for improper use of the recycling/trash areas will be subject to a monetary fine and further conduct sanctions. USF Recycles can be reached at (415) 422-2705.

#### **Refrigerators and Microwaves**

Approved refrigerators and microwaves are available for rent through a non-University vendor. Students are limited to one mini-refrigerator and one microwave per residence hall room. Because Loyola Village units are equipped with full-size refrigerators and microwaves, residents are not permitted to bring their own refrigerators or microwaves.

#### **Residence Hall Front Desks**

Residence hall front desks serve as resource centers for each building in the delivery of a variety of services. The front desk provides 24-hour security, emergency assistance, and hall and campus information. It is also the place to check out lockout cards and hall equipment.

#### **Storage**

Because of limited space, SHaRE is not able to provide storage facilities for residents. Storage companies are listed in the local Yellow Pages.

#### **Ethernet Cords, Courtesy Phone and Emergency Phones**

Ethernet cords are available from ITS. Emergency phones are located on each floor and outside each campus building. Please direct phone issues and ethernet cord requests to ITS at (415) 422-6668.

#### **Vending Machine Refunds**

Vending machines are located in each residence hall. If a resident loses money in one of the machines, the University will not be able to refund their money. Students are encouraged to load Dons Dollars to their OneCard. In the event of a machine malfunction when using a OneCard, the student can request a refund from the OneCard office located in LM130.

### **EMERGENCY PROCEDURES**

#### **Emergencies**

In case of emergency, dial x2911 for Public Safety, fire or ambulance response. Refer to the last page of this Handbook for additional information about non-residential Emergency Procedures.

#### **Fire Regulations**

- 1.** Fire alarm systems: All residence halls and Loyola Village have fire alarm systems consisting of pull stations and bells. Activation of the pull station will ring the bells in the

hall. Activation of the smoke detectors within the room will sound in the individual unit only. Please call (415) 422-2911 to report the fire and summon the fire department.

- 2.** Smoke detectors: All student rooms have single station smoke detectors. Activation sounds a local alarm in the room only. Students are not permitted to tamper with, disable, or destroy smoke detectors or other fire safety devices. Students found in violation of the fire regulation procedures will be charged a \$250 fine and will face University disciplinary action.
- 3.** Fire lanes: It is essential that fire lanes be clear of vehicles and obstructions at all times. Vehicles in violation will be cited and are subject to towing at the owner's expense.

### **General Fire Evacuation Procedures**

All students should be familiar with the fire evacuation route in their building. The University asks all students to read the evacuation procedures for people with disabilities (below) in case they need to assist a person with a disability in an emergency.

- 1.** When the building alarm sounds, residents should roll out of bed to the floor, get down on hands and knees, and crawl to the door and touch it. No one should stop for clothes, papers, or jewelry.
- 2.** If heat is detected after a few seconds, residents should not open the door. They should immediately call (415) 422-2911 to report their location and hang a sheet or towel out the window to attract attention. If residents feel no heat from the door, they should open it just a crack to check for smoke. If no smoke is detected, they should exit and proceed out of the building. Residents should keep low to the floor if smoke is present.
- 3.** Residents should exit the building quickly and calmly, using the designated stairwells.
- 4.** Once outside, residents should move away from the building and to the designated evacuation area to allow the fire and police personnel to respond to the alarm. Residents should follow all instructions of University personnel.
- 5.** SHaRE staff members or Public Safety will notify residents when it is safe to return to the building. Evacuation procedures for every hall are posted and Resident Advisors will help familiarize residents with them. Students should remember that fire exits are for emergency use only. Residents who do not immediately evacuate the building during a fire alarm will be fined \$250 and are subject to civil prosecution as well as University conduct action.



**Fire Evacuation Procedures for Persons with Disabilities**

The most important factor in emergency safety for people with disabilities is advanced planning. Student Disability Services (SDS) may assist in planning specific evacuation strategies. For this or for detailed information on Evacuation Procedures for Students with Disabilities, students should contact SDS at (415) 422-2613 or the SHaRE at (415) 422-6824.

- 1.** Mobility Impairment (please read the General Fire Evacuation Procedures above for additional instructions):
- 2.** Do not use elevators when a building alarm is sounding, unless authorized to do so by police or fire personnel.
- 3.** Get to the door and feel for heat. If heat is not detected, open the door just a crack and check for smoke.
- 4.** If there is no detected smoke, students are advised to close the door and call Public Safety at (415) 422-2911 immediately. Once on the phone with Public Safety Dispatch, the caller should inform the dispatcher that the fire alarm is going off in the building. Students should give their name and exact location and mention that they are a person with a disability with limited mobility.
- 5.** Students are advised to ask officials if they have any information on the alarm at that time, and that with no sign of immediate danger, they will be remaining in their rooms with the door closed. If the dispatcher knows that it is a true fire, they will instruct residents to the nearest fire exit stairwell to wait on the landing for emergency personnel to assist in evacuation.
- 6.** If during the time in the room students begin to detect smoke or feel the door and it has become hot, they should call Public Safety again and get to the window. Students are advised to tell them what has changed and that they are near the window. If unable to contact Public Safety, students should again attempt to gain the attention of someone below. If possible, they should grab towels or clothing, get them wet with water, and shove them around the door to seal the cracks.

**Blindness or Visual Impairment** (Please read the General Fire Evacuation Procedures above for additional instructions)

USF encourages visually impaired students to practice escape routes ahead of time in case they are alone during an emergency evacuation. The University recommends that students with vision impairments learn where the nearest telephone and alarm boxes are in order to call for help, how to describe their exact location in the building, and how to best let others know where they are in the event of an emergency. It is important to be comfortable with the options for self-protection, including procedures to follow if a fire is between a student and all escape routes.

Students with a person with a visual impairment when a building fire alarm sounds should offer to lead him out of the building to safety by offering an elbow.

Residents should give verbal instructions about the safest route or direction using compass directions, estimated distances, and specific directional terms.

When students reach safety, they are advised to orient the person to where they are and ask if any further assistance is needed.

Deafness or Hearing Impairment (Please read the General Fire Evacuation Procedures above for additional instructions)

Many campus buildings are equipped with visual signal lights in the event of a fire alarm. If the person is unaware that the alarm is sounding, get their attention by using eye contact, and if necessary, touch. Clearly state the problem. Gestures and pointing may be helpful, but students should be prepared to write a brief statement if the person does not read lips.

Offer visual instructions to advise of safest route or direction pointing toward exits or evacuation maps.

#### **Power Outages/Elevators Down**

If a power outage occurs during daylight hours, all residents (including residents with mobility impairments), are encouraged to remain in the building. University operated housing facilities are equipped with emergency lighting in all stairwells and hallways. During the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday, students can call Facilities Management at (415) 422-6464 to report the power outage. For power outages that occur outside the above noted hours, students can call Public Safety at (415) 422-4201 to report the outage. Students should wait for instructions from Public Safety or University personnel if an evacuation is necessary. If they are inside an elevator when a power outage occurs, or if the elevator stops working, they are asked to use the emergency phone located inside the elevator to notify Public Safety. Remember that not all cell phones are operational inside of elevator cars. Students should not attempt to get out of the elevator; this could result in severe harm. Residents with mobility impairment should notify Public Safety that they are in the building where a power outage or downed elevators has occurred. If it becomes necessary for students to get out of the building, students are advised to call Public Safety and let them know where they are and that they are need of assistance. If the power outage or downed elevators are anticipated to last overnight, SHaRE will make every effort to reasonably accommodate residents and relocate them to another space in University Operated Housing.

#### **Earthquake Procedures**

Inside a building, students should:

- 1.** Stay inside.
- 2.**

Take cover underneath a desk or table against an inside wall, protecting their head and neck.

3. Stay away from windows (or where glass can shatter) and from objects that could fall on them.
4. Do not use elevators.
5. Outdoors, students should:
6. Stay in an open area away from trees, buildings, walls, and power lines. Students are advised not enter any building.
7. Drop to their knees and get into the fetal position, close their eyes, and cross their arms over the back of your neck for protection.
8. Stay in the fetal position until the shaking stops.
9. If students are in a moving vehicle, they should pull over, stop the vehicle, and stay in the vehicle. Once the shaking has stopped, they can proceed with caution.
10. After the shaking stops, students should:
11. Be prepared to evacuate if instructed to do so. The decision to evacuate campus will be based on the severity of the earthquake and the damage to the buildings.
12. Facilities Management will go building by building to inspect the structures and deem them safe or not. If they deem a building unsafe, they will pull the fire alarm to evacuate the building, post notices, and lock down the building. Students should follow evacuation procedures and help where necessary.

#### **Personal Preparedness**

Students should:

1. Keep enough emergency supplies in their room/unit (medication, flashlight, comfortable clothes and shoes, bottled water, food, batteries, portable radio) for up to seventy-two hours in case of serious emergency.
2. Post the emergency procedures information in a visible location in their room/unit.
3. Become familiar with the quickest exit routes from their building.
4. Locate the nearest fire extinguisher and pull station and register for a fire extinguisher training course.
5. Register for CPR, first aid, crime prevention, or other safety training courses.
6. Prepare a plan for themselves by specifying what to do, where to go, and how to cope. Designate an out-of-state relative or friend to act as a contact for separated family members.
7. Communicate their personal preparedness plan with family and loved ones.

## **PRIVACY IN UNIVERSITY OPERATED HOUSING UNITS**

### **Room Entry**

The University balances the right to privacy of residential students with the responsibility to maintain a safe environment for all students and staff in the residence halls and apartments. The University will take all reasonable steps to ensure the residents receive adequate notice prior to entry by University personnel for the purposes of verifying occupancy, repair, inventory, construction, and/or inspection.

The University also reserves the right to enter any University operated housing facility without notice for responding to real or reasonably perceived health and safety emergencies, and/or to ensure evacuation during fire alarms, during vacation period, and/or to respond to situations where there is a reasonable suspicion that a violation of the law or University policies is occurring or has occurred inside a particular room. Under such circumstances, it is not necessary that the room's resident(s) be present; nor will a resident's refusal, either verbal or physical, prevent an entry or inspection. By entering into the University Housing Contract, the student consents to room entry and inspection under those circumstances indicated.

### **Administrative Search Warrants**

The Administrative Search Warrant authorizes University officials to search a room or apartment. Any search by local police or other civic officials must be conducted with a search warrant issued through a court having competent jurisdiction. An Administrative Search Warrant will include the following information:

- 1.** The violation(s) suspected
- 2.** The basis for suspicion and the particular item(s) for which the search is being conducted
- 3.** The room or unit number to be searched and the occupant(s) name(s)
- 4.** The date and time of the search

When, based on probable cause, Public Safety officers believe there is a need, even if the student has voluntarily surrendered drug(s), paraphernalia, other contraband or other prohibited items, an Administrative Search Warrant will be requested to determine that all prohibited items have been removed from the room.

The Administrative Search Warrant must be authorized by the Vice Provost for Student Life or designee.