



Summer Housing and Conferences Handbook
Summer 2024

General Information

SHC Desk

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The Summer Housing and Conferences (SHC) desk is open from 9AM- 8PM daily, Broadway Hall, Suite 210. Staff will be available to assist guests with check-ins, lock outs, maintenance requests, linens and general information.

Address: 1977 SW 6th Ave, Suite 210, Portland, OR 97201

After Hours

On-site and Early check-ins must be requested and approved 14 days in advance of the earliest check-in date.

Check-Out

Standard SHC Check-out time is 10am. All check-out are “express”. Guests will fill out the information on the front of their key envelope and place their key and access badge inside of the envelope. Guests will return the envelope to Broadway Hall, Suite 210.

There is a silver mail drop slot adjacent to the front door of the main office, guests will place their keys inside. Guests may also return their key directly to the SHC Desk if the office is open.

Due to our room turnover schedule, we generally cannot accommodate late check-outs. If an unexpected situation arises, guests will need to speak to staff about luggage storage, but will still need to check-out of the room.

Staff will make rounds of the building to check rooms that guests have not vacated by the 10AM check-out time.

Keys and Badges

All guests will be issued an access badge at check-in. Do not lend your access badge to anyone. Report lost badges to the Summer Housing and Conferences desk so they may be deactivated.

All guests will be issued a room key at check-in.

For groups, charges for lost keys will be placed on the group account and will be

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Housing staff member. The key and badge will be returned to the assigned guest and the group leaders will be notified.

Frequent violations of this policy by an individual or group will result in the contract being canceled and individuals or groups being removed from the conference halls. No refunds will be given to these guests or groups.

Linens and Linen Exchange

Linen packs may be provided for an additional charge. Conference organizers will decide which plan a group will participate in.

Linen Plan	Price	Availability
Linen Pack: No exchanges	\$54 / per guest	Interns and Groups

Items in Guest Rooms

Guest rooms will be equipped with the following items:

- Trash Can
- Recycling Bin
- Box Fan
- Lamp
- Toilet Paper
- Small bars of soap

Victor's Dining Center

Victor's Dining Center is an all-you-care-to-eat dining experience. Guests may choose to dine-in or take their food to-go.

In the dining hall, guests must abide by all instructions given by staff, both written and verbal. If guests have any special dietary requirements, they should inform Summer Housing and Conferences at least 14 days in advance of check-in so the request may

~~be reviewed, approved, and prepared.~~

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Guests who are minors (age 17 & under) must be accompanied by an adult host (18 & older) at all times and must abide by youth policies.

Guests who violate ASRC or CREC policies and/or disobey requests or instructions given by CREC staff may have their reservations canceled and be removed from the conference halls.

Health and Safety

Emergency Situations

In an emergency, the Campus

Roof leaks (major leaks posing potential damage to the building or guests' property)

Fire system or equipment does not work

Activated building sprinkler

Exposed wiring

No hot water

Water flow causing damage to the building or to guests' property

Resident cannot use their toilet for an extended time

Water or waste line is broken; no water.

Personal Property

The University is not

Do not prop open interior or exterior doors.

Do not use the ADA button to open front doors unless necessary.

Report any non-locking doors and windows to the Summer Housing and Conferences desk or on-call staff immediately.

Report any unsafe or suspicious items or persons to the Summer Housing and Conferences Desk, SHC On-Call Staff, or Campus Public Safety.

Do not attach bikes or other items to stairwell railings.

Do not store items in hallways or obstruct doorways.

Security Cameras

To enhance safety and security efforts within the halls, a security camera may be placed in a hall, lobby, or other public area. To ensure personal privacy, the cameras are located and record data only in areas that are considered public within SHC and PSU spaces. While many of these areas are off limits to non-residents and their guests, they are areas that people would not expect to be private (e.g., cameras are NOT placed in restrooms, student rooms, etc.)

Sprinklers and Heat Detectors

Do not attach anything to a sprinkler.

Each resident should be aware of the sensitivity of the sprinklers, smoke detectors, and heat detectors that are present in their room or hallways. These can be activated by heat, smoke, water, force, pressure, or sudden shock. When hallway smoke or heat detectors are triggered, they activate the building alarm system alerting guests, Campus Public Safety, and the Fire Department.

Smoke Detectors

Tampering with or disabling smoke detectors is prohibited by PSU and is in violation of the State of Oregon fire codes. It also puts the community at risk and is punishable by mandatory fines. If a guest is found to have tampered with a smoke detector, the guest may be monetarily responsible for the costs of emergency response and may have their contract canceled.

If the battery needs to be replaced in the smoke detector, do not disconnect the smoke detector. Please contact the Summer Housing and Conferences Desk.

During your stay: Residence Hall Guidelines

Courtesy Hours

Courtesy towards others is expected 24 hours a day to provide an environment with minimum hindrances. Guests are, therefore, expected to anticipate and respect the needs of other guests at all times. Without being asked, guests should curtail, at all times, social or recreational activities that infringe on the rights of their neighbors. The Summer Housing and Conferences staff is always willing to assist but may also determine that some noise during courtesy hours is acceptable.

Quiet Hours

Residence hall "quiet hours" occur between 10:00 pm to 8:00 am every day. Portland State University Summer Housing and Conferences hosts a diverse population of guests and these quiet hours are intentionally set to cater to the needs of sleeping and studying. All other hours are courtesy hours, during which time guests are expected to demonstrate consideration
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Policies

Standards of Residence

This is the name given to the formal set of Summer Housing and Conferences

Please be aware that due to the fire safety and property damage risks, Summer Housing and Conferences or Housing and Residence Life staff may need to key-in to spaces to investigate and resolve potential issues of smoking and smoke in the hall. Additionally, cleaning charges will apply for any room that requires cleaning or odor control due to the detection

Possession, manufacturing, or use of K2, Salvia, Spice, or psychoactive herbal products

Visitors

Failing to adhere to reasonable, voiced preferences of a roommate or suitemate regarding guests

Failure to understand and adhere to guest requirements outlined in detail in the Standards of Residence

Failure to escort guest(s) at all times

Possession or use of access badges, keys, or other unauthorized methods of entry by guest(s)

Unregistered guests, domestic partners, or caregivers

Failure to monitor or influence guest behavior to assure adherence to the Standards of Residence

Noise and Disruptive Behavior

Engaging in noisy, disorderly, or disruptive behavior

Interfering with another guest's reasonable ability to sleep, study, or be present in one's own room or residence hall without disruption

Failure to reasonably comply with requests from any community member to reduce the impact of your noise or disruption

Violating the University's Quiet Hours policy, which defines Quiet Hours as 10 pm-8 am every night or courtesy hours which are 24 hours a day.

Air Conditioners

Air Conditioners are not permitted in the Residence Halls. Evaporative Coolers that meet the guidelines below are permitted. It should be designed for the size of the unit, and must not exceed 150% of the size of the unit.

You may need to use less power in your dorm/unit when it is on; especially be mindful of items that pull a lot of electricity such as microwaves or hair dryers.

Evaporative coolers that regularly blow fuses are not permitted.

Units must have an automatic shut-off if the water levels are low.

The unit should not connect to a window, vent out a window, or require any adaptations to the window.

Bias Incident

Bias incidents are behaviors/actions directed towards an individual or group based upon actual or perceived identity characteristics or background (e.g., skin color, religion, sex,

sexual orientation, race, ethnicity, national origin, gender identity and expression, age, or physical, mental, or emotional disability).

Any acts of incivility or abuse that are bias related are prohibited.

Building Access

Hosting or giving access to anyone who is unapproved or trespassed from entry to residence hall spaces

Providing access to anyone who should not access a given residential or common space

Unauthorized possession, duplication, or use of University Housing keys

Misuse of an electronic access card or security feature

Unauthorized entry into any secured or restricted space

Unauthorized entry to or use of University facilities, including buildings and grounds

Civility

Abusive treatment of residents, guests, or staff members, or any behavior that results in hostile work, living, or academic environment.

Collusion

Inciting, assisting, facilitating, being in the presence of, or acquiescing in the engagement of any violation of the Standards of Residence, PSU Code of Conduct, or law.

Dating Violence

The term “dating violence” means any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the harmed individual. The existence of such a relationship shall be determined based on a consideration of the following:

(i) The length of relationship

(ii) The type of relationship

(iii) The frequency of interaction between the persons involved in the relationship

Domestic Violence

Any act of violence committed by a current or former spouse or intimate partner of the harmed individual, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the harmed individual as a spouse or intimate partner, by a person similarly situated to a spouse of the harmed

individual under applicable federal or state domestic or family violence laws, or by any other person against an individual who is protected from that person's acts under applicable domestic or family violence laws.

Endangering

In support of the community health and safety interests, Summer Housing and Conferences may proceed with corrective action in response to dangerous or potentially dangerous behaviors. Such behaviors could warrant contract termination. Behavior that endangers any person's safety is prohibited;

Compliance is a critical aspect of safety and security. Staff members must be able to ascertain identification and cooperation from individuals and groups in order to resolve a situation. Failure to comply is prohibited and could include, but is not limited to, the following behaviors:

- Refusal to present ID
- Falsely identifying yourself by name, age, residence, etc.
- Providing false information to University staff and officials
- Refusing or ignoring a directive from a staff member who is performing their duties
- Failing to open one's room/unit door at a staff member's request
- Purposely violating a policy, directive, or restriction communicated by University staff or officials

Failure to Comply sometimes occurs during engagement of other policy violations. Guests who do not comply may have their contracts canceled and be removed from Summer Conference Housing.

Fire and Life Safety, Equipment, Code, and Procedures

Guests must understand and adhere to processes, codes, and standards related to fire and life safety.

Violations of this policy include, but are not limited to:

- Sitting, standing, or being on any window ledge
- Failing to immediately evacuate during a general alarm
- Causing the building or floor to go into general alarm without just cause. Most buildings will go into general alarm when a public area (hallway) or multiple smoke detectors perceive smoke. You have the responsibility to control smoke from cooking by venting through a window, rather than a hallway door. If a general alarm is caused by inattentive cooking, leaving cooking items unattended, or leaving equipment on, such behavior may be a violation of this policy.

Guests must not use fire "pull stations" in non-emergency situations. Such false alarms could result in criminal action in addition to action by Summer Housing and Conferences. Guests could be held responsible for restitution costs associated with false alarms.

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Conferences staff promptly. Guests should not remove, cover, alter or tamper with fire equipment for any reason.

Accessing and/or utilizing fire equipment inappropriately or in a non-emergency situation

Hanging items on sprinklers, blocking or covering sprinklers or smoke detectors

Being on the roof of any building or the exterior of any building, including on fire escapes, except when authorized (such as in an emergency)

Obstruction of clear egress or accessible movement from

Harassment

Harassment is a course of conduct directed at a specific individual or individuals that causes or is intended to cause emotional or physical distress and serves no legitimate purpose. This includes but is not limited to harassment based on protected class that violates the University'

Pets/Animals

The contacting person knows or should know that the contact is unwanted by the other person; and

It is reasonable for the other person in that situation to have been alarmed or coerced by the contact. As used in this subsection, "contacting" includes but is not limited to coming into the visual or physical presence of the other person; following another person; or sending written, electronic or telephonic communication of any form to the other person, personally or through a third party.

Subletting

Summer Housing and Conferences does not allow guests to sublet their room/unit to any person for any length of time.

Support Animals

Support Animals

Technology monitors for and detects wireless routers. Wireless routers will be confiscated. Use of wireless routers degrades the entire PSU residential wireless system.