

You are receiving this open space protocol because there is a vacant bed space within your residence hall room and/or your on-campus apartment. Every USD student living in the residence halls and campus apartments receives one bed, one desk, one dresser, and one closet (as well as shared access to common spaces such as bathrooms, living rooms, lounges, apartment kitchens, etc.).

It is required that all residents use only their assigned spaces and keep their belongings only in their assigned spaces. You may not spread your items and belongings out to the vacant space or use the vacant space to host guests should you experience a vacancy within your specific room or apartment. The vacant space must remain clean and open as a new resident can fill it at any time. This includes all furniture and beds in the vacant space.

### Purpose of the Protocol

Residential Life's protocol of maintaining open/vacant spaces is a requirement for all residents not to spread his/her belongings to a vacant space. The important reasons for the protocol are listed below:

- Creates a welcoming and inclusive environment for incoming residents.
- Ensures that vacant spaces are ready for immediate move-in.
- Avoids current residents getting billed for using spaces not assigned to them.
- The action of spreading out belongings in open spaces creates many challenges for students needing a bed assignment, as well as Housekeeping staff and Residential Life Administrators.
  - These challenges have a greater impact on the campus community, including extra costs, time, and resources being used unnecessarily.
- Housing at the University of San Diego is in high demand. Students should be able to receive quick access to their assigned spaces (in currently open areas).

### Residential Life Policy

Residential Policy around this issue is included in the Housing Terms and Conditions, as well as the Community Standards. Details of this policy include but are not limited to the following information which can be found in both documents:

- ***Any open bed space(s) (which includes the desk, dresser, bed) must remain clear of any belongings. Failure to abide by such policy may result in a fine(s) or having any personal items removed by University Staff.***
- ***The University reserves the right to designate room assignments among residents in cases where a dispute about rights to living space occurs.***
- ***If a vacancy occurs in a room during the semester and the Department of Residential Life determines that maintaining the higher occupancy is not necessary for room assignment flexibility, the remaining Resident(s) will be offered three options: 1) Keep the room at the lower occupancy level by paying the higher applicable rate, 2) Move into another room where a vacancy exists, or 3) Allow another student to move into the room to bring the occupancy to the desired room type. If the remaining Resident(s) should select the third option and then fail to accept a new roommate for any reason at any time during the semester in which the vacancy occurs, then the remaining***

***Resident(s) shall be charged at the higher applicable rate (e.g. if one Resident remains the single or super single room rates apply) retroactively to the date when the vacancy initially occurred. No furniture may be moved out of the room without written approval from the Department of Residential Life.***

### Fees

- Any resident who spreads out their belongings will receive a \$65 fine for each day that their belongings are spread out.
- If Residential Life ends up needing to move your belongings to make room for a new roommate, you will receive a minimum of a \$25 charge or as needed to prepare the space (in addition to the \$65 a day fine).

### Acquiring a New Roommate

- Residential Life will communicate new assignments in advance as a courtesy to current residents residing in the space (unless it is an emergency).
- Common areas need to have open space designated for the new roommate.
  - For example: Space needs to be created in the kitchen shelves, refrigerator, living room, etc. for the new roommate.
- Sometimes immediate move-ins are necessary and advance notice cannot always be given. We appreciate your flexibility.
- Residential Life always tries to match roommates based on the best compatibility.
- Your RA will revisit a new roommate agreement between you and your new roommate.

**If you have any further questions about the information in this document, please consult your RA or Community Director.**

**Thank you.**

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