

ON CAMPUS HOUSING REGULATIONS

As an On Campus Housing resident you are responsible for abiding by the On Campus Housing Regulations as well as the UCLA Student Conduct Code. These regulations have been designed to create safe, supportive and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth and responsible citizenship.

These regulations have been categorized into 4 sections:

- [A. General Conduct Regulations](#)
- [B. Facilities Regulations](#)
- [C. Residential Restaurant and Dining Service Regulations](#)
- [D. Activities Regulations](#)

A. General Conduct Regulations

A.1 Alcohol

Regulations regarding the possession, consumption, or distribution of alcoholic beverages within or on grounds immediately adjacent to the On Campus Housing facilities include the following:

- a. Possession of visible containers, opened or closed, (e.g. cups, cans, bottles, cases/boxes, on which alcoholic beverage insignia appear) anywhere within or on grounds immediately adjacent to the On Campus Housing facilities except in an assigned student room when the door is closed and the alcoholic beverage cannot be detected from outside the room/suite, is prohibited. If alcohol possession or consumption can be detected from outside the room/suite, it is considered public, visible and in violation of this policy.
- b. Possession of bulk alcoholic beverages, that is, amounts for storage or use that is excessive under the circumstances for personal use is prohibited. Devices used or intended for the rapid consumption of alcoholic beverages are prohibited. Kegs, cases of beer, and other beverages with an equivalent amount of alcoholic content in any form of container are considered bulk alcohol.
- c. Violation of any other regulation while under the influence of alcohol is considered an additional infraction of On Campus Housing Regulations.
- d. Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of alcohol is considered an infraction of On Campus Housing Regulations.
- e. Providing, selling, or causing to be sold any alcoholic beverage to any other person is prohibited.

f. If alcohol is present, the hosting of a room/suite gathering (e.g. party, celebration) where there are more than two (2) guests for each resident of that room who is present is prohibited. Hosting of multiple room gatherings, that is, an activity taking place primarily for the consumption of alcoholic beverages where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits.

g. Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State Law or University/OCH Regulations.

A.2 Controlled Substances/Illegal Drugs

Regulations pertaining to the possession, use, misuse or distribution of controlled substances within or on grounds immediately adjacent to the On Campus Housing facilities include the following:

a. Unlawful manufacture, distribution, dispensing, possession, use, misuse or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law is prohibited. The use of marijuana, including medicinal, is illegal under federal law and is prohibited. In addition, the use of any prescribed medication or over the counter drugs in an abusive manner is prohibited.

b. Possession or use of drug-related paraphernalia is prohibited.

c. Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of On Campus Housing Regulations.

d. Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of a controlled substance is considered an infraction of On Campus Housing Regulations.

A.3 Disruptive Behavior/Complicity

a. Behavior that disrupts or interferes with the orderly functions in or around the On Campus Housing community is prohibited. Additionally, acts or behaviors that disrupt or interfere with others' normal use of facilities or privileges are prohibited.

b. Encouraging or permitting others in the commission or attempted commission of misconduct is a violation of the On Campus Housing Regulations. Students are expected to notify an appropriate university official of the misconduct and/or remove themselves from the situation.

A.4 Explosives, Chemicals, or Highly Combustible Materials

Chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings or their occupants are prohibited in and around the On Campus Housing facilities. These include, but are not limited to, firecrackers, gasoline, vehicle batteries, and/or unauthorized pesticides.

A.5 Failure to Comply

Students are required to comply with directions of University personnel (such as Resident Assistants, Resident Directors, Community Service Officers, University Police, etc.) while in the performance of their duties. Resisting or interfering with University personnel while in the performance of their duties is prohibited.

A.6 Fire Safety

Students and guests are required to evacuate any On Campus Housing facility immediately upon the sound of an alarm or order to evacuate in accordance with [UCFD evacuation procedures](#). Reentry may not occur until authorization is given by University personnel. Room doors, fire doors, hallways and stairwells may not be obstructed. Activating false fire alarms or misusing or tampering with fire protection devices is strictly prohibited.

A.7 Gambling

Illegal gambling in On Campus Housing facilities is prohibited, i.e., activities played for money, checks, credit, or any other item representative of value (e.g. chips or markers to be traded in later for cash), as provided for in Section 330 of the California Penal Code.

A.8 Guests

a. UCLA housing is provided exclusively for the residents and their authorized guests. Resident hosts are expected to be present with their guests at all times. Allowing a person entrance into a building and leaving them unattended is prohibited. Residents are fully responsible for the conduct of their guests and for informing their guests of University rules and On Campus Housing regulations pertaining to conduct within the On Campus Housing community. Residents may be documented in lieu of the guest for violating University regulations. A guest is any person who accompanies a resident within or around the On Campus Housing community and/or into a building they do not live in. Guests, or those wishing to be guests, may be required to leave the On Campus Housing community for violating University regulations or causing a disruption within the On Campus Housing community. Buildings with access control require all guests, between 9:00 p.m. to 5:00 a.m. to be signed in by the Lobby Access Monitors upon providing valid photo identification and must present valid photo identification to University personnel upon request.

b. Residents may accommodate overnight guests, no more than four (4) nights per month, pending prior arrangements with their roommate(s). In buildings with access control, access arrangements must be made at the Door Access Station.

A.9 Identification

All persons within the On Campus Housing community must be in possession of and present valid photo identification to University personnel upon request. Residents must present UCLA student identification. BruinCard is the property of UCLA and is non-transferable. Persons who fail to provide appropriate identification may be required to leave the On Campus Housing community. Children under 16 years of age and accompanied by their legal guardian or resident host who has valid photo identification are an exception.

A.10. Misuse of Property/Theft/Vandalism

Unauthorized possession, use or misuse, removal, defacing, tampering, damage or destruction of university property or the property of others is prohibited.

A.11 Noise

a. All residents and guests are expected to be considerate of noise levels, 24 hours a day, seven days a week. Noise (including but not limited to voices, amplified music, televisions, musical instruments, radios) must be maintained at a level which does not disturb any other resident at all times. Residents are expected to comply with the requests of others to reduce noise levels at all times.

Specifically designated Quiet Hours:

- Sunday 10:00pm through Monday 8:00am
- Monday 10:00pm through Tuesday 8:00am
- Tuesday 10:00pm through Wednesday 8:00am
- Wednesday 10:00pm through Thursday 8:00am
- Thursday 10:00pm through Friday 8:00am
- Saturday 1:00am through Saturday 9:00am
- Sunday 1:00am through Sunday 9:00am

During Quiet Hours, it is each resident's responsibility to be certain that no noise can be heard outside of their room/suite or in neighboring rooms, halls, or outside of the building.

Exceptions may be made for Office of Residential Life approved programs.

Quiet Hours for the residential dining facilities are posted at these locations and will be enforced.

b. Quiet Hours are extended to twenty two (22) hours 7:00 p.m. to 5:00 p.m. daily beginning on the first Sunday proceeding 10th week through the last two (2) weeks of each quarter during the academic year. Extended quiet hours shall be observed by all residents and guests of any floor which chooses to designate additional quiet hours. During the summer sessions, extended quiet hours must be observed when posted.

A.12 Security and Emergency Systems

Tampering with, or bypassing the safety and security systems of On Campus Housing facilities (including but not limited to, propping open, forcibly opening, or unauthorized use of emergency and exterior doors) is prohibited.

Room doors must be closed and locked when the room is unoccupied and no resident of that room is in the immediate vicinity or when occupants are sleeping

A.13 Threatening Behavior

Conduct that threatens the health and safety of oneself or any other person in or around the On Campus Housing community is prohibited.

A.14 Throwing Objects

Projecting objects or substances from or within facilities is prohibited within the On Campus Housing community.

A.15 Weapons

Unauthorized use or possession of firearms or replicas, ammunition, knives, potentially dangerous sporting equipment (including but not limited to pellet guns, paint guns, sling shots, air soft guns, swords, foils, archery equipment), or other weapons is prohibited within the On Campus Housing community. Martial arts weapons and such potentially dangerous sporting equipment may not be stored in the On Campus Housing community.

B. Facilities Regulations

B.1 Bicycles, Scooters, Skateboards, Roller Skates/Blades

Bicycles, scooters, skateboards, and roller skates/blades may not be ridden in buildings and may only be stored in student rooms or designated areas (bicycle racks). The aforementioned items may not be stored in stairwells, lounges, lobbies or hallways or attached to handrails. Check with your front desk for locations of bicycle racks in the On Campus Housing area. Outside, these items are prohibited for purposes other than transportation from one place to another. It is encouraged that all bicycles operated on the UCLA campus be registered with the [National Bike Registry](#). For more information regarding bicycle registration visit the [UCPD](#) office for assistance.

B.2 Cable Use

Residents may not use or share any cable signal outside the room in which it is provided.

B.3 Computer Use

Residents agree to abide by acceptable use agreements when they activate the computer port in their room or when they get a computer lab account. Residents also agree to abide by the UCLA Housing File Sharing and Digital Millennium Copyright Act Policies.

B.4 Fire Hazards

Open flames (including candles and incense), combustible decorations and chemicals, multiple (“octopus”) electrical adapters and ungrounded electrical appliances are prohibited in student rooms. Barbecues are permitted only in designated outdoor areas with prior staff authorization. Electrical heating/cooking appliances such as coffee makers, hot pots, hot plates, toasters, toaster ovens, immersible heating coils, and microwave ovens are not permitted. Microfridges are permitted. Refrigerators greater than 6 cubic ft. are not permitted. No cooking other than use of a microfridge unit is allowed. Electrical heating appliances, such as space heaters, as well as portable air conditioning units are also prohibited. Halogen lamps are not permitted for fire safety purposes.

B.5 Furniture/Lofted Beds

Furniture (including mattresses) may not be removed from student rooms of original assignment in the On Campus Housing facilities without proper authorization from the Residence Hall Manager. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it. Lofted or bunked beds may only be assembled by certified On Campus Housing Staff and manufacturer trained installers/movers assigned by the University. No other person or entity may install or construct lofts or bunk beds in a room. Bed adjustment requests will be assessed a Housing fee per request and processed while supplies last. This fee covers both the cost of the requested alteration and the returning of the bed to the original configuration upon move-out. Contact the Front Desk for a bed bunking request form. To ensure proper stabilization and anchoring for earthquake safety, lofts in rooms must not be altered. Elevated beds (i.e. bunks and lofts) may not be located directly in front of a window. Removal of guard rails on elevated beds is prohibited. If the guard rail breaks, residents must immediately notify the front desk. Ladders and replacement guard rails for elevated beds are available upon request through the front desk of each residence hall while supplies last. Armoires in suites must remain secured to the wall in order to prevent injuries during an earthquake. Waterbeds are not permitted in any University owned or leased housing.

B.6 Hallway Use

For health and safety reasons, hallways, stairwells, and walkways are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Games and other recreational activities are prohibited in these areas, as are skateboards.

B.7 Inspections

The On Campus Housing staff reserves the right to inspect all rooms in order to ensure compliance with occupancy, maintenance, and health and safety regulations. Office of Residential Life and Housing staff conduct routine Health and Safety Inspections per room throughout the year as necessary.

B.8 Keys/Key Cards and Locks

A room key card is the responsibility of the assigned resident. A room key card is not to be duplicated, loaned, or furnished to any other person. Doors, door jambs, and locking mechanisms are not to be altered or tampered with in any way, especially in ways that would preclude doors from latching. This includes, but is not limited to, doors on resident rooms, lounges, bathrooms, and exits/entrances. Lost and missing key cards and altered or damaged locks can result in lock replacement at the expense of the resident. Installation of additional door locking mechanisms (e.g. deadbolt latches, chains, etc.) is prohibited and will be removed at the expense of the resident. Housing will allow residents to replace 6 lost key cards at no cost for the academic year. Any additional replacement key cards beyond this allowance will result in a Housing fee per replacement key card.

B.9 Motor Vehicles

Motorized vehicles may be parked in designated areas only. No motorized vehicle may be parked or stored inside or adjacent to the On Campus Housing facilities. Improperly stored vehicles will be removed and the removal cost, along with any related charges, will be the responsibility of the owner. If you have questions about mopeds and where they may be parked, especially in the suites, see your RA or the front desk.

B.10 Parking

All vehicles parked on campus must display a valid permit. Parking is allowed in designated spaces only. Parking permits are available for purchase on a limited basis through [UCLA Campus Parking](#). Visitors may purchase daily parking permits by stopping at the Information & Parking booths located throughout campus.

B.11 Pets

Pets, visiting or otherwise, are not permitted in residence halls or suites, except fish in small tanks not to exceed ten gallons. Roommates/Suitemates must agree to have a fish tank. There cannot be more than one fish tank per bedroom and tanks may not be kept in bathrooms. This provision does not apply to service animals approved as reasonable accommodation for people with disabilities. If you feel you need a service animal, please contact the [Office for Students with Disabilities](#) at (310) 825-1501 or (310) 206-6083 (TTY/TDD) to register and request accommodations.

B.12 Public/Common Area Care

Persons are to place waste products in appropriate recycling and waste receptacles. Residents may not use the public area trash receptacles to dispose of their room trash. Furniture, and other public area furnishings, i.e., floor mats, should only be used in the manner for which it has been designed and must remain in the public areas to which it has been assigned. Residents with public area furniture found in rooms are subject to Housing fees. Furnishings which are not officially designated as part of the residential room's accessories may not be moved into resident rooms at any time. Residents who observe facilities being damaged or furnishings being removed have a responsibility to seek staff assistance. Damage charges not readily assignable to a particular individual may be charged to a group or floor of residents. Sleeping in lounges or other public areas is not permitted.

B.13 Refrigerators

One (1) mini refrigerator is allowed per bedroom, to a maximum of two (2) per suite unit. All refrigerators must not exceed six (6) cubic feet, be U.L. Approved, and be in good working condition. No more than one (1) refrigerator may be operated in any room, and may not be operated in a closet or enclosed area. Refrigerators must be emptied and unplugged during the winter recess. Refrigerators are the sole responsibility of the resident. Additional information is available at the front desks regarding rental micro-refrigerators while supplies last.

B.14 Restricted Areas

Unauthorized presence on rooftops, outside ledges, in other resident's rooms or suites, in administrative offices, service areas, or College facilities after business hours, or areas marked as restricted within the On Campus Housing community is prohibited. Unauthorized entrance into and presence in construction sites in the vicinity of the On Campus Housing community is prohibited.

B.15 Restrooms

In buildings with community restrooms, restrooms on each residence hall floor are to be used only as designated by males or individuals who have a gender identity or expression as male, or by females or individuals who have a gender identity or expression as female.

B.16 Room/Suite Behavior

a. Residents are responsible for all behavior which occurs in their respective Residence Room/Residential Suite. Room/suite occupants will be required to pay for any damage or excessive cleaning to any part of their room or suite, including but not limited to furniture, fixtures, doors, and screens. Report any damages promptly so that repairs may be made. Access and ability of Housekeeping staff to perform their duties cannot be obstructed.

b. Residents are required to complete a roommate contract upon moving into their On Campus Housing room or suite. Roommate contracts are facility-specific and designated to facilitate discussion and compromise around issues of individual preference. Stipulations in the roommate contract supplement the On Campus Housing Regulations; in any conflict between the terms of a roommate contract and the On Campus Housing Regulations, the On Campus Housing Regulations will prevail. A roommate contract is to be completed each time there is a change in roommates. The completion and signing of a roommate contract is facilitated by designated Resident Assistants.

B.17 Room/Suite Changes

Residents who wish to change their accommodations must make proper arrangements with their Resident Director, prior to any move or change to their assignment. Occupancy changes include room or suite changes, roommate changes, inter-hall transfers, and termination of housing contracts. All of these changes are regulated by specific procedures. Some changes are limited to certain time periods and some changes require an administrative fee to be paid at Housing Services. It is important to consult with your Resident Director well in advance of your anticipated occupancy change in order to clarify procedures and receive authorization to initiate the process.

B.18 Room/Suite Occupancy

a. Unauthorized gatherings of more than twenty (20) individuals, at any time, in individual rooms or Saxon and Hitch suites are prohibited. In 10-person suites gatherings of more than thirty (30) individuals are prohibited.

b. The Housing Assignment Office will continue to sell available space in assigned rooms and may fill this space at any time. Residents are required to keep the open space clean and ready for the student assigned to the space.

B.19 Smoking and Tobacco Products

Smoking of any kind is not permitted within all University housing communities. In accordance with the [UCLA Tobacco-Free Policy](#), the use of all tobacco products, including cigarettes, cigars and smokeless tobacco, as well as electronic cigarettes, is prohibited on campus and at properties owned or leased by UCLA. There are no designated smoking areas. We ask that tobacco users be respectful of our neighbors and not congregate or litter on their property.

B.20 Telephones

Telephone use is limited to lawful activities. Tampering with telephone equipment, false use of authorization codes and/or calling card codes, and/or misuse of telephone services is prohibited. A telephone will be supplied as part of the furnishings in your room. Removing the phone from the room will result in a Housing fee assessed to the residents.

B.21 Walls, Doors and Vents (Decorating)

All decorations, posters, notes, etc. may only be attached to provided tackable fabric covered walls or provided bulletin boards located inside student rooms and on all doors. To prevent any damages, tape, nails, or screws may not be applied to any part of the premises.

B.22 West-Facing Windows (Suites)

On Campus Housing is under an agreement with the area residents that all west-facing windows will remain closed. Any west-facing window that is not securely fixed should be reported to the Front Desk immediately. Northern and Southern windows in Buildings A, B, and F have operable, awning-type windows that provide appropriate ventilation. Ventilation will be better if bedroom and hallway doors and living room windows are opened.

B.23 Windows and Exterior Surfaces

Screens are required to be securely centered and in place at all times in all room windows designed to be fitted with screens. Lost or damaged screens are the responsibility of the resident. Safety latches on windows may not be bypassed or disabled. Laser or other type of light displays through windows, as well as the positioning or attachment of any materials on ledges, awnings, windows, or outside walls is prohibited. Exiting or entering through windows is prohibited.

C. Residential Restaurant and Dining Service Regulations

C.1 Book Bags

Book bags, backpacks, oversized handbags, tumblers, sipper bottles and thermoses are not permitted in any residential restaurants. Storage lockers are provided adjacent to each of these locations.

C.2 Busing Trays

Individuals are responsible for taking (busing) their own tray to the dish belt at the end of each meal.

C.3 Disturbances

Disturbances in the residential restaurants, including food fights, the throwing of any objects, and the destruction of property are prohibited.

C.4 Dress Code

Shoes and shirts are required in the residential restaurants.

C.5 Entry and Re-Entry

Unauthorized (non-paying) guests are not permitted to enter residential restaurants. Re-entry into residential restaurants is not permitted, neither is any other duplication of meals including entering residential restaurants after making alternative arrangements for the meal in question except for 14 Premiere and 19 Premiere meal plan holders. Residents, guests, and meal card holders are allowed to enter residential restaurants to eat only during official operating hours, as posted by each restaurant.

C.6 Food and Dining Service Equipment

Food may not be brought in from outside sources or removed from the residential restaurants. Exceptions to this are clearly posted in the residential restaurants. Dining service equipment, including china and silverware, may not be removed from residential restaurants.

C.7 Meal Plan Use

a. The only person authorized to use a UCLA Dining Meal Plan card is the owner of the card. UCLA Housing and Hospitality Services is the sole vendor of meal plans and dining meals. Dining Plan meals are non-transferable. Meal plan holders may not pass, loan or sell meals or their ID card to anyone for any reason. Your UCLA photo ID card with proper encoding must be shown at all meals in such a manner that the photo is clearly visible to the Restaurant Host or Cashier. It may be necessary for a Restaurant Manager or Supervisor, in the performance of duties, to see your ID card after you've entered the residential restaurant. Please assist our supervisory staff by responding promptly when this request is made of you.

b. An On Campus Housing resident may obtain a temporary meal pass from the front desk if s/he has lost their BruinCard but still would like to eat in a Residential Restaurant with their meal plan. Each resident is allowed six temporary meal passes per quarter. When a resident receives a temporary meal pass from the front desk, s/he signs the "Temporary Meal Pass Log" acknowledging that they will be assessed a \$25.00 Housing fee if they are found to

have signed up for a meal-in-lieu or “Bruin On The Go” event or have swiped their BruinCard for the same meal period for which a temporary meal pass was issued.

c. Non-Premiere meal plan holders who participate in the “Meals in Lieu/Bruin on the Go” program are not allowed to swipe during that same meal period if they sign up for the “Meals in Lieu/Bruin on the Go” meal program

D. Activities Regulations

D.1 Campaigning

Campaigning is defined as any display on the part of any person for the purpose of convincing another to vote for a candidate, initiative, referendum or recall. Distribution of materials, posting literature, speeches, and debates are examples of campaign activities. Campaigning in the residence halls/suites is limited to resident student governments and undergraduate and graduate student governments only. Candidates are responsible for their campaign conduct and activities, and they are responsible for the conduct and activities of the others who campaign for them. Specific campaign activities regulations include the following:

Campaigning may occur in public areas, except dining areas. Campaigning may only occur on residents' floors as part of a program sponsored by the Office of Residential Life or Residents' Associations and in accordance with procedures determined by the Residents' Association in each hall/suite. The emergency public address system and the Front Desk operations may not be used for campaign activities. Campaign literature must conform to regulations determined by the appropriate election committee in the hall/suite. Campaign posters may only be posted on bulletin boards. Posters may not be attached to painted, wooden or carpeted surfaces. Campaign posters may not exceed 24 inches by 22 inches in size. Candidates must remove campaign materials from the halls/suites within 24 hours after the voting results are reported. Campaign procedures within each residence area must apply consistently to all candidates. Additional campaign activities regulations that apply to undergraduate and graduate student governments include the following:

Campaign activities are restricted to the public areas of any hall/suite complex, except during meetings upon the specific invitation of the Residents' Association. Campaign posters in the public areas must be approved by the Resident Director. Posters will be limited to one per candidate and may not exceed 24 inches by 22 inches in size. Campaign posters are not permitted on residence floors, with the exception of resident's door cork boards. Use of residents' mailboxes is permitted only through the regular US Mail postage and distribution process.

D.2 Donations and Fees

While monetary donations may be requested from program participants, mandatory fees may not be collected from residents and meal card holders for on campus events. Any exceptions

must be approved by the Associate Director responsible for program services. Off-campus events may involve an expense for program participants.

UCLA funds, properties, and materials may not be donated to charitable or other organizations.

D.3 Facilities Use Restriction

Use of public areas for student programming requires approval and sponsorship by the appropriate Residents' Association, Council, or the Office of Residential Life. These Associations and the Council are official entities with the Office of Residential Life who may not engage in religious worship, exercise, or conversion. Similarly, court/hall/suite public areas may not be used for political addresses, campaigning, or other political activities, except for those associated with Residents' Associations or UCLA student government.

D.4 Fund-Raising

Fund-raising activities that comply with UCLA activity guidelines may occur in On Campus Housing. Fund-raising activities must be sponsored by the appropriate On Campus Housing student government or hall/suite staff, must be for a stated purpose, and must be approved by the Resident Director. Fund-raising activities must be fully financed by the sponsoring or approving On Campus Housing student government or hall/suite staff. The associated government is responsible for all expenses and for maintaining accurate accounting for all funds collected. These funds must be deposited to the sponsor's Association account and used for the stated purpose. The Association does not assume financial liability for the fund raising events of non-residential organizations.

Fund-raising activities in On Campus Housing by campus organizations must be approved by the Center for Student Programming (CSP) and the sponsoring Residents' Association. The sponsoring Association assumes responsibility to ensure that fund raising requests are made by authorized representatives. Additionally, they must ensure that the program goals are consistent with Association goals, that regulations are followed, and that time, place, and manner requirements are clearly identified.

Residents' Associations may not sponsor fund-raising events that are open to non campus participants or fund-raising events conducted by non registered campus organizations.

The Center for Student Programming (CSP) must approve programs and publicity for events conducted outside On Campus Housing.

The sale of items for profit is prohibited in public areas of On Campus Housing. Upon approval of the hall Resident's Association, along with that of the Resident Director, the ASUCLA Student Store or a Resident's Association may sell items in designated areas only. In the latter case, individuals participating in the selling of items for the Resident's Association must be residents.

D.5 Mailbox Use

Distribution of materials through On Campus Housing mailboxes is regulated by the following conditions:

- a. On Campus Housing Staff, On Campus Housing Council, or Residents' Association related materials, upon the approval of the Resident Director, On Campus Housing Council, or Residence Hall Manager may be distributed without names, addresses, or postage.
- b. University units and registered student organizations, upon approval of the Conduct Coordinator, may distribute materials.
- c. Non university organization materials and UCLA campus student government campaign materials not sponsored by On Campus Housing Council require US Mail postage and distribution process.

D.6 Facilities Care

The sponsoring Residents' Association is responsible for compliance with established security procedures as well as prevention of damage to any furniture or equipment at a program. Keys for locked rooms may be issued according to specific procedures at the residence hall Front Desk.

D.7 Petitions

Student initiated petitions related to On Campus Housing or the University may be placed in the hall lobby only after approval by the Resident Director.

D.8 Posting, Advertising, and Distribution of Materials

All materials for posting, advertising, or distribution within the On Campus Housing community must comply with [UCLA Regulations on Activities, Registered Organizations and Use of Properties](#) and receive verification of compliance, with the guidelines c through f, by the Office of Residential Life. All materials from outside of On Campus Housing must be verified, stamped and disseminated by the Office of Residential Life and must be received at least five(5) business days prior to the event date.

- a. Materials will only be posted by ORL or Housing staff on designated spaces.
- b. Materials not posted on designated spaces will be removed.
- c. Materials should be single-sided, not smaller than 4.25 inches by 5.5 inches, and may not exceed 8.5 inches by 11 inches in size. Exceptions may be approved by the Office of Residential Life. Priority of posting materials will be based on the following order: Office of Residential Life and Housing and Hospitality Services; On Campus Housing Student Government; Academic Departments; University Units; Registered Student Organizations; off-campus agencies.

d. All postings must clearly identify the sponsoring organization, UCLA affiliation, and contact email or phone number. All flyers pertaining to Greek letter organizations must have prior stamped approval from the Office of Fraternity and Sorority Relations. Any programs co-sponsored with the Office of Residential Life must list the Residential Life sponsor in a format no smaller than the name, trademark, logo or symbol of the non-Residential Life entity.

e. The maximum duration allotted for publicity materials is two weeks from the date of posting, with the exception of long-term programs sponsored by or through the Office of Residential Life. All posted materials will be removed within 24 hours of the conclusion of the event.

f. Distribution of materials through mailboxes is restricted to the Office of Residential Life, Housing and Hospitality Services, Residents' Associations and other University departments or units. For information about approving distributions to mailboxes, please contact the Office of Residential Life at (310) 825-3401.

g. Contact the Resident Director of the building to place materials in lobby areas. Contact the Residence Hall Manager to request materials to be placed at the Front Desk and to arrange for the placement of materials.

h. The Office of Residential Life also utilizes table tents and digital displays for publicity. Submissions must adhere to the relevant criteria described above. Further guidelines and applications are available at www.orl.ucla.edu/publicity.

j. Contact publicity@orl.ucla.edu to promote any events or services other than noted above, including "chalking".

D.9 Research Projects

Research projects must be approved by the UCLA Institutional Review Board, and conducted according to specific guidelines and with prior approval of the Office of Residential Life. For more information please contact the Office of Residential Life at (310) 825-3401 (campus extension 53401).

D.10 Products or Services

Advertising or selling of products or services is prohibited in or around public areas of On Campus Housing facilities unless it is part of an On Campus Housing sponsored event. Advertising and promotion of non-university goods, services or organizations is allowed in On Campus Housing facilities only with approval from the Office of Residential Life or as part of an On Campus Housing sponsored event.