



SAN FRANCISCO BAY
UNIVERSITY



RESIDENTIAL LIFE GUIDE

Academic Year
2024-2025

OVERVIEW

San Francisco Bay University offers non-traditional university campus housing for both undergraduate and graduate students, providing a unique housing experience where living on campus is an important part of the student's academic journey. Residential Life is at the heart of the SFBU community, offering more than just a place to stay—it serves as the core foundation where residents can thrive academically and personally.

Our unique campus housing here at San Francisco Bay University is not only designed to provide residents with the opportunity to have a real-life condo-style experience way of living but also provide an essence of community where residents can find the opportunities to create meaningful connections with peers, participate in programming activities, and be engaged in a living and learning environment.

MISSION STATEMENT

The Residential Life mission is to foster a sense of belonging that promotes self-authorship, life skills, and social responsibility.

SELF-AUTHORSHIP

Self-authorship is a core value that empowers students to define their identities, beliefs, and values independently, fostering personal growth and autonomy.

LIFE SKILLS

Life skills are essential competencies that empower students to navigate challenges effectively, promoting personal growth and success.

SOCIAL RESPONSIBILITY

Students will develop social responsibility by understanding their identities and the diverse social identities present locally, nationally, and globally. We encourage them to actively participate as agents of social change, embracing the "I, We, Community" approach to effect positive transformations in society.

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Residential Life Support Staff

The Residential Life Staff is deeply committed to supporting every student in making a successful transition to on-campus living. We understand that this period marks a significant time of adjustment and growth, and Residential Life is here to provide the guidance, resources, and assistance you need.

Whether you have questions about housing options, community events, campus resources, or any other aspect of residential life, we are eager to help. Please do not hesitate to contact us using the email addresses listed below. Your comfort, well-being, and academic success are our top priorities, and we look forward to supporting you throughout your time at San Francisco Bay University.



Residential Life Inquiries: residentiallife@sfbu.edu
Housing Inquiries: housing@sfbu.edu

Meet the Professional Staff:

Dr. Anthony T. Williams Jr.

Dean of Students



Anthony T. Williams Jr. Ph.D. is a seasoned, student-centered, student affairs professional bringing nearly 15 years of experience to San Francisco Bay University, serving as the university's inaugural Dean of Students and a member of the Enrollment Management and Student Affairs leadership team.

As SFBU's Dean of Students, Dr. Williams is responsible for Behavior Intervention, Career Services and Mentoring, New Student Orientation, Residential Life, Student Conduct and Conflict resolution, Student Life/Activities, Student Success, the Food Pantry, the Career Closet, and the Intercultural Center.

Dr. Williams is a nationally recognized restorative practitioner with expertise in organizational leadership, change-management, student conduct and conflict resolution, alternative dispute resolution, as well as social justice education and restorative practices facilitation. He holds a Bachelor of Science in Business Administration (Management) from Chicago State University, a Master of Science in College Student Personnel Administration from Illinois State University, and a Doctor of Philosophy in Urban Higher Education from Jackson State University.

Prior to joining the SFBU community, Dr. Williams began his professional career at Olive-Harvey College, one of the City Colleges of Chicago. From there, he held numerous staff and executive positions at Washington University in St. Louis, the University of Michigan, Grand Valley State University, and Michigan State University.

Dr. Williams is an active member with the National Association of Student Personnel Administrators, the American College Personnel Association, the Association for Student Conduct Administration, and the Association for Behavioral Intervention and Threat Assessment. He is also a proud member of Kappa Alpha Psi, Fraternity, Inc. and 100 Black Men of America.

Housing Staff:

Jason Sjah

Associate Director of Auxiliaries



Jason Sjah (He/Him) is a lifelong Fremont resident. He graduated from California State University, East Bay, with a B.S. in Business Administration. As the Associate Director of Auxiliaries, Jason oversees the university housing program. For any questions about the housing details and the application process, please contact housing@sfbu.edu.

Living in the Community

Creating Roommate Connections

Living in a shared space and being part of a community can be a wonderful and fulfilling experience. By approaching it with consideration, open communication, and a spirit of compromise, you can help ensure a positive environment for everyone. A friendly discussion at the beginning about how to share the space can go a long way in avoiding any potential issues. The following section offers some helpful tips on how to chat about various topics and set expectations with your roommates. And don't forget to complete the Roommate Agreement Contract to keep things running smoothly.

Getting to know each other as roommates can be a great start to a positive living experience. It's important to take the time to understand each other's backgrounds and expectations. Here are some ideas to help you start the conversation:

- Share your family background and where you grew up.
- Talk about your reasons for choosing San Francisco Bay University.
- Describe your home community and the friends you have there.
- Discuss what you'll miss most and least while being away from home.

Feel free to talk about anything else you're comfortable sharing. This conversation is a great way to build a strong foundation as roommates!

Resolving Differences

Conflicts can arise in any shared living situation, but how you handle them makes all the difference. It's essential to take responsibility for addressing issues early on rather than letting them escalate. A little planning now can go a long way later.

Remember, Residential Life professional staff are here to help. They are available to meet with you individually or as a group to discuss any concerns you may have. If you're facing challenges, don't hesitate to contact them promptly.

If a conflict arises, you should first inform your Residential Life Professional Staff for further assistance. Check out the next page for helpful tips on resolving differences effectively!

Housekeeping

Creating a comfortable and clean living environment starts with understanding each other's expectations. Take the time to discuss the atmosphere you'd like to maintain at home and devise a plan to keep the unit in order.

A cleaning schedule can be a great way to ensure everyone shares the responsibility.

Consider organizing tasks for the following shared areas:

- **Kitchen:** Washing dishes, cleaning the refrigerator, stove/oven, mopping floors, and removing trash.
- **Living Room:** Tidying personal belongings, vacuuming, dusting, and emptying trash.
- **Bathrooms:** Cleaning toilets, sinks/mirrors, bathtubs/showers, mopping floors, and removing trash.
- **Shared Bedrooms:** Vacuuming, making beds, managing dirty clothes, and organizing personal belongings.

Planning ahead can help create a living space that everyone enjoys!

Community Living Standards

Living in the Residential Community at San Francisco Bay University is not just about accommodation; it's a crucial aspect of your educational experience. It offers opportunities for friendship, personal growth, and contributing to a diverse community. To ensure a positive environment, every resident is expected to be respectful and considerate of others' rights and interests. This includes not endangering or putting any member of the San Francisco Bay University community at risk.

Creating value in community life is highly significant at San Francisco Bay University, and all residents are encouraged to actively engage and contribute positively. The university outlines specific standards and policies in the Housing and Residential Life Guide to support a meaningful living experience for everyone. It's essential for residents to familiarize themselves with these policies and adhere to them. Accountability is emphasized, meaning any actions conflicting with these policies may result in university intervention.

In essence, living in the Residential Community at San Francisco Bay University involves embracing community values, respecting others, and actively participating in creating a supportive and enriching environment for all residents.

Violation of community policies at San Francisco Bay University has implications for the entire community. Enforcement of these policies is necessary when residents act in ways that do not support the community's well-being. Sanctions may be enforced, including fines, loss of privileges, restricted area access, or expulsion from university campus housing. Non-compliance with instructions from university staff, whether verbal or written or failure to identify oneself when requested may result in disciplinary measures. Misrepresenting oneself or misusing San Francisco Bay University's identification cards, including allowing others to use one's ID improperly, is strictly prohibited.

The Housing and Residential Life Guide details the standards and expectations for the San Francisco Bay University residential community, covering topics such as permissible appliances, lighting, room decorations, and policies concerning guests and safety. Residents are encouraged to seek guidance from Residential Life staff if they have questions about any policies or procedures.

1. Safety Policy Reference Guide

Housing and Residential Life policies may be subject to change.

1.1 Student Identification

1.1.1 With the safety of our community in mind, residents must always carry their Student ID card in the residential community (including all public areas and student rooms). Residents must be able to show their ID card in case of emergency or incident and will be required to present their ID card if asked by a Residential Life staff member or university official. Students are not to give their ID cards or room keys to other individuals to access the residential community.

1.2 Student Unit Door Access

1.2.1 Each resident will receive a housing unit key and gate key, if applicable, that grants access to their own unit as well as the exterior doors.

1.2.2 Students must not share their housing unit key and gate key, if applicable, with others to gain entry to their room.

1.2.3 For your safety and to protect your belongings, please keep your housing unit and gate locked at all times, if applicable. Tampering with or disabling the door lock mechanism is against university policy.

1.3 Lockouts

1.3.1 If a student is locked out of their room/unit, please contact the Residential Life Emergency On-Call Number at (510) 591-3976.

1.3.2 If the student cannot access their phone, please go to the SFBU main building and connect with Campus Security to contact the Residential Life Emergency On-Call Number.

1.3.3 Each occurrence of a lockout will be documented. There is a \$25 key service fee each time a student needs assistance to open a door with subsequent lockouts incurring the same charge.

1.3.4 Any lost key must be reported immediately to the Housing Office so that the locks can be changed and residents of the unit can be issued new keys. The charge for changing locks is \$125.

2. Alcohol

2.1 The Housing and Residential Life Policies adhere to the University Drug and Alcohol Policy, which aligns with California state laws regarding the consumption of alcoholic beverages by individuals under the age of 21. San Francisco Bay University promotes responsible consumption of alcoholic beverages among campus residents 21 years of age and older.

2.2 Possession or consumption of alcoholic beverages on the San Francisco Bay University campus complies with California and Alameda County laws.

2.3 Due to San Francisco Bay University's current ties with the Housing Owners' Association (HOA), Alcoholic beverages/consumptions are not permitted in undergraduate student units regardless of the residents' age. Students who are 21 years of age and reside in a graduate student unit are permitted to consume alcohol in accordance with the law.

3. Animals/Pets Policy

This policy governs the presence of animals on campus, primarily to accommodate students with disabilities under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and other applicable federal and state disability laws.

Animals/Pets Definitions:

Pet: A domestic animal kept for pleasure or companionship. Pets are generally prohibited on campus, including in campus housing. For further details, contact a Housing and Residential Life staff member. Violations of these policies may result in immediate removal of the animal and potential disciplinary actions or fines.

Service Animal: Typically, a dog is individually trained to perform tasks or work for the benefit of a person with a disability. An example is a guide dog aiding a visually impaired person. Service animals are generally permitted to accompany their handlers in classrooms, public spaces, and places of residence.

Assistance Animal: An animal that provides emotional support, well-being, or comfort to a person with a disability. Unlike service animals, assistance animals are not trained to perform specific tasks. They are typically restricted to residing with their owners in campus housing, subject to specific regulations.

3.1 Pet Policy

Pets in residential communities are not permitted. Pets in residential units/properties can pose various issues, including safety concerns for both the pets themselves and residents, sanitation challenges, and potential pest problems. Additionally, certain types of animals or pets may make other residents feel uncomfortable. Because of these potential issues, pets in the halls are restricted to only service animals and assistance animals as defined by university policies.

3.2 Service and Assistance Animals

Service animals and assistance animals are permitted in the residential community upon submission of appropriate documentation to the Office of Housing and Residential Life and upon receiving authorization. For more information and/or inquiries, please contact housing@sfbu.edu.

3.3 Responsibilities for Service and Assistance Animals

Residents with service or assistance animals are solely responsible for their care within the residence halls and may not delegate this responsibility to other residents.

3.4 Removal of Animals

The Office of Housing and Residential Life reserves the right to immediately remove any unauthorized animal or an approved animal that poses a direct threat to the health or safety of others, as

determined by the Office of Housing and Residential Life.

4. Balconies and Terraces

4.1 Balconies and terraces are accessible for all students to utilize.

4.2 To maintain the aesthetic appeal of the San Francisco Bay University for the enjoyment of all residents, balconies, and terraces should be kept clean and free of items such as trash, personal belongings, unauthorized furniture, and non-university property.

4.2.1 The only exception to the balconies and terraces policy is for regularly maintained plants during the academic year, which must be removed by the end of the academic year.

4.3 Smoking and drinking are strictly prohibited on the balconies and terraces. All students should have the opportunity to enjoy clean and well-maintained balconies and terraces. Since balconies and terraces are integral parts of the unit, smoking on them is prohibited for two primary reasons: the first being the risk of fire and the second due to their proximity to student room windows.

5. Candles and Incense

5.1 Candles, wick lamps, incense, or any decorations with potential open flames (whether lit or unlit) are strictly prohibited in residence hall rooms and common areas. Faux decorative candles without wicks may be used solely for decorative purposes.

5.2 Due to the fire hazard they pose, candles, incense, and any burning of substances involving open flames and/or smoke are strictly prohibited. These items will be confiscated upon discovery and will not be returned.

6. Computer and Network Use

6.1 Students granted network privileges are expected to respect and care for university property and adhere to the University's computer policies. Misuse of the computing system, campus network system, or theft of University property will result in disciplinary action.

7. Decorations and Furnishing

7.1 Students are encouraged to personalize their rooms to create a comfortable and home-like living space. All displayed decorations must be made of non-flammable materials. Before purchasing decorations, ensure they have the Underwriter's Laboratories (UL) label.

7.2 Wallpaper is prohibited due to its permanent nature. However, removable contact paper may be used for decoration purposes, provided it is completely removed and the room restored to its original condition before check-out.

7.3 Small nails are permitted for hanging pictures and mirrors on the white, non-cinder block walls. Nails may not be used on doors, door frames, or any furniture.

7.4 Alterations that alter the appearance or compromise the integrity of furniture, rooms, hallways, balconies, or buildings and pose safety risks are not allowed.

7.5 It is strictly prohibited to hang or attach decorations on or over any fire safety equipment, including sprinklers. Violations may result in fines imposed by local fire authorities exceeding \$1,000 for false alarms or safety hazards. Non-compliance with fire regulations will result in the responsible individual(s) bearing the cost of fines.

7.6 Prior written approval from Housing and Residential Life staff is required for all alterations, whether temporary or permanent, to furniture, walls, windows, hallways, balconies, building exteriors, or grounds. Modifications to common areas, including murals and wallpaper, also require prior written approval. Items such as flags, banners, and decorative items are not permitted to hang outside of windows.

7.7 Unauthorized alterations include painting and chalking.

7.8 Students may decorate inside their individual rooms as well as the exterior side of their room door. Publicly visible decorations, including those on doors, must not depict violence, obscene materials, or offensive content. All decorations must comply with the Student Code

of Conduct, including policies regarding harassment.

7.9 After a resident has moved out of their room, any items left behind are considered abandoned. Housing and Residential Life staff are not responsible for any abandoned items.

8. Fire Safety

8.1 The University's Fire Safety policy, enforced in accordance with federal and state laws, aims to safeguard campus citizens and guests. Tampering or altering the following items is strictly prohibited: access gates, emergency lights, card key access devices, fire alarm systems, fire doors, fire extinguishers, fire hoses, door hardware or closing mechanisms, door pull stations, security cameras, smoke detectors, sprinklers, emergency lighting, and signage.

8.2 Tampering constitutes disabling or covering any alarm system, disconnecting fire doors, or removing wiring or batteries from an alarm system.

8.3 Pulling false fire alarms, causing fires, or tampering with fire extinguishers are violations of the Housing Contract, the Student Code of Conduct, and state law. Those involved may face fines and/or prosecution.

8.4 Fire drills are conducted periodically in compliance with state regulations. Upon hearing the fire alarm, treat it as a real fire and evacuate immediately. All residents must leave the residential unit during fire alarms or other emergency evacuations, following staff and emergency personnel instructions. Re-entry to the building is only permitted after staff approval. University, state, or city officials may enter rooms to ensure all residents have evacuated.

8.5.1 Students are expected to observe the following fire code regulations.

- Hallways must be kept clear at all times. Furniture and personal belongings such as bicycles, trunks, boxes, and clothing drying racks may not be placed in the hallways.
- No ceiling hangings of any type are permissible, as they interfere

with the proper functioning of the fire and smoke detection and prevention devices.

- No lighting or heating device which produces an open flame is allowed in the unit. This includes candles and kerosene lamps. Hot plates, toaster ovens, coffee pots and tea kettles, auxiliary heaters, clothing irons, and curling or straightening irons for hair should not be placed on the carpet or other flammable surfaces.
- Boxes made of cardboard and similar materials may not be stored in places where gas water heaters are present.
- Bicycles are not allowed in common areas, halls, stairwells, or anywhere they obstruct exits. They may be stored in designated bike storage areas, patios, or balconies.
- Personal refrigerators are not permitted in student rooms.
- Grills, barbecues, portable fire pits, torches, and other decorations or equipment are prohibited.

9. Guest Visitation

9.1 A guest is defined as any individual who is not currently enrolled at SFBU nor a resident of SFBU residential units. This includes off-campus students, family, friends, alumni, and SUA students not currently enrolled.

9.2 It is a student's right to privacy that takes precedence over their roommate's right to entertain guests in their room. Common sense and mutual respect should guide decisions regarding when guests should be invited into the room.

9.3 All guests must be accompanied by their host student at all times within the residential unit, university-owned properties, and premises. Guests should not be left unaccompanied in any area of the residential community.

9.3.1 Any guest found without their host will be required to leave the residence halls.

9.4 Residents are prohibited from loaning their room key cards or Student ID cards to guests.

9.5 Hosts are responsible for familiarizing their guests with Housing

and Residential Life policies. They are also expected to ensure that guests interact positively with all residential community members. Hosts will be held accountable for any policy violations or damages caused by their guests.

9.6 Hosts are liable for any policy violations or damages caused by their guests, which may result in sanctions, fees, or fines.

9.7 Students are not permitted to host overnight guests in their assigned unit. Violations may result in the cancellation of housing privileges.

9.8 Students are not permitted to sublease the room to any other persons. If the Housing and Residential Life staff becomes aware of a sublease, the student's housing privileges will be forfeited, and the student will be asked to move out immediately.

10. Gambling

10.1 Gambling, per California state law, is strictly prohibited on the San Francisco Bay University campus. This policy encompasses all forms of gambling activities, including but not limited to card games, betting, lotteries, and any other activities involving exchanging money or valuables based on chance or skill.

10.2 The prohibition on gambling extends to all university facilities, including residence halls, academic buildings, outdoor areas, and any university-sponsored events on and off campus.

10.3 Students found engaging in gambling activities may face disciplinary action in accordance with the Student Code of Conduct and other relevant university policies. Sanctions may include warnings, fines, probation, suspension, or expulsion, depending on the severity of the offense and the individual circumstances.

10.4 It is the responsibility of all members of the university community to adhere to this policy and to report any suspected violations to the appropriate university authorities. This ensures a safe and compliant environment for all students, faculty, staff, and visitors at San Francisco Bay University.

11. Noise: Respectful and Courtesy Hours

11.1 Within the residential community, it is expected that common noise does not impede the ability of others to live comfortably and function effectively. Residents have the right to request any other resident or group to cease any activity interfering with their ability to study, sleep, or quietly enjoy the residence halls.

11.2 Respectful Hours: Due to San Francisco Bay University's current ties with the Housing Owners' Association (HOA), these hours are designated when noise levels must be kept low to prevent disturbance to others:

- Respectful hours are in effect from 8:00 p.m. to 8:00 a.m

11.3 Courtesy Hours: Courtesy Hours are in effect throughout the residential community — seven (7) days a week, twenty-four (24) hours a day, both inside and outside the residential community. Residents are expected to acknowledge and respect the rights and needs of others. Community members have the right and are encouraged to address noise issues promptly. All requests for quiet must be immediately complied with by discontinuing the disruptive activity or noise.

In the spirit of community, residents are urged to:

- Use amplified sound considerately and avoid directing speakers out of windows or doors.
- Use headphones when listening to music or other audio.
- Be mindful that noise can travel to neighboring rooms above, below and the sides.

Activities such as tossing, bouncing, or kicking balls or objects and wrestling, which may disrupt the living and learning environment, are strongly discouraged.

12. Right of Entry

12.1 The University recognizes the desire for privacy of individuals. However, authorized University personnel may enter student rooms in the following situations:

12.1.1 For scheduled or emergency maintenance repairs or cleaning.

12.1.2 Reasonable suspicion of a threat to the safety or well-being of the room's occupants or other residents.

12.1.3 Reasonable suspicion of an imminent hazard to property.

12.1.4 Reasonable suspicion of a policy violation.

12.1.5 Scheduled safety checks.

12.1.6 If an unscheduled entry is made when the resident is not in the room, the resident will be notified promptly.

13. Smoking/Burning/Vaping

13.1 Smoking, burning, or using smudging substances and vaping are strictly forbidden inside any campus building, including the residential community.

13.2 Residents who wish to smoke cigarettes, marijuana, and cigars may only do so in designated outdoor smoking areas on campus.

13.2.1 Within the residential community, designated smoking areas are located outside the main building structure, at least 20 feet away from the residential community.

13.2.2 Patios and terraces are considered part of the building structure and are not designated for smoking or vaping.

13.3 Students who choose to smoke must ensure proper disposal of cigarette and cigar butts in provided urns.

13.4 Hookahs and water pipes are prohibited on campus and may not be stored in the residential community and properties.

13.5 The use of electronic cigarettes and vaping devices is strictly prohibited.

13.6 The university's drug policy is clear and follows federal and state law. Here's a breakdown of the key points:

13.6.1 In compliance with federal and state law, the University prohibits the solicitation, procurement, sale, or manufacture of narcotics or controlled substances except as expressly permitted by California law.

13.6.2 Possession, use, or storage of medicinal marijuana is strictly prohibited at San Francisco Bay University.

13.6.3 Possession of drug paraphernalia, including but not limited to water pipes, glass pipes, and other apparatus, is strictly prohibited on campus.

14. Furniture

14.1 All university-provided furniture (bed frame, mattress, mattress cover, desk, chair, shelf, and other items listed on the Room Condition Report) must remain inside a student's room throughout the academic year.

14.1.1 Residents must return the layout in the same condition or format at the end of their move-out time.

14.2 Students can bring additional small pieces of furniture, such as chairs, shelves, and tables, which must be removed by the end of the academic year.

14.3 Removing furniture from public areas for personal use may result in university disciplinary action and fines.

15. Email Communication

15.1 The Housing and Residential Life at San Francisco Bay University utilizes University email as the primary means of communicating vital information to residents. This includes notices about events, policy updates, maintenance schedules, and other pertinent announcements relevant to housing and residential life.

15.2 It is imperative that each resident regularly accesses and checks their University email account to stay informed about important matters concerning campus life and residential community activities.

15.3 Residents are expected to use their University email account responsibly for all official correspondence with university personnel, including staff in the Office of Residential Life, Housing Services, and other administrative departments.

15.4 Failure to regularly check University email may result in residents missing critical information and updates that could impact their living arrangements and participation in university events.

16. Theft and Damage

16.1 Residents are expected to demonstrate respect for both University property and personal belongings of other campus citizens, including items in communal areas such as laundry rooms, pantries, and individual student rooms.

16.2 Any stolen property should be reported promptly to Campus Safety and Security. Incidents of theft will be documented, thoroughly investigated, and recorded in the University's official crime statistics.

16.3 San Francisco Bay University and Housing and Residential Life are not responsible for stolen, lost, or damaged personal property. Residents are strongly advised to protect valuable items through appropriate insurance coverage, such as homeowner's or renter's insurance policies. Residents should promptly report any loss incidents to Housing and Residential Life at residentiallife@sfbu.edu.

17. Residential Maintenance

Residents' conduct significantly influences the entire community, prompting Housing and Residential Life staff to implement measures ensuring accountability for damages within the university-owned properties.

17.1 Damages

The conduct of individual residents has a profound effect on the entire community. To maintain accountability for damages within the university-owned properties, the Office of Residential Life has implemented the following measures:

17.1.1 Room Condition Report

Residents must complete a Room Condition Report, meticulously verifying its accuracy. This report evaluates the room's condition during or after checkout. Any repair or replacement costs for University property damaged after this report will be billed to the responsible resident(s). Room furnishings must remain in their designated positions upon checkout.

17.1.2 Conduct Expectations

Residents must behave in a manner that respects their living environment and reduces the likelihood of damage.

17.1.3 Damage Classification

Damage is categorized as accidental or malicious. Accidental damage results from unintended incidents, whereas malicious damage is intentional, alcohol-related, or caused by disruptive behavior leading to damage. This includes incidents necessitating extensive custodial or maintenance services.

17.1.4 Responsibility

Residents bear responsibility for damages in the residential community due to negligence, vandalism, accidents, or misuse. Cases of malicious damage may result in disciplinary action and financial restitution.

17.2 Damages in Resident Rooms/Units

17.2.1 Liability for Charges

- a) Charges for damages to individual resident rooms or shared spaces will be the responsibility of the resident(s) found responsible or accepting responsibility for the damage.
- b) Residents of a room/suite where damage occurs are collectively responsible.

How to File for Work Request Process:

Non-Urgent Work Request:

Make an online maintenance request by emailing facilities@sfbu.edu. Please allow up to 36 hours for the completion of the request.

Urgent Work Request:

Facilities on Call for Emergency Maintenance, please call Residential Life Emergency On-Call Number 510.591.3976 directly.

c) Any damages caused by a guest are the responsibility of the hosting resident.

17.3 Damages in Public Areas

17.3.1 Public Areas Defined

Public areas are defined as any spaces other than individual resident rooms/suites. These include multi-purpose rooms (MPRs), living rooms, study rooms, hallways, stairwells, elevators, lounges, pantries, restrooms, lobby areas, and similar areas. Charges for damage occurring in public areas of residential units/properties may be assigned to the individual who accepts responsibility or is identified as responsible for the damage.

17.4 Damage Billing & Appeals Process

17.4.1 Billing Process

Residents will generally be held responsible for any damage, misuse, or loss of items in their room, suite, or public areas. Damage billing typically occurs at the end of the academic year or upon resident move-out. However, significant or unusual damages may be billed during the semester. Final costs will be charged to the resident's housing deposits. For clarification on replacement or repair costs of items, please contact a member of the Housing and Residential Life Staff at residentiallife@sfbu.edu. Costs are subject to market fluctuations.

17.4.2 Notification and Appeals

- An itemized letter detailing damages and associated costs will be sent to the resident(s) responsible.
- Residents have a one-month period from the date of the letter to submit an appeal to Housing and Residential Life.
- Housing and Residential Life will evaluate the appeal and review the documentation related to damage billing before making a final decision.

18. Weapons, Fireworks, and Explosives

18.1 Prohibited Items:

The university strictly prohibits the possession, use, or storage of any firearms, weapons, or implements within the residence halls or on university property. This includes knives, swords, BB guns, air pellet guns, paintball guns, spears, spear guns, and decorative weapons. Such items pose a significant risk to the safety and security of the campus community.

18.2 Prohibited Materials:

In addition to weapons, the use of fireworks and any other explosive materials is strictly prohibited on university grounds. This policy ensures the prevention of accidents, injuries, and damage to property that could result from the unsafe handling of explosive materials.

19. Windows and Screens

19.1 Window Safety:

For the safety and security of all residents, it is strictly forbidden to exit or enter the building through windows. This measure helps to prevent accidents and unauthorized access, maintaining a safe living environment for everyone.

19.2 Window and Patio Screens:

Residents are required to maintain the integrity of window screens at all times. Tampering with or removing window and Patio screens is prohibited. Any resident who damages or removes a window screen will be responsible for covering the cost of replacement, ensuring that windows remain in proper condition and functionality.

20. Common Areas

Common areas are provided to residents as spaces in which they may congregate outside their personal rooms. Residents must be respectful of the rights of other students who share these spaces and must be mindful of the noise generated. These spaces must not be used for any activity that

restricts any resident student's use of the common areas or for an activity that results in the violation of university policies. Additional common areas may be available at certain properties. Access to these common areas is limited to the students assigned to the Housing Owners' Association(HOA), in which the university housing is located.

21. Reservations, Dances, Parties, and Events

22.1 Residents organizing social events outside their rooms, such as the Student Lounge and LRC, must contact the Housing and Residential Life Staff to reserve an appropriate space. Please contact Housing and Residential Life Staff at residentiallife@sfbu.edu with any inquiries.

22.2 It is strictly prohibited to tamper with public emergency lights; they must remain illuminated at all times.

22.3 The Housing and Residential Life Alcohol Policy governs all dances, parties, and events unless written authorization is obtained from the offices of Housing and Residential Life.

22.4 Participation in drinking games or progressive drinking parties by students or guests is prohibited. Possession of items primarily used for drinking games (e.g., beer pong tables, beer bongs) is also prohibited.

22.5 Parties are not permitted. If the Office of Residential Life receives a complaint from neighbors or the property manager, students may be asked to move out immediately, and a fine will be assessed.

Restorative Process

Effectively addressing concerns in our community is essential for fostering a positive and inclusive atmosphere. Restorative practices offer a structured approach to resolving conflicts, strengthening relationships, and promoting community healing.

The restorative process starts with a referral within the residential community and is followed by a pre-conference with all involved participants, either individually or as a group. A restorative action plan is created, outlining the recommended approach to address the issue. Progress is monitored, and the process ends with an evaluation and a final follow-up or exit meeting.

For more information, please contact the Residential Community Coordinator, David San Felipe at david.sanfelipe@sfbu.edu or at (510) 392-5212.

For more information regarding Students' Rights and Resources, please refer to [page 8 of the Student Handbook](#), which contains the Student Code of Conduct and Grievance Policy.

Safety, Security, and Emergencies

Your safety is our top priority. In the event of an emergency, it is crucial that you are familiar with the procedures and resources available to you. For immediate contact information, please refer to the placard located on the inside of your dorm door. This placard provides essential phone numbers for campus security, emergency services, and your Residential Life Professional Staff, ensuring you can quickly reach help when needed.

Our safety procedures cover a range of potential emergencies. Evacuation routes and assembly points are clearly marked in each building; familiarize yourself with these locations to ensure a swift and orderly evacuation if needed. In case of a fire, activate the nearest alarm and follow the evacuation plan. For natural disasters such as earthquakes or floods, stay informed through official campus communications.

Remember, your well-being is a shared responsibility. Report any safety concerns or hazards immediately. For additional support or if you have special needs that require accommodation during an emergency, please reach out to your RA or the campus emergency management office. Your preparedness and awareness are key to maintaining a safe environment for everyone.

Campus Safety

Campus safety at San Francisco Bay University is dedicated to creating a secure environment for everyone. Our staff, who are committed to professionalism, conduct to enforce University policies and coordinate with local law enforcement on legal matters. Campus Safety also ensures compliance with federal legislation, including the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act.

Security:

- Source for campus information
- Receptionist and/or security guard (business hours)
- Visitors and guests must check in upon entry
- SFBU staff will not accept food deliveries for students.

Business Hours:

Reception Desk: (510) 803-7328

Security: (510) 737-1273

After Hours:

Security: (510) 737-1273

Housing and Residential Life Emergency Procedures:

If you hear a fire alarm on:

- Stop what you're doing and calmly walk to the nearest fire exit
- Follow instructions from SFBU staff
- Gather at Emergency Meeting Points outside buildings
- Do not re-enter buildings until cleared to do so by SFBU staff or First Responders

- In an earthquake or natural disaster, remain calm and evacuate when it's safe

In An Emergency, Call 911

An emergency is when an immediate threat to life and property exists.

Examples:

- a crime in progress: person vs property crimes
- a fire or medical emergency on campus or a housing unit

When calling 911

- Answer: who, what, when, where, why, safety concerns?
- Be in a safe location and not directly involved in the emergency to provide information to First Responders.

Res Life Emergency Support

Residential Life Emergency On-Call Number:

510.591.3976

- For facilities on Call for Emergency Maintenance, please call the Residential Life Emergency On-Call Number at 510.591.3976 directly.
- For Residential Life Internal Use only.
- Please dial 911 first for any life-threatening emergencies.

Safety and Wellness Resources

For more information, please refer to the Student and Wellness Resources link [here](#).



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