

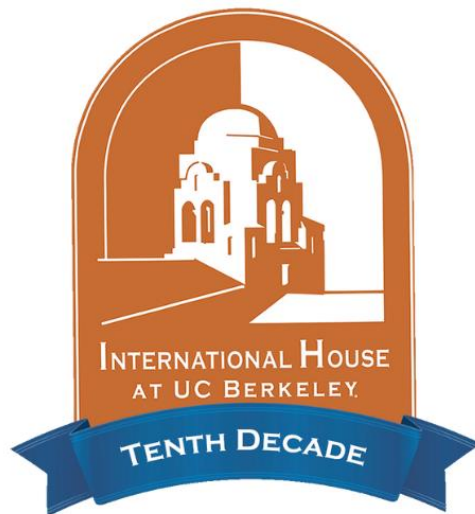
# Table of Contents

<b>Table of Contents .....</b>	<b>1</b>
<b>Our Mission.....</b>	<b>4</b>
<b>Welcome Home.....</b>	<b>5</b>
<b>Your Community at I-House .....</b>	<b>6</b>
I) Residents .....	6
II) Administration .....	6
1) Accounting Department .....	6
2) Admissions & Financial Aid Department .....	6
3) Development and Alumni Relations .....	7
4) Dining Services .....	7
5) External Events and Rentals .....	7
6) Executive Director's Office .....	7
7) Robertson Residential Life and Intercultural Development Office (RIO) .....	7
III) Resident Leadership .....	7
1) Marketing Leaders .....	8
2) Program Leaders.....	8
3) Resident Advisors .....	8
4) Resident Community Council .....	8
<b>Resident Life.....</b>	<b>9</b>
I) Amenities & Services .....	9
1) Dining Commons.....	9
2) Front Desk.....	9
3) Floor Lounges.....	9
4) Gamble Lounge and Sproul Kitchen .....	9
5) Game Room .....	10
6) Great Hall .....	10
7) Laundry Room.....	10
8) Lost and Found .....	11
9) Library .....	11
10) Mail & Parcels .....	11

11) Meeting Rooms and Externally Rentable Spaces .....	12
12) Music Practice Rooms.....	13
13) Parking .....	13
14) Bicycle and Electric Scooter Parking Enclosure .....	13
15) Prayer and Meditation Room .....	14
16) Residential Rooms .....	14
17) Wi-Fi and Printing .....	15
18) Reuse Room .....	15
II) Accessibility / ADA .....	16
1) Elevators .....	16
2) Medical Accommodations .....	16
3) Room Change Process .....	17
<b>Admissions .....</b>	<b>18</b>
III) Eligibility to live at I-House during the Academic Year: .....	18
<b>Health &amp; Wellbeing .....</b>	<b>18</b>
I) Resources.....	18
1) Counseling & Psychological Services (CAPS) .....	18
2) Confidential Resources .....	19
3) Non-confidential Resources .....	19
4) Healthcare Facilities local to campus .....	19
5) Disabled Students' Program .....	20
6) Center for Support and Intervention .....	20
<b>Emergency &amp; Safety Protocols .....</b>	<b>20</b>
I) WarnMe .....	20
II) Campus Emergency Siren System.....	20
III) Personal Safety .....	21
Night Safety Escort and Transportation Services .....	21
IV) Earthquake Safety .....	21
V) Fire Safety .....	23
<b>Residential Code of Conduct &amp; Community Standards .....</b>	<b>24</b>
I) Residential Code of Conduct .....	24
1) Section A: General Policies .....	24

2) Section B: Facilities Policies .....	30
3) Section C: Community Area Policies .....	32
<b>II) Residential Community Conduct Process.....</b>	<b>33</b>
1) Implementation .....	33
2) Reporting and Documentation .....	33
3) Investigation and Assessment .....	33
4) Disciplinary Actions.....	34
5) Appeals Process .....	36
6) Education and Prevention .....	36
7) Conclusion.....	36

# INTERNATIONAL HOUSE AT UC BERKELEY



## Our Mission

International House's mission is to foster intercultural respect and understanding, lifelong friendships and leadership skills for the promotion of a more just and peaceful world. I-House achieves its mission by providing students and scholars from the United States and around the world with an opportunity to live and learn together in a challenging and supportive residential and community-oriented program center. Its resources and activities are designed to stimulate diversity of thought and experience among residents, alumni worldwide and members of the campus and Bay Area communities. International House is an independent, non-profit organization with close ties to the University of California at Berkeley.

# Welcome Home

Welcome to International House at UC Berkeley—a place for expanding your personal horizons and understanding more of the world than you ever could by living on your own.

I-House is much more than a residence hall. It also is more than just a place to sleep and study. I-House is a way of life that will stay with you forever. Built on a foundation of nurturing understanding and respect, I-House brings together nearly 600 students and scholars each semester from some 80 countries in a setting of intellectual and cultural enrichment. As residents share meals, exchange ideas, and forge friendships, they broaden their personal and professional horizons immeasurably. Since opening its doors in 1930, I-House has bridged cultural differences and embraced a spirit of social and cultural diversity. Our tradition is to acknowledge the tensions that often trouble global society but not to accept them as immutable. We seek to be a catalyst for harmony and understanding within I-House and to the broader community beyond our walls. This is the legacy of I-House, a history written through the experiences of over 95,000 alumni, 70,000 of whom are still living, and some of whom you are likely to meet during your stay. By joining the I-House global community, you are adding your own chapter to our history — and we are grateful that you have chosen to be part of this inspiring movement.

I-House welcomes and values each resident as an individual with particular interests and needs. We want your stay to be relevant and meaningful to your academic and professional goals. My staff and I will seek your views on how we can do things better, how we can make I-House a more rewarding place to live and learn. Please share your feedback with staff or via: [residentlife@ihouseberkeley.org](mailto:residentlife@ihouseberkeley.org). Countless former residents recall their stay at I-House as being the most exciting and intellectually enriching experience at Cal. We hope that yours will be, too.

On behalf of our entire staff, Board of Directors, and alumni, it is a pleasure to welcome you to your new home.

Sincerely,

**Shaun R Carver, EdD, MBA**  
Executive Director-International House



# Your Community at I-House

## I) Residents

By becoming a resident of International House, you join a global community of more than 95,000 people who have called I-House home. Typically, each year the house welcomes approximately 1,100 additional students and scholars to join these ranks, at least 80% of whom are from countries other than the United States representing 80 countries. Most residents are graduate students or visiting scholars, although those undergraduate students who have earned at least 30-semester credit units may also be considered for admission. For many residents, this splendid building becomes an unforgettable “home away from home” where individuals from across the globe share, debate, agree to disagree, celebrate, and, above all, learn from one another. We hope your experience at International House is an excellent one and we encourage you to share your questions, concerns and compliments with our staff.

## II) Administration

This section provides information regarding the different administrative departments at I-House and their contact information.

### 1) Accounting Department

Located on the first floor next to the mailbox hallway.

The Accounting Office processes room and board payments. The accounting window in the mailbox hallway offers specific office hours for accounting and cashier services.

Room and Board fees may be paid via the following methods: electronic transfer, money order from a United States financial institution, check and credit card via the StarRez online portal, in person during cashier services hours or by dropping off a check in the secure payment slot located below Accounting’s window.

### 1) Admissions & Financial Aid Departments

Located on the first floor at the end of the mailbox hallway.

The I-House Admissions team reviews and processes housing applications, determines room assignments, sends housing offers and contracts, and maintains residential records and reports.

The Financial Aid division allocates approximately \$1,000,000 in financial aid annually. The team carefully reviews and processes all financial aid applications and selects recipients based on an array of factors while ensuring compliance with the donor’s intent.

Reach out to the Admissions or Financial Aid teams if you have any questions.

**2) Development and Alumni Relations**

Over 95,000 people have lived at International House. The Development and Alumni Relations staff oversees the engagement of alumni in advancing the mission of the House and in ensuring the House's service to future generations. Throughout the year, staff coordinate events, reunions, and communications to keep alumni linked to I-House activities and news. Staff also directs fundraising initiatives that support the I-House mission and our residents. More information on how to be involved with the alumni team can be found on their page: Links and details at: [ihouse.berkeley.edu/alumni/](http://ihouse.berkeley.edu/alumni/)

**3) Dining Services**

Dining Services is responsible for providing meals to residents in the Dining Room and offering catering services for special events, parties, and receptions. For inquiries or assistance, you can contact them via email at [dining@ihouseberkeley.org](mailto:dining@ihouseberkeley.org).

**4) External Events and Rentals**

The External Events and Rentals Department coordinates logistical and technical support for all external events onsite, room rentals, and the Ambassador Suite (guestroom).

**5) Executive Director's Office**

Located on the second floor.

The Executive Director is responsible to the Board of Directors for overall administration of International House. The Executive Office Manager and Board Secretary manages the Executive Office and the Executive Directors' schedule. You may request an appointment to meet with the Executive Director by emailing [execoffice@ihouseberkeley.org](mailto:execoffice@ihouseberkeley.org).

**6) Robertson Residential Life and Intercultural Development Office (RIO)**

Located on the first floor at the end of the mailbox hallway.

The RIO team is composed of the Resident Life team and the Community Engagement and Communication teams. The Community Engagement and Communication teams support all resident programming and communications. The Resident Life team is responsible for fostering personal well-being, creating an inclusive and safe living environment, and promoting respect and understanding.

The Resident Life team oversees the RAs under the Resident Director's (RD) direction. The RD and Lead RAs are responsible for conducting meetings to address any policy violations that occur. As hearing officers, they reserve the right to apply sanctions.

The Resident Director's office is located next to the library near the dining hall. Please reach out if you need assistance with navigating campus resources, reporting policy violations, requesting medical accommodations, or organizing resident-initiated events.

**III) Resident Leadership**

As residents, you may apply for various roles to support the residential experience. Resident leaders report to the Robertson Center for Intercultural Leadership. In addition to meeting the role expectations, you may also participate in additional leadership and intercultural training.

**1) Marketing Leaders**

Marketing Leads (MLs) assists RIO team in developing and implementing an event marketing strategy to promote all RIO events and programs (DiversiTEA and Coffee Hours, Sunday Supper, Resident Benefit Concert, and more). In addition to capturing I-House resident life and resident experience in pictures and videos, MLs also create contents for I-House's social media, including Instagram (link is external), TikTok (link is external), LinkedIn (link is external), and YouTube channel (link is external).

**2) Program Leaders**

Program Leaders (PLs) are a vital part of the resident life experience. They help plan and coordinate signature I-House events and vibrant cultural programs. As well as provide support to resident-initiated activities that aim to build community and cultural understanding.

**3) Resident Advisors**

The Resident Advisors (RAs) are integral to the overall resident experience and community at I-House. The RAs support residents and help build and maintain a safe living environment. RAs are part of the Resident Life team and are responsible for peer advising, crisis intervention, conflict mediation, community development, and administrative procedures. Resident Assistants serve as a resource to residents, promote the values and mission of the International House, and encourage our residents' personal, social, and academic development.

I-House RAs hold duty hours Monday-Friday from 8:00PM-8:00AM, and 24hours weekends and holidays. An RA will be assigned to each resident based on the floor they live on; however, residents may reach out to any RA on the team. Their information can be found on the bulletin boards of each floor. The RA on duty can be reached via this number: +1 (510) 973-4663.

**4) Resident Community Council**

I-House Resident Community Council members are elected every Fall by current I-House residents. Members serve one full term (Fall and winter semester of the academic year) and volunteer their time and energy in service of current I-House residents. Resident Community Council members are community leaders and act as liaisons to the I-House Board of Directors, Administration, and the RIO Team to help foster a safe and inclusive environment at I-House. The Resident Community Council's focus is to support the larger I-House mission and help prepare the next generation of global leaders for a more just and peaceful world.



# Resident Life

## I) Amenities & Services

### 1) Dining Commons

I-House meals feature an all-you-can-eat buffet-style dining experience, where you can choose from an array of culinary delights at your own pace. The I-House Dining philosophy encourages guests to try new ingredients and flavors to expand their palate experience. Our ever-changing menu is designed to introduce you to exciting and innovative culinary creations!

### 2) Front Desk

The Front Desk is the central hub for information and support for International House residents and guests, located at the front of the house. The operating hours are; Monday-Friday, 8:00 a.m. -8:00 p.m. and weekends (Sat-Sun) and Holidays 11:00 a.m. - 4:30 p.m. \*Hours subject to change.

The Front Desk staff are available to assist with general questions, ranging from I-House operations to local and campus resources.

Below is a list of some of the many things the front desk can support with:

- Room lockouts
- Lost keys
- Emergency situations
- Keys to the music practice rooms
- Borrow sports equipment such as: tennis rackets/balls, footballs, soccer balls, basketballs.

\*\*A complete list of items available for checkout is available at the Front Desk.

Please note that when you check out any key or other resources from the Front Desk, you must leave an ID. Your identification will be returned to you when you return the borrowed item(s).

### 3) Floor Lounges

Each residential floor has 1-2 lounges dedicated to providing additional study and social space for residents. Reservations are not necessary, they are available on a first-come, first-serve basis. Alcohol, smoking or drugs are NOT permitted.

### 4) The Gamble Lounge and Sproul Kitchen

The Gamble Lounge and Sproul Kitchen are on the second floor on the building's North side. These are spaces for both informal and organized resident gatherings. Gamble

Lounge has TVs, couches, a large dining table, and a full kitchen. This space is accessible to residents seven days a week from 8 a.m. - 10 p.m. \*Accessibility is subject to change. Use of the kitchen implies acceptance of the terms and conditions as listed below:

- Alcohol, smoking or drugs are NOT permitted.
- Ensure the space is left clean and organized after each use.
- Report maintenance issues immediately.
- Residents will be charged for any damage to the kitchen or its contents.

\*\*Failure to meet the above requirements is considered a conduct violation and may result in revocation to use the space in the future.

### 5) Game Room

The game room is next to the Chevron Auditorium foyer. This recreation room is equipped with a TV, foosball table, ping-pong table, and pool table. This space is accessible to residents seven days a week from 8 a.m. - 10 p.m. \*Accessibility is subject to change.

Use of the game room implies acceptance of the terms and conditions as listed below:

- Alcohol, smoking or drugs are NOT permitted.
- Respect all equipment in the space, residents will be charged for any damages.
- Ensure the space is left clean and organized after each use.
- Report maintenance issues immediately.

\*\*Failure to meet the above requirements is considered a conduct violation and may result in revocation to use the space in the future.

### 6) Great Hall

The Great Hall is The House's main community room and is open to I-House residents, staff, guests and alumni. It is in the heart of the house behind the front desk. The Great Hall is accessible to residents and their accompanied guests 24 hours, seven days a week. \*Accessibility is subject to change.

Alcohol is not allowed in the Great Hall except when pre-approved for special events coordinated by our events team.

### 7) Laundry Room

The laundry room is located on level "G". This space is equipped with third-party, credit card operated washing and drying machines for residents' use. An app is available for download here or by scanning the QR code located in the laundry room. This facility is accessible 24 hours a day, seven days per week for residents to use.

Any issues with the machines should be reported directly to the third-party vendor directly via e-mail: [ainquiry@cscw.com](mailto:ainquiry@cscw.com) or phone +1877-264-6622.

\*\* International House does not assume responsibility for the loss or damage of clothing, whether due to theft or to the use of laundry machines. Clothes that are unattended are subject to be removed from the laundry room.

### 8) Lost and Found

If any resident discovers a lost item within or near the House premises, we kindly request that they promptly bring the article found to the Front Desk. Every 15 days, any unclaimed items will be transferred to the reuse room on campus, if appropriate. For inquiries concerning lost and found possessions, residents are advised to inquire directly at the Front Desk.

### 9) Library

The library is on the second floor of I-House. This space is available as a quiet study space exclusively for I-House Residents. It is accessible 24 hours a day, seven days per week. Food and drinks are not permitted.

### 10) Mail & Parcels

Mail: Each room is assigned to one mailbox per room, some rooms share a single mailbox for every two rooms. Those mailboxes are located to the right of the accounting window. Your mailbox combination and instructions on how to open your mailbox can be found by logging into your resident portal and clicking the "IHouseID and Mailbox" link.

Parcels: Lockers are located on the ground floor of I-House adjacent to the Laundry Room. You will receive an email with the subject *Parcel Pending* with a bar code to collect your parcel. You can pick up anytime 24 hours a day seven days a week. For food deliveries, you need to meet the delivery person if you do not want it to be placed in the refrigerated lockers.

Your mailing address is:

**Your Name**

**Your Room Number**

International House 2299 Piedmont Ave. Berkeley, CA 94720-2320 USA

\*\*You will receive your parcel faster if the name written on the envelope or package matches the name we have listed for you on your resident portal account and if the address contains your full room number including "A" or "B" for double rooms. To ensure residents' privacy, the Mailroom staff will not release room numbers to third

parties. All outgoing mail and packages must be scheduled directly with the provider and/or dropped off at the appropriate drop off location.

### 11) Meeting Rooms and Externally Rentable Spaces

I-House has several rooms and venues available for special events and meetings. Information regarding the types of events permitted in I-House public rooms may be obtained from the External Events Office of the Hospitality Services team. Residents interested in using these spaces should coordinate with the RIO team directly via email: [rio@ihouseberkeley.org](mailto:rio@ihouseberkeley.org)

#### *Chevron Auditorium*

The Chevron Auditorium is located on the North side of the building. It is equipped with a stage, projection booth, stage lights and a built-in sound system. This space is used for a wide variety of activities and is available to outside groups for rental. The Auditorium was named in 1995 to honor the Chevron Corporation for its substantial and continued financial support.

#### *Heller Patio (Clarence E. Heller Patio)*

Named after a distinguished former board member, the Clarence E. Heller Patio is an outdoor lounge for residents and staff during non-meal hours. The Patio is occasionally rented for special events and has wireless internet access.

#### *Guest Room (Ambassador Suite)*

A guest suite is available for short-term stays. The Ambassador Suite has a queen bed in the main sleeping room and a pull-out couch in the sitting room. It has a private bath and a television. You can find more information on our website here under Event Services and submit an inquiry via their request form here.

#### *Sproul Rooms (Ida and Robert Sproul Rooms)*

Located at the east end of the north mezzanine, the Sproul Rooms are available for meetings, programs and events.

#### *Home Room (Orville and Ellina Marx Golub Home Room)*

The Home Room is a special events living room at the top of the stairs of the north mezzanine. It is frequently used for receptions, banquets and for entertaining special guests. The room can also be reserved for meetings and lectures. The Home Room was named in honor of Ellina and Orville Golub, in recognition of their great generosity to International House.

#### *Slusser Room*

The Slusser Room is a small meeting room next to the Chevron Auditorium. This room features a conference table which seats up to 24 people, plus a built-in projector screen and display boards. The Slusser Room was named in honor of Bill Slusser, a

former board member, who led the 50th anniversary campaign in support of International House.

## **12) Music Practice Rooms**

Two music practice rooms are behind the Chevron Auditorium stage. These rooms are equipped with a variety of instruments such as pianos, drums, guitars and a violin, for the exclusive use of residents. The music practice rooms are accessible to residents seven days a week from 8 a.m. - 10 p.m. access by collecting a key from the front desk. \*Accessibility to the space is subject to change.

Use of the music rooms implies acceptance of the terms and conditions as listed below:

- Respect all equipment in the space, residents will be charged for any damages.
- Ensure the space is left clean and organized after each use.
- Keys must be returned to the front desk after each use. They may not be kept overnight.
- A one-hour limit applies to ensure residents have equal access to the room.
- Instruments may not be removed from the rooms for personal use.
- Report maintenance issues immediately.

\*\*Failure to meet the above requirements is considered a conduct violation and may result in revocation to use the space in the future.

## **13) Parking**

Parking in Berkeley is very difficult. You will need a City of Berkeley Resident Permit for Area "I". The City of Berkeley Parking Office contact information is listed below:

1947 Center Street, Berkeley

Phone: (510) 981-7200

Website: <http://www.ci.berkeley.ca.us/transportation>.

Motorcycles and mopeds must be parked on the street in designated motorcycle parking spaces. All street parking requires a permit from the city. The I-House receiving driveway is for delivery vehicles only. Resident parking in the small I-House lot to the north of the building is not permitted.

Berkeley and the Bay Area offer excellent public transportation options.

## **14) Bicycle and Electric Scooter Parking Enclosure**

Bike theft in Berkeley is an ongoing problem, therefore I-House has provided a gated bicycle parking area to provide a safer option for parking your bike, e-bikes and electric scooters. This gated area is located outside, to the south of the main entrance. Be advised that you are using this area at your own risk and I-House is not responsible for the loss or damage of your property whilst in the parking enclosure.

To use safely use the bicycle parking enclosure please follow the following requirements:

- Use your I-House access card to enter the parking enclosure.
- Always use a bicycle lock. Kryptonite or U-Locks are recommended and should be secured to both your bike and an immobile and solid object.
- Make sure the gate is closed shut before leaving the space.
- All bicycles must be licensed according to California State Law. This can be done through the Campus Police – Mon.-Fri., 12:30 - 4 p.m., telephone, (510) 642-6760.
- Do not park bicycles on lawns, sidewalks, or in common areas inside the building. Do not lock your bicycles on the railings in front of the building. Bicycles illegally parked will be impounded and removed at the owner's expense.

The bicycle parking enclosure is cleared at the end of the Spring term on the scheduled move-out date. Notices will be posted in advance. Bicycles not properly marked as belonging to a continuing resident will be disposed of without any notice to the owner and without liability to I-House.

### **15) Prayer and Meditation Room**

The I-House Prayer and Meditation Room is a space designed to accommodate people of diverse religious and spiritual backgrounds, fostering inclusivity, respect, and understanding. It is a welcoming space for silent prayer, meditation, reflection, and worship to support individual religious and spiritual practices.

The Prayer and Meditation room is at the end of the second-floor hallway. You can access this space using the Verkada app.

### **16) Residential Rooms**

The House has 469 rooms. All rooms are on floors 2-8 and restricted to residents via I-House's controlled access system.

Residents are responsible for reporting any damage or need for repairs immediately by submitting a Maintenance Request via the student portal. Residential rooms may be subject to scheduled and non-scheduled health and safety room inspections conducted by the Resident Advisors or I-House staff members. These inspections are conducted to ensure that healthy, safe and sanitary conditions are maintained in each residential room.

Any damage beyond normal wear-and-tear that occurs during the time of residence will result in charges to the individual's account. The charge will be dependent on the

cost of the repairs. Please note, individuals may be subject to a conduct violation for damage caused and or failure to comply with I-House staff including RAs.

Notice: Neither the University nor International House provides insurance or assumes any responsibility or liability for any loss, damage, or destruction to the residents' private property. This includes articles left after leaving the premises.

### 17) Wi-Fi and Printing

I-House offers residents internet access through UC Berkeley's wireless network. There are three options to join the wireless network. For more information, visit our website and navigate to Resident Life > Amenities > Wireless Access.

**Option 1:** Use Berkeley-Visitor: Those without a CalNet ID can use Berkeley-Visitor for a basic level of Wi-Fi access. This variety of wireless internet is suggested for guests. Connecting to Berkeley-Visitor only requires users to accept the terms and conditions from UC Berkeley to activate the connection. Because Berkeley-Visitor is unsecured residents and guests are strongly encouraged to avoid processing sensitive information online through Berkeley-Visitor.

**Option 2:** Eduroam is the recommended Wi-Fi service to use while at I-House. The eduroam wifi network is available campus-wide at UC Berkeley, across all of I-House, and at thousands of institutions internationally. You MUST have a CalNet ID to use eduroam at UC Berkeley. Once you have established your CalNet ID, you can manage your password for accessing eduroam at <https://wifi-keys.berkeley.edu>. If your connection to eduroam is not working, contact UC Berkeley IT support for assistance at <https://studenttech.berkeley.edu/techsupport>.

**Option 3:** Berkeley-IoT is the only Wi-Fi service that supports connections from certain devices, like smart TVs, streaming hubs (Apple TV, Roku, etc.), and gaming consoles. If you have a device other than a computer or smartphone, and it is critical for you to use this device over the internet, please inquire about your connectivity options.

You can print at I-House! You will find instructions on how to print by visiting the Resident Printing Room, near the mailroom and the ground floor elevator lobby. Residents are encouraged to establish their CalNet ID before printing to provide a more convenient experience. For questions on printing, email [rio@ihouseberkeley.org](mailto:rio@ihouseberkeley.org)

### 18) Reuse Room

Past resident community council chapters created a designated space on the "G" level (near the laundry room) as a sustainable hub where residents can donate unwanted

items and find things they may need. It is the shared responsibility of the International House community to ensure that this space is well-maintained, clean, and organized.

This space contains large bins for recycling clothing, bedding, batteries and usable electronics.

Do NOT use this room as a trash room. Only donate items here.

## II) Accessibility / ADA

Students with disabilities are welcome and encouraged to live in International House. UC Berkeley and I-House value the contributions all students make in our communities, and we seek to provide accessible housing to meet the needs of as many students as possible.

### 1) Elevators

Elevators are on the ground floor near the Laundry Room and on the second floor. Like our building, elevators have seen much use over the years and require a bit of extra care. Please don't hold elevator doors open for a long time or overload the elevators. Tampering with any of the elevators can be very dangerous and prohibited. \*If the elevators are not operational, please notify the RA on duty\*

I-House is also equipped with a service elevator designated for use by staff members and people who are disabled. Students with disabilities who require special access submit a medical accommodation request. \*Elevator occupancy may be limited at any time according to prevailing public health circumstances.

### 2) Medical Accommodations

You can find our accommodation process and request form online in your resident portal's main menu.

The Family Educational Rights and Privacy Act (FERPA) supports student privacy by allowing university officials to release student records only to the student. University officials are prohibited from disclosing student records to anyone other than the student, unless authorized by law or with the student's explicit consent. As a result, I-House team members can only discuss medical documents and/or detailed housing accommodation assignments with the students submitting the request, not parents or guardians, unless the student fills out the FERPA release form. We are happy to discuss general details regarding the accommodation process with family members at any time.

If you are requesting housing accommodations due to a disability, please provide supporting information that establishes that you have a disability (you do not need to share any diagnosis information), that describes the required accommodation or modification requested, and the relationship between your disability and how the requested accommodation is necessary to your housing.



Students requesting an Emotional Support Animal as an accommodation are required to fill out the [Emotional Support Animal Approval Application](#).

Students with trained Service animals are encouraged to contact us before arriving. This is beneficial to both parties so our staff can ensure the housing assignment provided meets the needs of you and your animal. You may do so using the [Service Animal Acknowledgment Form](#).

**As you are considering your accommodation request please be reminded:**

International House strives to be a safe, respectful, and quiet living environment that supports its residents' academic success and well-being. However, applicants should be aware that International House is a traditional residence hall set in a busy residential area on the edge of the UC Berkeley campus that is home to various student co-ops, fraternities, and sororities. It is also adjacent to two popular campus event venues - Memorial Stadium and the Greek Theater. As a result, there is a high level of activity in the neighborhood which can cause some level of outside noise and disruption at times. In addition, there are some sources of building-related noise from facility equipment inside and outside of the building and municipal services such as garbage collection that create both regular and intermittent noise. This includes noise from the building's internal steam heating system.

### 3) Room Change Process

Room change considerations will begin three weeks after check-in, approvals may take up to five weeks to process. Reasons for requesting a room change are limited to medical accommodation and roommate conflict that is beyond resolution. Approval is not guaranteed, and requests made based on preferences such as being closer to friends, or for a different view, will not be accepted.

If approved, room changes will be based on availability at the time of approval. Residents can submit their request for consideration by following the process outlined by the Resident Life team. Room changes due are subject to a \$150 room change fee.

**Roommate Issues:**

"My roommate and I do not get along."

"I've had numerous arguments with my roommate."

"I can't sleep because my roommate is too loud."

"My roommate brings people over to the apartment."

To be considered for a room change due to a roommate conflict, you must have completed the following steps:

Communicate with your Resident Advisor (RA) and conduct roommate mediation with the RA's assistance. If the issue persists, please contact your RA, and they will connect

you to career staff. Depending on circumstances the career staff will conduct roommate mediation. If the issue persists, the career staff may approve the process of a room transfer.

Please note that these steps are progressive, and you must go through each step before receiving approval for a room transfer.

# Admissions

## I) Eligibility to live at I-House during the Academic Year:

Registered UC Berkeley students, including undergraduate\*, graduate and postdoctoral students, visiting scholars and researchers, and Education Abroad Reciprocity students.

*\*Undergraduates must have attained a junior or senior class standing or must have completed at least 60 UC-transferable units (equivalent to 120 ECTS) prior to arriving at I-House.*

International students who are attending UC Berkeley through University Extension.

Individuals affiliated with the Wright Institute, the Mathematical Sciences Research Institute, LBNL, and the Graduate Theological Union.

Individuals must be at least 18 years old by the time they sign their contract.

Notice: I-House does not have the same eligibility requirements for summer housing. Please visit our website for more information on summer housing.

Residents applying for housing beyond their eighth Academic Year semester residing at International House may be denied. Summer Session residency is not counted toward this semester's total; however, eligibility will end after the eighth Academic Year semester. Due to the high demand for housing at International House, this policy ensures we provide as many students as possible with the opportunity to live at I-House and benefit from our unique offerings.

# Health & Wellbeing

## I) Resources

### 1) Counseling & Psychological Services (CAPS)

UC Berkeley registered students have access to free counseling and mental health services. Counseling and Psychological Services (CAPS) offers short term counseling for academic, career and personal issues. To learn more, please visit

<https://uhs.berkeley.edu/caps> (link is external) or <https://uhs.berkeley.edu/mental-health> (link is external)

## 2) Confidential Resources

The PATH (Prevention Advocacy Training Healing) to Care Center on the UC Berkeley campus offers confidential support for those who have experienced sexual harassment, emotional abuse, dating and intimate partner violence, sexual assault, stalking, and sexual exploitation. Survivors have the right to be accompanied by an advocate during all stages of reporting and investigation. Advocates can also assist with supportive measures for survivors. For urgent 24/7 support, call the Care Line at +1510-643-2005. For appointments call +1510-642-1988 and for more information visit their page: <https://care.berkeley.edu/> (link is external)

## 3) Non-confidential Resources

### A. OPHD

The Office for the Prevention of Harassment and Discrimination (OPHD) is the campus Title IX Office. OPHD contributes to creating a culture of respect by overseeing campus compliance with policies that prohibit discrimination and harassment for students, faculty, and staff, including those based on sex, gender, sexual orientation, race, disability, religion, and other protected categories. OPHD does this by receiving reports of harassment and discrimination, providing support to those harmed, and resolving matters either formally or informally. OPHD also partners with campus departments to conduct educational workshops and consultations for UC Berkeley communities.

<https://ophd.berkeley.edu/submit-report-harassment-or-discrimination>

### B. Health Worker Program

A peer health education program that serves I-House and all other UC Berkeley residence halls. A Health Worker acts as the first point of contact to help other students find and use resources for their wellness, stability and prosperity.

<https://uhs.berkeley.edu/healthworkers>

## 4) Healthcare Facilities local to campus

**Highland Hospital\*** | +1510-437-4800 | 1411 E 31st St., Oakland, CA 94602 | <https://www.alamedahealthsystem.org/locations/highland-hospital>

\*Highland Hospital offers full emergency care, approved site for forensic evidence collection after sexual assault or relationship violence. Costs are covered for survivors of sexual and relationship violence.

**University Health Services (UHS)\***/ Tang Center Urgent Care | +1510-642-2000 | 2222 Bancroft Way, Berkeley, CA 94720 | <https://uhs.berkeley.edu/>

After-hours medical assistance, UHS Advice Nurse | +1510-643-7197

\*UHS offers medical care to students from 8AM-5PM, 7 days a week during the academic year (5 days a week during summer), regardless of insurance status.

### 5) Disabled Students' Program

The Disabled Students' Program promotes an inclusive environment for students with disabilities. We equip disabled students with appropriate accommodations and services to achieve their individual academic goals. We are dedicated to supporting disabled students and collaborating with the campus community to remove barriers to educational access and embrace the University's values of equity and inclusion. We believe that an accessible environment universally benefits everyone.

<https://dsp.berkeley.edu/home>

### 6) Center for Support and Intervention

Case Managers in CSI provide support to students on a wide range of issues and can be a helpful resource for understanding the support resources that are available at the university. We often reach out to students when we receive a referral of concern from someone within our campus community.

<https://csi.berkeley.edu/process/>

## Emergency & Safety Protocols

### I) WarnMe

WarnMe is UC Berkeley's alerting and warning service for students, staff, and faculty. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. WarnMe—you choose the best way

We strongly recommend that you sign up and opt in to receive messages at: [warnme.berkeley.edu](http://warnme.berkeley.edu).

You can also contact WarnMe to hear recorded information at 1.800.705.9998.

### II) Campus Emergency Siren System

This siren is tested on the first Wednesday of every month at noon. When you hear campus warning sirens that are not a scheduled drill, remember the following:

- SHELTER—SHUT—LISTEN

- SHELTER: Go and stay inside.
- SHUT: Shut all doors and windows.
- LISTEN: Call 800.705.9998, go to [emergency.berkeley.edu](https://emergency.berkeley.edu), or listen to KALX 90.7FM for instructions.

### III) Personal Safety

Berkeley provides many services, tips, and resources to help residents protect their personal safety. The campus also provides resources to support you if you have experienced a crime or harassment. If at any time you feel unsafe, please contact a residential staff member or the University of California Police Department at 911 or 510.642.3333 from a cell phone.

Dedicated safety personnel, through the Residential Life Safety Program, provide additional on-site safety precautions to students living in the residence halls.

#### **Personal Safety Services**

We encourage residents to use one of the Night Safety programs (<https://nightsafety.berkeley.edu/>) offered by UCPD, rather than traveling alone at night in or around campus. These services include Safewalk Escort (BearWALK), campus shuttle, and door-to-door service.

#### **Night Safety Escort and Transportation Services**

##### *Safewalk (BearWALK) safety escorts*

Safewalk (BearWALK) safety escorts are available to walk with residents to their destinations. For example, they can escort you from the library to I-House, I, car, or to public transportation. To request an escort, call 642.WALK (9255) 15 minutes before you need the escort. Safewalk (BearWALK)'s Service Hours: Dusk to 3 a.m.

*Door-to-Door (Shuttle) Service Hours:* 3 a.m. to 5:30 a.m. (If you call for a BearWALK escort between these hours, a shuttle will take you to limited locations.) Learn more about Door-to-Door service.

##### *Safety Shuttles*

Three safety shuttles are available to transport students to numerous locations throughout campus, near campus, and to the residence halls. More information can be found online <https://reslife.berkeley.edu/health-and-safety/personal-safety/>

### IV) Earthquake Safety

#### **What Happens During an Earthquake**

- A severe earthquake in the Bay Area will produce strong shaking that will typically last anywhere from five to sixty seconds.
- Be prepared for aftershocks, which could be as serious as the initial earthquake.
- The actual movement of the ground in an earthquake is seldom the direct cause of death. Most casualties result from falling objects.
- Do not enter the buildings until they have been structurally evaluated.
- If indoors, seek shelter under a table, desk, or bed. If outdoors, stay away from buildings and glass. Distance yourself from any objects that can fall.
- Do not use elevators. Use the stairs.

### **How to Prepare**

- Locate beds, desks, and tables as far away from windows as possible. Bunked beds or lofted beds are not permitted to be positioned alongside (i.e., parallel) windows.
- Place mirrors and pictures where falling will cause minimal damage.
- Do not hang stereo speakers, plants, etc., from the ceiling.
- Heavy objects (refrigerators, TVs, stereos, etc.) should be as close to the floor as possible.
- Loose objects (e.g., books) should be secured.
- Keep spaces under tables, desks, counters, etc., clear so you can seek shelter in an earthquake.
- Prepare an emergency kit that includes food, water, prescriptions and other necessities that will help you be self-sustainable for 72 hours.
- Be familiar with evacuation exits.

### **After an Earthquake**

- Check for injuries. Do not attempt to move seriously injured people unless they are in danger of further injury. If you know first aid, use it.
- Do not use matches, candles, or open flames, as there may be gas leaks. Do not operate electrical switches or appliances.
- Do not touch power lines that have fallen.
- Turn on your radio to KNBR (680 on the AM band) for damage reports, information, and emergency directions.
- Do not use your telephone except for emergency calls.
- When checking closets and cupboards, open doors cautiously and watch for objects falling from shelves.
- When leaving the building bring your emergency pack with you to the designated Emergency Assembly Area for your Unit. To find the EAA check with your RA or designated signs in your unit.

<https://ehs.berkeley.edu/workplace-safety/what-do-campus-emergency>

## v) Fire Safety

Residential fires are the most common fires in the United States, claiming more lives than any other type of fire. For your safety, the residence halls including I-House, have fire safety equipment, procedures, rules, and expectations. Residents are expected to follow all fire safety procedures and requirements.

Residents are prohibited from tampering with fire safety equipment. Tampering with fire safety equipment may result in disciplinary action, exclusion from living in the House, and even criminal charges.

The information below will help you evacuate the building safely in the event of a fire, outline the rules and expectations that will prevent fires, and explain the safety equipment.

### **What to Do If There Is a Fire**

- If you discover a fire:
  - Pull the alarm and call 911 (or 510.642.3333 from a mobile phone) to confirm the Fire Department alert.
  - Use an extinguisher with caution and always stay between the fire and the exit.
  - If the fire becomes too large, close your door and leave the building at once. Be sure to wear shoes to avoid cutting your feet during the evacuation.
  - Take your keys with you.
  - Be familiar with evacuation exits. Evacuate the building immediately. Walk, do not run.
  - Do not use the elevator. Use the stairs.
  - When smoke or heat is encountered, keep low or crawl to avoid inhaling toxic fumes.
  - When the fire alarm sounds, feel your room door to see if it is hot before opening it.
  - If the door feels hot or smoke prevents exit, keep your door closed and open a window until rescued.
  - Do not reenter the building until authorized by the Fire Department.

<https://ehs.berkeley.edu/workplace-safety/what-do-campus-emergency>

### **Fire Prevention Guidelines**

Fire Prevention is critical in a communal living space. Please review [Section B Facilities Policies, B3. Fire Hazards](#) of this document for a list of fire safety expectations to keep the I-House community safe.

# Residential Code of Conduct & Community Standards

Providing a safe and secure residential community is the number one priority for the International House staff. The following section enhances the security of our community and the well-being of our residents. All residents are responsible for understanding and adhering to these policies and procedures. Please review our safety page (<https://ihouse.berkeley.edu/about/safety>) carefully and visit often for updates.

I-House is on university property; therefore, the University Student Conduct Code applies to all residents. I-House also has an additional Code of Conduct that must be adhered to by residents. Important portions of those regulations are included in this section of the handbook.

The Residential Code of Conduct covers everything from alcohol use to disruptive behavior to threats to safety and verbal harassment. Residents are accountable for knowing and adhering to both the UC Berkeley Student Code of Conduct (<https://studentaffairs.berkeley.edu/student-affairs-policies/>) and the I-House Residential Code of Conduct, which follows the protocols of UC Berkeley Residential Life.

International House is a multicultural space bringing together a community of individuals from diverse backgrounds. Our students come from all over the world and represent a wide array of identities, including but not limited to race, ethnicity, biological sex, gender identity, religion, socioeconomic status, ability, and language.

Our policies and conduct system are designed with the goal of fostering a house that promotes respect and care for everyone.

## I) Residential Code of Conduct

### Section A: General Policies

#### A1. Alcohol

A. Possession, consumption, distribution, or being in the presence of alcohol by residents under the age of 21 is prohibited. This includes all other use of alcohol in violation of state law or University policy.

B. Consumption of alcohol by residents who are 21 or older is permitted only in the resident's assigned space, and with the provision that the door is closed and no individuals under the age of 21 are present. All other use of alcohol in violation of state law or University policy is prohibited.



C. Bulk quantities of alcohol, (i.e. quantities that could not reasonably be consumed responsibly in a single sitting by the individual(s) present), as well as common containers, and the manufacturing of alcohol, as well as games and/or devices used or intended for the rapid consumption of alcohol, are prohibited.

D. Violating any other policy while under the influence of alcohol is prohibited.

#### **A2. Computer Use**

Residents must abide by the residential and campus computing policies. Wireless routers are prohibited in residential facilities, and sharing copyrighted materials is prohibited by law.

#### **A3. Controlled Substances**

A. Possession, use, manufacture, sale, distribution, or consumption of illegal drugs, controlled substances and/or marijuana (including medical marijuana) and including paraphernalia containing controlled substances or residue of controlled substances, is prohibited.

B. Prescription medication may only be used by the person to whom it is prescribed for its intended purposes. Over the counter drugs may only be used in the way they are intended.

C. Violating any other policy while under the influence of a controlled substance is prohibited.

#### **A4. Disorderly & Lewd Behavior**

A. Engaging in disorderly and/or lewd conduct is prohibited. This behavior may include urination/defecation outside of designated restroom areas, invasion of another's privacy, and/or exposing private body parts in public.

B. Students are expected to respect the reasonable privacy of other individuals within International House and other University housing; thus, photographing, audio or video recording without the knowledge and consent of all participants is prohibited. The use of cameras, cellphones and video equipment in International House or University Housing restroom facilities and/or other areas that could be considered sensitive in nature is also prohibited.

#### **A5. Disruptive Activities**

The use of sporting equipment (e.g., footballs, skateboards, scooters, bicycles, rollerblades, etc.) is prohibited in International House, including interior and exterior walkways. Throwing and/or kicking objects or engaging in any other behavior that interferes with, or prohibits, reasonable use of the space by others is also prohibited.

**A6. Failure to Comply**

- A. Resisting or interfering with the directives of International House staff acting within their duties, including failure to open room doors or produce identification, is prohibited.
- B. Failure to comply with the terms of sanctions imposed as a result of conduct action is a further violation of policy.
- C. Failure to respond to International House staff member's reasonable request for a meeting or information, when that staff member is acting within the scope of their duties, is prohibited.

**A7. Furnishing False Information**

Knowingly providing false and/or dishonest information to International House staff members to interfere with staff acting within the scope of their duties, gaining unauthorized entry into a residential or dining facility, a sponsored event, or to access restricted equipment is prohibited.

**A8. Gambling**

All gambling prohibited in the State of California is also prohibited in all residential facilities.

**A9. Guests**

I-House is a very busy place throughout the year. In addition to housing over 600 residents, I-House also rents various meeting rooms and facilities to several public and private organizations for meetings, conferences, and receptions. During their stay, I-House welcomes these individuals and organizations as a part of our community.

- A. Residents must always escort their guests within residential facilities and assume responsibility for their adherence to the Residential Code of Conduct. You must check in all day guests at the Front Desk via the kiosk. Unescorted non-residents are not allowed to wander freely throughout the House, nor do we permit solicitors or other outsiders to conduct business of any type in the residence areas.
- B. Overnight guests are only permitted to sleep in residential rooms after following the guest approval process via the resident portal. This process includes approval from roommates and the Resident Life team. The guest approval process must be submitted via the resident portal at least **one-week** in advance. A guest cannot stay for more than three days in a two-week period without the approval of the Resident Director. Any guest staying past 2am may be deemed an overnight guest.
- C. Persons who have been evicted/excluded from International House for any reason are not permitted to return to the facilities as guests. International House reserves the right to direct any non-authorized individuals to leave the premises.

D. Access during academic breaks (e.g., winter, spring) is limited to authorized residents only. Unauthorized use of access cards during these times will lead to immediate deactivation and disciplinary review.

E. Children are not permitted as overnight guests in the residential halls under any circumstances. This policy is in place to ensure the safety, security, and comfort of all residents.

#### **A10. Noise**

A. Disrupting quiet hours, defined as the time between 10pm and 9am Sundays-Thursdays and 1am-9am Fridays-Saturdays, with unreasonable noise is prohibited in all residential facilities, courtyards, and surrounding areas. Unreasonable noise is any noise that disrupts or potentially disrupts the lives of residents or neighboring community members.

B. Disrupting Courtesy Hours, which are in effect 24 hours a day, 7 days a week, and which can be broken by any unreasonable noise that disrupts or potentially disrupts the sleep or studying of other students at any time is prohibited.

C. Disruption of the 24-hour quiet hours during RRR (Reading, Review, and Recitation) and Finals weeks of each semester taking effect on the last day of instruction and continuing until the end of the term is not allowed and will result in a \$150 fine.

D. Use of amplified sound, which may include subwoofers and musical instruments, in outdoor areas without the permission of International House staff members is prohibited.

#### **A11. Physical Harassment & Abuse**

A. Physical abuse or harassment of another student or person is prohibited. This may include physical assault and threatened or completed actions resulting in physical or emotional harm or distress.

B. Physical abuse or harassment of staff is prohibited. This may include physical interference with a staff member's ability to participate fully in the residential community or perform their university job functions, physical assault, and threatened or completed actions resulting in physical or emotional harm.

#### **A12. Policies within I-House Dining Commons**

A. Meal plans are part of the Room and Board for all I-House residents. The plan includes three meal swipes per day for use at International House Dining Commons only. Except for Holidays and planned closures.

B. Meal cards are swiped upon entering the Dining Commons and are cross referenced by the resident's photo in our system.

- C. Resident cards and meal swipes are non-transferable, non-refundable, and cannot be sold.
- D. Removal of utensils, dishes, cups, trays are considered theft and is prohibited.
- E. Shirts and shoes are required for entrance and use of the Dining Commons.
- F. Food, except for a piece of pastry and fruit, cannot be removed from the Dining Hall.
- I.E. There are no to-go lunch boxes regardless of class/internship schedule clashes.

**A13. Smoking & Vaping**

- A. Smoking or use of a vape of any kind is not permitted within International House or within properties owned or leased (e.g., courtyards, parking lots, etc.) by UC Berkeley. This prohibition is inclusive of the use of all tobacco and nicotine products, including cigarettes, cigars, smokeless tobacco, electronic cigarettes, and cannabis products.
- B. Violating any other policy while smoking or using other tobacco products is prohibited.

**A15. Theft & Unauthorized Use**

- A. Theft, unauthorized use, or possession of any property when the resident had knowledge or reasonably should have had knowledge that it was personal or property of International House, equipment and/or resources is prohibited, including, but not limited to, the removal of equipment/furniture from, and being in possession of any other property.
- B. Use of any I-House or University resources (e.g., common area, University logo, unapproved short-term rentals, or subleasing, etc.) for a for-profit activity is prohibited unless as part of an International House

**A16. Threat to Health & Safety**

- A. Participation in activities or disturbances that threaten the health and safety of yourself, or others is prohibited, including any violation or noncompliance of federal, state, local, and/or university public health directives or guidance.
- B. Inability to exercise care for one's own safety due to consumption of alcohol, cannabis, or other controlled substances is prohibited. This includes need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and loss of control of bodily functions.

**A17. Throwing Objects**

- Throwing, dropping or projecting any object, substance, or liquid from, into, or within any residential facility is prohibited.

**A18. Trespass & Restricted Access**

- A. Entrance to any private room or normally locked building/common area without following security procedures or obtaining appropriate permission from an International House staff member, is prohibited. This includes failing to show proper identification when requested.
- B. Accessing known or marked restricted areas is prohibited, including, but not limited to, roof access doors, rooftops, ledges, seismic bracing, fire escapes, construction areas, and any other area or space that International House staff members declare to be restricted.
- C. Entrance to or exit of a residential building through a window or emergency exit door during non-emergency situations is prohibited.

**A19. Verbal Harassment**

- A. Verbal or written statements that intimidate, harass, coerce, or threaten others or their property are prohibited. This includes images, all modes of electronic communication, and social media.
- B. Verbal or written statements that intimidate, harass, coerce, or threaten a staff member or their property are prohibited; this includes verbal or written statements that may prevent or interfere with a staff member's ability to perform their work. This includes images, all modes of electronic communication, and social media.

**A20. Weapons & Dangerous Instruments**

Possession of weapons, firearms (with or without a permit), tasers, knives with a blade over 2.5 inches in length, dangerous instruments, or any other weapon prohibited by state, local, or federal law, within all residential facilities is prohibited. This includes use or possession of sporting items such as BB guns, paintball guns, and archery equipment. Also included are similar items used for decorative purposes and items rendered inoperable.

**A21. Anti-Discrimination, Sexual Violence and Sexual Harassment Policy**

International House follows the University of California policies, which are in accordance with applicable federal and state laws, and university policy. These policies prohibit discrimination against or harassment against anyone at International House based on a protected category. International House also prohibits sexual harassment and sexual violence. It adheres to all policies and procedures of the Office for the Prevention of Harassment and Discrimination (OPHD). All cases of discrimination, harassment, and sexual violence are reported to OPHD. Reports can be done by residents directly and or/by I-House staff. Reports can be submitted via their online portal:

<https://ophd.berkeley.edu/submit-report-harassment-or-discrimination>.

## **Section B: Facilities Policies**

### **B1. Animals**

All animals are prohibited from residential properties except fish in tanks not exceeding 20 gallons.

### **B2. Fire Safety**

A. Misuse or interference with fire safety equipment such as smoke detectors, fire extinguishers, sprinklers, door closures, safety lights or exit signs is prohibited.

B. Failure to evacuate immediately when an emergency alarm sounds and/or disregarding evacuation procedures is prohibited.

C. Exceeding campus fire code capacity of 10 persons per residential room is prohibited.

### **B3. Fire Hazards**

A. Use or possession of explosives, flammable substances, or any object that creates an open flame is prohibited. Examples include firecrackers, gasoline, lighter fluid, candles, incense, hookahs, and flame starters.

B. Blocking indoor or outdoor stairwells, corridors, pedestrian paths, or balconies with bicycles, mopeds, or any personal item is prohibited. Examples include locking bicycles onto railings, leaving shoes, umbrellas or other objects in the hallway, or parking mopeds on walkways.

C. Use or possession of appliances that produce heat or flame are prohibited outside of designated kitchen spaces. UL approved coffee makers, tea kettles and personal irons are permitted in residential rooms.

D. Halogen lamps and decorative string lights (excluding battery-operated string lights) are not permitted in any residential facility.

E. Use or possession of cookouts and BBQs is not permitted in residential facilities without approval from a Residential staff member.

### **B4. Furniture & Appliances**

A. International House provided furniture, including mattresses, may not be removed from residential rooms without written permission from the Resident Support Services Manager. Mattresses must be kept on the provided bed frame and furniture may not be stacked or assembled atop bricks, bookcases, or other structures not originally designed to support it.

B. Large and/or unapproved appliances are not permitted in any residential facilities. The list below are examples of appliances NOT allowed in residential rooms. (Staff may request the removal of other appliances if not deemed safe):

- Hot air popcorn poppers

- Toasters & Toaster ovens
- Microwaves
- Crock pots
- Hot plates
- Waffle irons
- Rice cookers
- Broilers or portable cooking burners
- Electric blankets or heating pads
- Space heaters
- Air conditioners
- Halogen lamps or other high-intensity lamps

C. The following appliances are allowed in residential rooms, so long as they are under 120 volts.

- One mini-fridge with a maximum storage capacity of 4.5 cubic feet and a maximum height of 35 inches.
- One coffee maker
- Free standing fan (window appliances are not allowed)

Notice: Modifications or changes to electrical wiring are not permitted. No “splicing,” “octopuses,” or modification devices of any kind may be used to “add plugs” in your room or suite. UL approved, grounded power strips with fuses may be used only for computers and computer-related hardware.

#### **B5. Keys & Access Cards**

- A. Possession, duplication, misuse of International House issued keys and access key cards, including loaning keys/access cards to any other person, or leaving a key unattended in the lock, is prohibited.
- B. Lost keys/cards may be reissued at the Front Desk with a processing fee as stated on the I-House Portal.
- C. Lockouts are facilitated by the Front Desk during their office hours or RAs after-hours.
- D. Access to another resident’s room, restricted areas, or shared facilities without authorization is strictly prohibited. Violations will result in disciplinary actions, up to and including contract termination.

#### **B6. Motorized Vehicles**

- A. Operation & Storage:
- a. Motorized vehicles, including without limitation; scooters, motorcycles, mopeds, hoverboards, smart boards and balancing boards may not be operated anywhere within I-House facilities or premises.

- b. Motorized Vehicles can be stored and charged if UL-Certified in the designated parking enclosure of I-House. Scooters (above 45 cc or electric equivalent), Mopeds (above 45 cc or electric equivalent), and motorcycles may not be stored or charged within residential facilities.
- c. Motorized vehicles parked in unauthorized locations (e.g. railings, hallways) will be removed immediately without warning. Residents may face fines or additional penalties for repeated violations.

#### **B7. Tampering**

- A. Tampering with or removing windows, window security screens, or window stops is prohibited.
- B. Tampering with doors, or interfering with door locks, hinges, or closures is prohibited.
- C. Tampering, interfering with or manipulating the elevators and related machinery in any residential facility is prohibited. Examples include removing button plates, pulling open or close doors, touching wiring or lighting, jumping up and down in the carriage, and pushing the alarm bell unnecessarily.

#### **B8. Unauthorized Storage**

Residents are not permitted to store personal items outside of assigned residential spaces, including common areas, lounges, balconies, and restrooms. This prohibition is inclusive of the storage of bicycles. Bicycles may only be stored in designated parking or bike storage areas.

#### **B9. Vandalism & Damage**

Removing, defacing, damaging or destroying University property or the property of others, including, breaking windows and doors, drawing on walls or bulletin boards and disposing of trash outside of appropriate receptacles is prohibited.

### **Section C: Community Area Policies**

#### **C1. Common Area Use**

- A. Common area space may not be used for unapproved group meetings or for the purpose of prohibiting its use by other residents.
- B. Sleeping in common areas is prohibited.

#### **C2. Posting**

- A. Any flyers of posters should only be posted on designated bulletin boards. The flyers must be 5X7 in size.



B. Postings by residents on I-House walls, doors and windows are not allowed. Postings may not promote the use of alcohol or controlled substances. Materials must not promote illegal activities, controlled substances, or violate local, state, or federal laws.

C. **Approval for Posting:** All posters, flyers, or notices in residential areas must be pre-approved by Resident Life. Submit requests to [rio@ihouseberkeley.org](mailto:rio@ihouseberkeley.org). Approved materials may only be displayed on designated bulletin boards. Flyers without approval will be removed.

### **C3. Solicitation of Services or Products**

Solicitation of any service, product, or organization in or around residential facilities is prohibited, unless approved by a staff member.

### **C4. Surveillance Cameras**

To ensure the safety and security of all residents, staff, and visitors, surveillance cameras are installed and operational in the entrance, corridors, elevators, and common areas of the International House building. For additional details, refer to **Appendix D – Notification of Surveillance Cameras and Consent** in the housing agreement.

## **II) Residential Community Conduct Process**

This section serves as our official Community Conduct System, designed to address incidents where residents' behavior violated the Residential Code of Conduct and Community Standards, as outlined above and, or has caused harm and had an impact on our community. This restorative system establishes a fair and consistent approach to dealing with such incidents and promoting a safe living environment for all residents.

### **1) Implementation**

The Residential Community Conduct System is effective from move-in day. From this date forward, all residents are expected to adhere to the guidelines outlined in this document.

### **2) Reporting and Documentation**

Incidents that may be in violation of Residential Code and Community Standards should be promptly reported to Resident Life or any I-House staff. All relevant information and documentation related to such incidents will be securely stored.

### **3) Investigation and Assessment**

Once an incident is reported to I-House, a thorough investigation will be conducted by designated personnel to assess the severity of the impact on the community and affected individuals. The investigation will be conducted impartially, ensuring a fair process for all parties involved. As outlined in section A21 of this document, all cases of discrimination, harassment, and sexual violence are reported to OPHD. OPHD

exclusively conducts all investigations and assessments for these cases. You can find more information on the UC Berkeley OPHD website

<https://ophd.berkeley.edu/complaint-resolution-process/investigation>.

Resident Life shall exercise discretion in deciding whether to proceed with an informal warning or initiate a Conduct Hearing.

The Conduct Hearing serves as an opportunity for Resident Life to convene with the affected residents and those responsible for the impact. Throughout the hearing process, Resident Life assumes a neutral stance.

During the Conduct Hearing, the resident in question is given the opportunity to present their perspective and provide any relevant documentation pertaining to the incident. The hearing aims to ensure a fair and unbiased assessment of the situation.

After the Conduct Hearing, Resident Life has seven days to evaluate the evidence presented and determine the resident's responsibility for the incident. If the resident is found responsible, an appropriate sanction will be administered in accordance with established guidelines.

#### **4) Disciplinary Actions**

Based on the outcome of the investigation, appropriate disciplinary actions will be taken if deemed necessary. These actions will be determined in accordance with the severity and frequency of the offense, considering any past incidents and the overall impact on the community.

##### ***Sanction options may include:***

###### **1. Community Service:**

Residents may be assigned community service tasks within the house. These tasks, overseen by Resident Life, may involve creating bulletin boards, organizing events/programs, or contributing to designated projects.

###### **2. Reflection Paper:**

Residents may be required to submit a reflection paper that explores their behavior and its impact on Resident Advisor (RAs), fellow residents, and the International House community. The prompt for the reflection paper will be tailored to address the specific behavior in question.

###### **3. Privilege Restrictions:**

Privileges to utilize certain resources within the community, such as the kitchen, music room, sports equipment, and board games, may be temporarily

suspended. Additionally, access to signature events like Retreats and Sunday Suppers may be restricted.

#### **4. Financial Charge:**

A charge may be applied to the resident's account, the amount of which will be determined based on the severity of the negative action that occurred within the community.

#### **5. Administrative Move:**

In some cases, a resident may be required to undergo an administrative room swap, for which they will be responsible for moving their belongings. A room change fee of \$150 will apply.

#### **6. Temporary Housing Arrangements:**

In some cases, where we are not able to do a room swap within I-House, we have the right to request you move out of I-House to temporary housing. This temporary housing may be on or off UC Berkeley campus. I-House would support in arranging if necessary.

#### **7. Termination of Residential Contract (Current and Future):**

In extreme cases where repeated or severe violations of community policies occur, termination of a residential contract with I-House may be considered as a sanction.

#### **8. Informal Warning**

An informal warning serves as a written or verbal notice to a resident regarding a minor policy violation or behavioral concern. While it does not result in formal disciplinary action, it is intended to encourage self-reflection and corrective action before more significant sanctions become necessary.

#### **9. Formal Warning**

A formal warning is a documented notice issued to a resident in response to a policy violation. It serves as an official acknowledgment of the misconduct and outlines expectations for future behavior. Repeated or escalated violations following a formal warning may result in additional sanctions.

#### **10. Behavior Agreement**

A behavior agreement is a formal written agreement between a resident and I-House, outlining specific conditions the resident must follow to continue their residency. This agreement may include behavioral expectations, participation in educational activities, or other stipulations aimed at fostering a positive

community environment. Failure to comply with the behavior agreement may lead to further disciplinary action, including termination of the residential contract.

**It is essential to emphasize that the imposition of restorative sanctions aims to foster a safe, respectful, and inclusive living environment for all residents. The selection of the appropriate sanction will be based on careful evaluation and consideration of the specific circumstances surrounding the incident.**

### **5) Appeals Process**

Residents subject to disciplinary actions have the right to appeal their case. An appeals committee, independent of the initial investigation, will be responsible for reviewing the appeal and ensuring a fair and transparent process.

### **6) Education and Prevention**

To foster a positive living environment, educational programs and awareness initiatives will be organized to promote responsible behavior and prevent future incidents. Residents will be encouraged to engage in these programs voluntarily.

### **7) Conclusion**

This Community Conduct System reflects our commitment to maintaining a harmonious and safe living environment. By adhering to these guidelines and collaborating as a community, we can create an inclusive and respectful space for all residents.