



**LOS ANGELES  
ROOM & BOARD**

# 2020-2021 RESIDENT GUIDE

The Resident Guide (hereafter the "Guide") provides detailed information about the services and amenities for residents living on campus at LA Room & Board. Licensing policies are covered in the 2020-2021 Resident License Agreement (hereafter the "Agreement"). Policies contained in this document are part of the terms and conditions of the Agreement.

## Contact

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**LOS ANGELES  
ROOM & BOARD**

## Welcome from the Executive Director

On behalf of our entire LA Room & Board team, I would like to welcome you and tell you how excited we are that you will call LA Room & Board's Opportunity House "home." Living in community has been proven to help residents achieve higher grades, increase their leadership skills and feel much more connected to their college experience. Our team is here to help make your transition a little smoother. We offer social events, academic support workshops and one-on-one support when needed. Our diverse community provides an amazing environment to learn about others, and more importantly, to learn about yourself. LA Room & Board has more to offer than you can imagine. I challenge you to get involved, study hard, make new friends and reach for the sky. Once again, welcome you to your new home.

Sincerely,

Sam Prater  
Director, LA Room & Board

## Our Mission

“Our mission is to ensure California's college students achieve their post-secondary educations by providing affordable transitional housing that ends homelessness and, through our residential education program, promote retention, persistence, and completion from their associate's, bachelors, and certificate programs.”

## Community Standards and Policies



**LA Room & Board operates a residential community.** In any living situation, there is a need to strike a balance between the rights of the individual and the responsibilities to the community.

**LA Room & Board strives to create an atmosphere conducive to the development of responsible citizens in a community.** Residents are expected to respect and maintain the facilities and equipment rented to them, conduct themselves within acceptable and reasonable standards of good behavior, and take individual responsibility for their actions. Consideration for others is the basic principle that needs to be followed by all residents. As valued members of the community, each resident possesses individual rights that roommates and other residents must respect. These rights carry a reciprocal responsibility to ensure that these same rights also exist for roommates and other residents.



In addition, violations of LA Room & Board policy as outlined in this student guide will be forwarded to LA Room & Board's Executive Director for additional disciplinary investigation. If violations are substantiated possible sanctions may include, but are not limited to Disciplinary Probation, Suspension or Expulsion from The Opportunity House at LA Room & Board.

All residents, guests and visitors are expected to abide by the explicit and implicit intent of the following guidelines. Violation of any policy outlined in this section will result in disciplinary action as detailed in the section entitled "Resident Conduct Process."



**The LA Room & Board staff work together to provide a welcoming living environment that is supportive of our residents' academic needs.**

## LA Room and Board Staff

### Community Director (CD)

The CD is an ally to the residents living in the community and acts as a live-in peer advisor and counselor, responsible for group facilitation, policy enforcement and program planning. They are the day-to-day contact person with residents and assists in resolving issues, such as housemate disputes, and are key to the success of the housing program. As a resident, feel free to contact your CD for assistance.

The CD provides programs, resources and services within the community that support the academic mission of the LA Room & Board and augment the intellectual, cultural, social and personal development of our residents. They also provide emergency on-call coverage and assist the Executive Director with program operations.

During on-call hours, the CD is responsible for after-hours monitoring of noise levels and any potentially hazardous or dangerous condition.

**To reach the CD on-call dial (818) 928 - 5209.**



## The Resident's Council

The Resident's Council, referred to as TRC, provides residents an opportunity to take an active role in shaping their residential community. The TRC is the voice of the resident community. The resident board gets residents involved in the vision and planning of activities in the housing community. All residents are members of TRC and are encouraged to participate in meetings. Meetings will serve as a platform to proactively communicate concerns and recommendations. To find out how to get involved in TRC, or run for an elected position, see your Community Director.

## Safety

The safety and security of our residents is our primary concern. Our efforts in staffing, programming and service contribute to creating and maintaining a safe living environment. In addition to the roles of the housing staff described above, the following resources are also part of the measures that we take to build a safe community.



### **Communications from LA Room & Board to Residents**

Email will serve as one of the primary and official forms of communication to residents. It will be sent to the resident's personal and school email account. Residents will receive a weekly email with important messages and reminders. Please be aware that auto-forwarding emails may result in filtering messages as spam. It is the responsibility of the resident to check their email for important messages from LA Room & Board.



### **Health and Safety Programs:**

These programs are in collaboration with LA Room & Board, public health officials, and local law enforcement to provide information to residents about health and safety concerns.



### **Missing Resident Notification Policies and Procedures**

As part of your License Agreement, you will be asked for a missing person contact and telephone number in the event you are considered missing. This contact may be different from your other emergency contacts.

Residents are advised that their contact information will be registered confidentially. This information will be accessible only to authorized staff and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

If a resident is under 18 and not emancipated, LA Room & Board must notify a custodial parent or guardian within 24 hours of the determination that the resident is missing, in addition to notifying any additional contact person designated by the individual.

If residents are concerned about the whereabouts of another resident, we encourage them to contact LA Room & Board staff at 888-888-8888. Other avenues of reporting include local law enforcement at 888-888-8888, if after hours, call the CD on-call at 888-888-8888. Any missing-resident reports received by these offices are referred immediately to local law enforcement.



## Earthquake Preparedness Procedures

In the event of an earthquake, please remain in your room and find a secure and sheltered space away from windows and glass. The proper procedure is to drop, cover and hold until the major event has subsided. Only then should you leave your room or the housing facility.

Based on the type of emergency, it may be necessary to evacuate the housing facility. Please follow instructions from LA Room & Board or first responders and local law enforcement. Residents must comply with the evacuation alarm and the directions of LA Room & Board staff. The Evacuation Site for the Opportunity House is \_\_\_\_\_. Remain in these designated areas until you are accounted for and given permission to leave the area and re-enter the housing facility. (See also Section "General Behavioral Responsibilities," Item 13).

We recommend that you prepare for an emergency using the following safety tips:

1. A significant emergency will require you to be self-sufficient for several days. LA Room & Board strongly recommends that residents assemble emergency kits for three to five days that include the following: water; food (peanut butter, granola bars, ready to eat fruits and vegetables); flashlight with batteries; necessary medication; jacket; shoes; paper products (toilet paper, feminine supplies); first-aid kit; trash bags; and personal hygiene products.
2. You should designate an emergency contact person with your family and friends.
3. Understand that communication and travel to the housing facility may be dramatically affected.
4. In case of an emergency, LA Room & Board has implemented a text notification system to send official emergency information directly to your cell phones.
5. For other emergencies, such as health, pandemic or environmental hazards, a LA Room & Board staff will provide instructions on protocols.

We hope this information will help you prepare for a large-scale emergency. If you have specific training that would be helpful to staff during an emergency (firefighting, EMT, rescue, etc.) please identify yourself to the LA Room & Board staff.



## Fire Safety

1. Residents shall take due care to prevent fires. Flammable materials shall not be used or stored on the premises. These items include, but are not limited to candles, incense, fireworks, lighter fluid, propane or other gas cylinders, etc.
2. Residents shall not leave cooking appliances unattended (i.e. stove, rice cooker, Crock-Pot, etc.).
3. All barbeque grills are prohibited in resident bedrooms and patios throughout the housing facility.
4. Tampering with any fire safety systems or equipment, including the fire alarm system and firefighting equipment, is strictly prohibited. Violators of this policy may be removed from The Opportunity House.
5. False reports of fire or other dangerous conditions (except those resulting from reasonable error or accident), failure to properly report fires, or interference with the response of LA Room & Board or city officials to such emergency calls is prohibited. Violators will be prosecuted and subjected to a fine and criminal prosecution.
6. Fire extinguishers should remain on the provided hook when not in use.
7. Decorations that are flammable or fire hazards are prohibited.
8. "Live cut" trees (such as Christmas Trees) or other combustible decorations are prohibited in the housing facility.
9. Any permissible holiday decorations in the bedrooms must be made of fireproof materials and be UL-approved (Underwriters Laboratory) for the intended use.



## Evacuation

All residents must evacuate their bedroom and building area immediately during the sounding of a fire alarm or upon the direction of a LA Room & Board staff member. The LA Room & Board Evacuation Assembly Point is in t\_\_\_\_\_. Attempting to re-enter a bedroom or any part of the housing facility without permission of LA Room & Board staff is prohibited.

## Housing Evacuation Site

The evacuation site for the Opportunity House is located at \_\_\_\_\_.

## Resident Services



## Computer Lab

The LA Room & Board Computer Lab offers residents the use of computers at no charge and a laser printer. Printing is complimentary, however please be mindful of the environment and how much you print. This is a shared resource that works best when we are considerate of the printing needs of fellow housemates.

There is a two-hour limit for computer use when other residents are waiting to use the computers. Other policies and instructions for using the Computer Lab are posted in the lab. The housing staff is not trained to provide computer advice or assistance..



## Events and Programs

The Residence Life Staff provide events and programs within the community to support the academic, cultural, social and personal development of our residents.



## Game Room

The Game Room is located \_\_\_\_\_. It is a place where residents can play pool and pingpong. During hours of operation, residents may borrow equipment for the game they wish to play for an hour at a time. The Game Room is only meant for residents.



## Mail, Mailboxes and Combinations

Only current residents are eligible to receive mail through LA Room & Board. Residents will be assigned a mailbox for use and will be given the mailbox combination upon checking in. Mailboxes are shared among residents in the same bedroom. Valid picture identification is required to claim packages, registered letters and other items that must be picked up from the Mail Room or the office of LA Room & Board.

The US Postal Service (USPS) will deliver mail once per day, except on Sundays and holidays observed by the USPS or the LA Room & Board. Based on this schedule, LA Room & Board makes every effort to distribute mail to resident mailboxes everyday by 5 p.m.

Residents will receive an email notification when a package has arrived for them. Residents are strongly encouraged to check their mailboxes frequently. All mail and packages must be picked up within 10 business days. At the end of 10 business days, unclaimed packages will be returned to sender. Perishable items and oversized packages should not be kept for more than one day, so we'll immediately notify a resident if they receive them. They should to pick up these items same day.

All mail and packages must have a current resident's full name. If the package is addressed to someone other than the resident, it must indicate, c/o or "Attention (resident's name)." Mail that does not bear the full name of a current resident will be returned to the sender.

The Post Office only recognizes the main street address for LA Room & Board. Please use one of the following mailing addresses:

Your address is:  (Your Name) 862 Hilgard Avenue Los Angeles, CA 90032	
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For outgoing mail, a USPS mailbox is located outside The Opportunity House at \_\_\_\_\_.



### Mail Forwarding

LA Room & Board receives all mail for residents and is responsible for sorting and delivering mail to mailboxes. Mail will be returned to sender starting the day after a resident moves out of housing, unless a Mail Forwarding Form is submitted to LA Room & Board. Prior to moving out, residents should submit a Change of Address and Mail Forwarding Request form to the office and to the US Postal Service.

After residents move out, LA Room & Board will forward first-class mail (letters only) to a forwarding address for four weeks. After the four weeks, mail will be returned to sender. Residents are responsible for updating their mailing address directly with all institutions sending them mail prior to moving out or before the end of the four-week period. If a forwarding address is not provided, all first-class mail will be returned to the sender. Presorted mail and packages cannot be forwarded and will be returned to sender. Again, please remember to change your address with the US Postal Service.



### Parking

There are a limited number of parking spaces located outside of The Opportunity House. These spaces are assigned through a voluntary lottery system each semester. Residents must park only in the space number assigned to them. Parking Enforcement will issue citations to all vehicles that do not display the appropriate permit. Parking enforcement will cite violators at all times.)

## Licensing Policies



### Roommates and Housemates

A Resident's roommate preferences will be given consideration; however, the LA Room & Board does not guarantee the assignment of specific roommates or of specific spaces, and reserves the right to make or change roommate assignments.



### Room Change Requests

Requests to change to another bedroom should be made to your CD. Room Changes will be accommodated based on the number of spaces that are available. Room changes are not allowable within the first three weeks of the semester, except for extenuating circumstances and only with the approval of your CD.

### Here's the process:

1. Meet with your Community Director to determine the cause for the room change. If the Community Director approves the room change, they will determine which rooms are available for residents to move into.
2. Bring a completed and signed Room Change Request Form to the LA Room & Board to sign off on your new keys and complete appropriate paperwork.
3. Resident must complete the move during the designated 48-hour period. Residents will be instructed on the checkout and check-in procedures.





### **Inspections and Access**

Residents can expect reasonable privacy of rooms and personal property. LA Room & Board has the right to enter the premises (Civil Code 1954) for the purposes of emergency, health, safety, maintenance, enforcement of applicable rules and regulations, or for any other lawful purpose to the extent permissible by law. LA Room & Board shall exercise this right reasonably and with respect for Resident's privacy and study needs. Health and Safety inspections are scheduled each month.



### **Occupancy Checks**

Occupancy checks are conducted to confirm that residents are assigned to the correct space and for safety checks.

1. Residents are required to sign the occupancy rosters from the Community Director each semester to confirm residency.
2. LA Room & Board retains the right to transfer its interest and/or obligations under this Agreement. Resident may not assign or transfer their rights or obligations under this Agreement without the written permission of the LA Room & Board. Resident may not sub-license or sublet the Premises to, or permit the occupancy of the Premises by, any other person without the written permission of LA Room & Board.
3. Occupying roommate space: Bedrooms are designed to accommodate several residents, entitling each to a reasonable amount of space to store their personal belongings. Residents in double- or triple- occupancy rooms are required to share a proportional section of the bedroom. If there is an empty space in a double- or triple-occupancy bedroom, this area must be kept clear and clean so that a new roommate can be assigned and moved in at any time. In addition, these residents will be subject to disciplinary action up to, and including, termination of their license agreement and removal from The Opportunity House. If necessary, LA Room & Board staff may move residents' belongings in order to clear the space for newly assigned residents. Non-compliant residents may be charged for cleaning and labor charges.
4. In bedrooms, a resident may only utilize only one of the following items: desk, bed, closet, set of drawers, and a proportional section of the available shelving space. This policy remains in effect even if there is no current roommate occupying the space. Ample wall and floor space must be left for all individuals in the bedroom to personalize their space. No furniture may be removed or disassembled without the written consent of the Executive Director of LA Room & Board. Since there is only one television cable jack per bedroom, residents are expected to negotiate a reasonable arrangement with their roommates.
5. In common areas, residents may utilize space in equal proportion to the number of bed spaces in the bedroom, with special exceptions regarding the living room and dining room. For example, residents should equally divide kitchen cabinet space, storage room space, hall closets, and bathroom space.
6. Residents should not store personal items such as clothing, computer equipment, exercise machines, etc. in the living or dining room space. Residents are to limit their personal belongings in these spaces.
7. As with any communal living environment, individuals must work together to develop reasonable arrangements to ensure all rights are respected.



### **Residents' Responsibilities for Vacating the Housing Facility**

1. Residents may move out at the end of their License Agreement or by directive from the Executive Director. Please refer to the Agreement, Section III for details on expiration, revocation and cancellation.
2. At the end of the Agreement or if directed to move out, please follow the procedures provided by LA Room & Board. The process includes:
  - Making arrangements with LA Room & Board to have your bedroom inspected on the day of departure during office working hours.
  - Returning the front door and bedroom keys to the LA Room & Board office.
3. The bedroom will be inspected after checkout. Residents must leave the premises in good, clean condition (normal wear and tear will be considered). All personal property must be removed, including food and other items from the kitchen and refrigerator. Any property remaining on the



premises after checkout may be removed and placed in storage (California Civil Code 2080.9) or disposed of after 15 days. See Section K of the Agreement.

4. Improper Checkout Charges: Failure to follow appropriate procedures may result in an improper checkout charge of \$50 plus any damage or replacement fees. The charges will be levied against your security deposit. Amounts in excess of the security deposit will be applied to the resident's account.

## Community Responsibilities



### Cleanliness of Bedrooms

Resident agrees to take reasonable care of their bedroom and its furnishings by keeping the premises in a clean and sanitary condition as determined by the Executive Director of LA Room & Board, or designee. The bedrooms will be inspected each month. The Resident is responsible for any additional cleaning costs that have been caused by poor housekeeping or other actions of the Residents or their guests. In the event that your bedroom fails the Inspection for cleanliness, a LA Room & Board staff member will conduct a series of future inspections until the next scheduled inspection. The bedroom should have a cleaning schedule on file with the CD.

1. Inspected areas include the living room, kitchen, appliances, dining room, bathrooms, bedrooms, patio, all furniture, fire extinguisher, thermostat, and smoke detector.
2. We strongly suggest residents purchase the following items to maintain the cleanliness of their bedroom: a broom, dustpan, mop, and sponges.
3. Accumulation of trash or debris in the interior of the bedroom premises or the exterior of the bedroom is not allowed. The depositing of wastepaper, cans, bottles, or other trash except in receptacles is prohibited. Accumulation of trash or debris will result in removal and a cleaning charge being assessed to all current residents.
4. Failure to comply with cleaning standards will result in cleaning charges to residents' accounts.



### Noise

1. Noise (including, but not limited to, stereos, televisions and conversations) not associated with daily living should not interfere with the communal nature (including, but not limited to, sleeping or studying) of others at any time.
2. During Quiet Hours, any noise emanating from a bedroom or common area is prohibited. Designated quiet hours for all other areas are as follows: Sunday-Thursday, 10 p.m.-9 a.m.; Friday and Saturday, midnight to 9 a.m.
3. Although there are set Quiet Hours, residents are expected to be courteous of their noise levels at all times.
4. During Finals Week, a 24-hour Quiet Policy is in effect beginning on the Friday before Finals Week through the end of the last day of finals.



### Guests

1. There shall be no more than 2 guests per resident in bedrooms.
2. Guests must abide by all LA Room & Board policies. Residents are responsible for their guests' behavior and for any damage caused by their guests.
3. The host resident must accompany guests at all times. Unescorted guests will be asked to leave the premises. Guests who disrupt the communal and educational nature by congregating in common areas including, but not limited to, the sidewalk and parking lot, will be asked to leave the premises immediately. In the event that non-residents do not comply with LA Room & Board officials, Police will be called for assistance.
4. Residents have the basic right to privacy in their assigned room. It is the responsibility of the Resident who plans to have a guest to inform their roommates/housemates prior to the guest's arrival, and to gain approval from their housemates and the staff of LA Room & Board. Guests are not allowed in bedrooms between the hours of midnight-9 a.m. unless they are registered

- and approved in advance.
5. Guest Registration Information: Residents shall secure approval from LA Room & Board staff one week prior to permitting any guests to stay overnight and the use of any housing facility, including, but not limited to, sleeping or shower facilities, or other facilities generally made available only to Residents
  6. Failure by Resident to secure approval for overnight guests shall be grounds for disciplinary action, up to and including removal from the Opportunity House. A Resident may have no more than two approved guests at one time. The length of stay for any guest cannot exceed two consecutive nights in a month and no more than six nights total per semester.
  7. Guests who have their pets with them are restricted from entering the facility.

## Facility, Recreation and Grounds Use Responsibilities



### Internet Use

1. Users must ensure that their activity does not improperly restrict, inhibit or degrade any other user's use of a Wireless Network Connection, nor represent (in the sole judgment of LA Room & Board) an unusually large burden on the network itself. In addition, users must ensure that the user's activity does not improperly restrict, inhibit, disrupt, degrade, or impede LA Room & Board's ability to deliver and monitor the network services. This includes the setup and use of unauthorized access points also known as "rogue" access points. The installation by and/or use of an outside internet provider is restricted by LA Room & Board.
2. You may not modify or tamper with the wireless routers located in your bedroom. Doing so will disrupt wireless internet for other bedrooms in your area. You may not connect hubs, routers, print servers, terminal servers, or other networked devices that have not been approved by LA Room & Board.



### Facilities Use

1. Tampering with or removing blinds, windows or window screens from any part of the housing facility is prohibited. The Executive Director of LA Room & Board should approve additional window treatments.
2. Window painting is not allowed. Decorating windows with the following items is prohibited: tape, paint, soap, shaving cream, etc. Affixing or adhering any object to the window or window fixture is prohibited.
3. Limited personalization of solid exterior doors is allowed above the door handle attached with painter's tape. Exterior bedroom door decorations using improper adhesives, nails, or attachments such as stickers, graffiti, message boards, signs and tape are prohibited.
4. Residents are not permitted to climb in or out of bedroom windows.
5. Unauthorized presence on rooftops, outside ledges, other residents' rooms or bedrooms, or areas marked as restricted within the LA Room & Board community is prohibited and grounds for removal from the Opportunity House.
6. Throwing objects or liquids to or from windows, balconies, stairwells or roofs is prohibited. This includes, but is not limited to, Frisbees, balls, water balloons, food and garbage.
7. Using a balcony as a means of entry or exit, or using it to store unsightly articles, garbage or LA Room & Board property is not permitted. Sitting on, perching on, or jumping over balcony railings is also prohibited.
8. Shaking, cleaning, hanging or placing any articles from or out of the window, window ledges, balconies, landings, or on roofs is prohibited.



### Keys

1. Each Resident is issued a key to their assigned bedroom and bedroom. Each resident is responsible for their set of keys.
2. It is a misdemeanor for any person to knowingly duplicate, make, cause to be duplicated, use or have in their possession a key to a building or room controlled by the state without proper

authorization (Section 496 of the California Penal Code).

3. Under no circumstances are keys to be lent to another individual, including roommates or housemates.
4. There is a non-refundable replacement charge for any key lost, stolen or irreparably damaged.
5. For security of the community, residents should report lost, stolen or damaged keys to LA Room & Board staff immediately. Failure to report lost keys within one business day may result in a conduct meeting.
6. In case of a lockset change, residents must exchange and/or re-encode their bedroom/bedroom key within 24 hours of the lockset change being performed.



### **Maintenance of Premises**

1. Resident shall not bring or maintain any of the following on premises: clothes washer or dryer, refrigerators or freezers, stoves, air conditioners, space heaters, outdoor clotheslines or drying equipment (no drying clothes on balcony), boats, trailers or waterbeds. In addition, no other furniture or equipment is allowed in the unit.
2. Residents shall not install or place any equipment or construction on the grounds or within the housing facility. No outside gardens may be constructed or maintained in any area of the housing facility without the express written consent of the Executive Director of LA Room & Board.
3. No engine or automobile work may be performed on the premises, including in the parking lots.
4. Residents are responsible for reporting safety, maintenance or cleanliness issues to LA Room & Board staff. For a non-emergency request, Resident must submit a Work Order. For urgent issues that may result in damage to the premises or jeopardize safety and health, the Resident must report the issue directly to LA Room & Board staff. After office hours, residents must contact the CD on-call.
5. Maintenance of the premises includes reporting pest infestations. Residents should report infestations through submitting a Work Order. If residents are experiencing any insect bites they should note that in the Work Order in order to expedite the request.



### **Trash Removal**

Trash containers are located on the outside perimeter of the housing facility at \_\_\_\_\_. The containers are for resident use only. Furniture, televisions, computers, electrical items (e-waste) and hazardous materials are not to be disposed of in the trash bins located inside the housing facility. Residents should make off-site arrangements for removal of these types of items. Failure to comply will result in associated trash-removal costs.



### **Furnishings**

1. It is prohibited to remove bedroom furniture that has been provided by LA Room & Board from a room or bedroom, including outdoor storage closets. The Resident is responsible for the care of, and is liable for any damage to, LA Room & Board furniture or equipment. Resident understands that their resident account will be charged for any damage, loss or necessary cleaning caused by Residents or guests.
2. LA Room & Board furniture and equipment are not allowed to be taken onto the balcony or patio at any time.
3. Furniture may not block windows, doors or other pathways within the bedroom.
4. Closet doors or other furniture are not to be removed from the bedroom.
5. Furniture may not be stacked, assembled atop bricks, bookcases, or other structures not originally designed to support it.
6. No additional furniture or equipment is allowed in the bedroom or on the balcony or patio. Additional furnishings are prohibited, including, but not limited to couches, loungers, loveseats, sofas, beds, tables, desks, papasan mattresses, chairs, game tables, dart boards, exercise equipment, large bookshelves, large entertainment centers, kitchen carts, etc.
7. Upon checkout, it is the Resident's responsibility to remove their belongings. They may be charged for cleaning and labor to remove items left behind.

8. Residents or their guests are prohibited from placing furniture, equipment, appliances, or fixtures into the trash receptacles or bins located throughout the housing facility. Residents are responsible for the appropriate removal and disposal of all personal items. A charge will be assessed to a resident's account for any item found in the trash receptacles or bins that was not properly disposed of and can be traced back to a specific resident.
9. The following items are prohibited: in-line water purification systems, lofts, electrical appliances used for heating or preparation of food (portable stoves, hot plates, etc.), portable dishwashers, halogen lamps, and washer or dryers.



### **Access**

1. It is a violation of LA Room & Board policy to gain unauthorized entry, make unauthorized use of, or misuse any LA Room & Board property. Entering an bedroom or bedroom to which you have not been assigned, and without permission, constitutes trespassing.
2. Windows and sliding glass doors are to remain clear of any items that may restrict emergency access.
3. It is the responsibility of each resident to ensure that their bedroom door and windows are locked and secured when they are not home or sleeping. Furthermore, it is the responsibility of all residents to ensure that the sliding glass doors, front door and windows in the common area spaces are locked and secured prior to leaving the bedroom or while sleeping. Bedroom doors are not to be left unlocked to accommodate residents who lose their keys, do not carry keys, or to allow access to individuals who are not residents thereof.
4. Common areas located in the housing facility are for the use of the Residents and their guests only. No one may sleep overnight in common areas. LA Room & Board staff must approve organized functions in common areas in advance.
5. Public passageways are for entering and leaving the premises and are not to be obstructed or used for any other purpose.
6. For reasons of security, no common area exit door is to be propped open at any time or left unlocked after scheduled building operating hours.
7. Access to, or storage of, anything in attics or crawl spaces, is prohibited.



### **Soliciting and Posting**

1. No person, group or business entity has the right to solicit for personal gain within, on or around the LA Room & Board Opportunity House community.
2. No one is permitted to distribute or post materials without specific permission from LA Room & Board staff. Materials not approved by LA Room & Board staff will be removed.
3. Advertising or selling of products or services is prohibited in or around commons areas of the housing facility unless it is part of a LA Room & Board sponsored event. Advertising and promotion of non-LA Room & Board goods, services or organizations is allowed in the housing facility only with approval from LA Room & Board as part of an Opportunity House sponsored event.



### **Bicycles and Motor Vehicles**

1. Bicycles are not to obstruct or be parked in public passageways, walkways. Bicycles are not to be locked to or attached to any gate, pole, tree or other LA Room & Board equipment.
2. Mopeds, motorcycles, motor scooters, hover boards, or similar motor-driven vehicles cannot be taken into bedroom units or inside the housing facility for any reason, or operated on sidewalks, patios, or lawns in and around the housing facility. Because of the fire hazards associated with gasoline, LA Room & Board staff will remove motor-driven vehicles from housing facility without notice. Mopeds, as defined in the California Vehicle Code, shall be regarded as motor vehicles. Electric scooters used for the purpose of a disability-related need are allowed.
3. All motor vehicles shall be operated with due regard for the safety of all members of the community. All motor vehicles parked in the residential parking lot must have a valid Residential Parking Permit. Badly damaged or inoperable vehicles, as determined by LA Room & Board, Police, or Parking Enforcement officers, will not be allowed in the residential parking lot more than two weeks irrespective of permits or registration.



4. All vehicles shall conform to and abide with LA Room & Board rules and regulations relating to vehicles.



### **In-Line Skating, Roller-Skating, Scooters and Skateboarding**

In-line skating, roller-skating, skateboarding or using a scooter is prohibited.



### **Animals**

No animals are allowed in bedrooms or common areas at any time. Please be advised that guests and visitors may not bring animals into the housing facility. Violators are subject to disciplinary action and a fine to cover the cost of pest extermination and cleaning. If the owner of the animal cannot be determined, this fine will be divided equally among all residents of the bedroom. Residents may not feed stray animals or otherwise encourage animals to stay in or around the housing facility at any time.



### **Damage**

Damage, vandalism, or the intentional or malicious destruction to The Opportunity House property is prohibited. Residents will be charged at for any damage to or loss of property in their bedrooms. If the resident(s) responsible for the resulting damages cannot be determined, the charges will be divided among all residents assigned to the bedroom at the time the damage occurred. Misuse, abuse or destruction of Opportunity House property or property belonging to a member of the LA Room & Board/Opportunity House community is prohibited.



### **Extension Cords**

Electrical extension cords, multi-plug adapters such as cube adapter, and un-fused strips are not allowed. Plugging a power strip of any type into another one ("piggy-backing") is not permitted. Only multi-plug power strips that include the following are allowed: equipped with a surge protector; approved by the Underwriters Laboratory (UL); grounded, three-prong; and 12- or 14-gauge wire, which is typically indicated on the cord.

## **Common Area Maintenance Do's And Don'ts**



### **Dishwasher**

- Use only soap designed for dishwashers, not any other kind of soap in your dishwasher. Using other types of soap will cause a flood in your bedroom.
- Rinse food off dirty dishes before putting them in the dishwasher. Large amounts of food can damage the machine and will lower the quality of the finished dishes.
- Put only "Dishwasher Safe" items in the dishwasher. If you are not sure, do not risk damaging the item or the dishwasher unit. Instead, wash those items by hand.



### **Garbage Disposal and Kitchen Sink**

- Don't put any oil or oil compounds down the drain. It will damage the plumbing and may cause flooding. Place used cooking oil in an old jar or plastic container. Dispose of it in a trash dumpster.
- Don't put large amounts of vegetable or fruit peelings in the garbage disposal. It will damage the plumbing and cause flooding in your bedroom.
- Don't place large amounts of starchy items such as rice and pasta into the garbage disposal as it will clog. Dispose of rice or pasta in the trash.
- Run your garbage disposal only when the water is on.
- Don't put anything hard like bones or metal objects in the garbage disposal.
- To fight sink odors, put a bit of liquid dish soap down the drain at night or small, thin slices of lemon that have been peeled.
- Don't try to repair a clog yourself. Complete a Work Order instead.



### **Microwave Oven**

- Don't put anything metal or metallic in the microwave, such as aluminum foil, teabags with staples attached, or ceramics, paper goods or pots that have metals.
- Don't run the microwave when there is nothing inside. This will damage the unit.
- Clean your microwave often.



### **Toilet**

- Use a plunger on the toilet if it is clogged.
- Only put toilet paper in the toilet. Dispose of all other items in the trash, such as q-tips, cotton balls, tampons, pads, prophylactics, etc.
- If the toilet overflows, either it is blocked or the water is coming from upstairs. If it is blocked, then only the water from the toilet will overflow and nothing more. Use a plunger and see if you can get it unblocked. If you do not know how to use a plunger, or plunging does not seem to unblock it, report it to the CD on-call.
- If the toilet overflows and water continues to come out of the toilet, even after the amount of water that should have been in your toilet has already overflowed, or if water is coming out when no one flushed the toilet, you may have a blockage at the main line for your building. This means that water is coming out of your toilet from upstairs. Tell your immediate upstairs neighbors not to use their sinks, showers, or toilets, until they hear that it is okay, then get help from the CD on-call.



### **Heating and Air Conditioning**

- Cooling your bedroom is best achieved when all the doors (except bedroom) and windows are closed while you are in your bedroom. If you leave the machine in the "on" position, its output of cold air will gradually decrease until it is just a fan. Set your air conditioner on "auto" and talk with your housemates about how cold you like your bedroom. You may have to compromise to find a temperature that works for everyone. You can save energy by leaving your air conditioner off when no one is home and closing your shades during the day.
- Your heater is designed to work with the doors and windows all closed. You can save energy by leaving your heater off when no one is home. Talk with your housemates about how warm you

## **General Resident Conduct Responsibilities**



### **Alcohol**

The consumption and use of alcohol is prohibited within the housing facility, and is designated "dry" or alcohol free. LA Room & Board is committed to maintaining an environment for its residents that is predominantly free of the use of alcoholic beverages and in full compliance with federal and state laws. Residents or their guests who violate laws or LA Room & Board policies concerning alcoholic beverages shall be subject to sanctions up to, and including, removal from The Opportunity House.

1. Alcohol may not be possessed, stored or consumed by any person under the age of 21.
2. Consuming alcoholic beverages in LA Room & Board bedrooms is prohibited inside residents' bedrooms, common areas, bathrooms, outside or the surrounding areas.
3. Providing alcohol to anyone under 21 is prohibited.
4. Under no circumstances are alcoholic beverages to be consumed in public areas or LA Room & Board bedrooms that have been designated as under-21 spaces. This includes balconies, landings, recreation areas, sidewalks, etc., except when approved by LA Room & Board.
5. Detectable intoxication of residents or guests, and/or the inability to exercise care for one's own safety and/or the safety of others is prohibited.
6. Games of chance, drinking games, contests, and other activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited.
7. Kegs, bulk containers, beer bongs and devices designed for rapid consumption of alcohol are prohibited.
8. Possession of visible containers on which alcoholic beverage insignias appear, whether opened

or closed (e.g. cups, cans, bottles, cases/boxes), is prohibited anywhere within or on grounds immediately adjacent to the LA Room & Board facilities. If alcohol possession or consumption can be detected from outside the bedroom, it is considered public, visible and in violation of this policy.

9. Violation of any other regulation while under the influence of alcohol is considered an additional infraction of LA Room & Board's regulations.
10. Providing, selling or causing to be sold an alcoholic beverage to another person is prohibited.
11. Hosting a gathering with multiple bedrooms primarily for the consumption of alcoholic beverages where people move from one bedroom to another is prohibited. This regulation applies even if all bedrooms involved are over-21 and within allowable guest limits.
12. Residents found in violation of the aforementioned policies regarding alcohol use will be asked to dispose of any alcohol present.



### **Drugs and Drug Paraphernalia**

Drugs are defined as the following: any stimulant; intoxicant (including alcohol); nervous system depressant; hallucinogen; other chemical substance, compound, or combination when used to induce an altered state; and any otherwise lawfully available product or substance (such as over the counter or prescription drugs, glue, paint, etc.) used for any purpose other than its intended use.

1. The unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law or regulations is prohibited.
2. Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of LA Room & Board's Regulations.
3. The possession or use of illicit drugs and related materials is expressly prohibited, including medical marijuana. Possession or use of water pipes, bongs, hookahs, or other paraphernalia commonly associated with drug use are also prohibited in the housing facility.
4. The possession or use of a legal substance for any purpose other than the legally intended use is prohibited.
5. The inability to exercise care for one's own safety, the safety of others or the safety of property owned or leased by LA Room & Board or residents due in whole or in part to being under the influence of a controlled substance is considered an infraction of LA Room & Board's Regulations.



### **Violence, Harassment and Assault**

1. Behavior that is abusive or threatening to any member of the community is prohibited. This includes, but is not limited to, physical or sexual assault, verbal threats and/or harassment, and all types of communication via phone, email and the internet.
2. Hate Motivated Crimes: Any act of intimidation, harassment, physical force or threat of physical force directed against any person or family, or their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation is prohibited.
3. Individuals found in violation will be subject to removal from the Opportunity House.



### **Weapons**

1. Possession of any firearm (including BB-guns, soft and hard pellet guns and starter pistols) is a felony and is prohibited on the premises of the LA Room & Board (Section 626.9, California Penal Code).
2. The use and possession of tasers, mace and pepper spray is also prohibited.
3. LA Room & Board prohibits deadly weapons, ammunition, knives, fireworks, explosives, and dangerous chemicals. Plastic guns or weapons that could be interpreted as actual weapons are not allowed. Individuals found in violation will be subject to removal from the Opportunity House.



### **Complicity**

- An individual is complicit in a policy violation if they are aware of its occurrence and have the ability to report the violation, but fail to do so.
- It is a violation of LA Room & Board policy to solicit or assist another person in any act that would subject a resident to disciplinary action.
- Residents are responsible for reporting any and all observed policy violations and/or breaches of state law.
- Residents should not passively remain in the presence of such violations.



### **Disorderly Conduct**

- Any behavior that disrupts the administrative, educational or communal nature of the Opportunity House is prohibited. This includes irresponsible, disruptive or dangerous behavior towards persons or property that creates a health or safety problem. This also includes encouraging or provoking others to engage in abusive or irresponsible behavior.



### **Failure to Comply**

- Residents and their guests are required to comply with LA Room & Board staff requests when such an official is working within the performance of their duties.
- Interfering with staff in the performance of their duties is prohibited.
- Failing to provide required information, documents, records or identification to LA Room & Board staff is prohibited.



### **Falsification**

- Falsifying, forging, altering, or misusing LA Room & Board documents records or identification is prohibited.
- Providing false information to a LA Room & Board official is prohibited.



### **Smoking**

- It is the policy of LA Room & Board, that the Opportunity House is 100% smoke- marijuana, cannabis, and tobacco-free. Edibles containing cannabis, CBD, or marijuana are prohibited.
- This policy applies to all residents, faculty, staff, alumni, LA Room & Board volunteers, lessees, contractors or vendors, and visitors to the Opportunity House property. Smoking, vaping and the use or sale of all tobacco or marijuana products is prohibited, whether indoors or outdoors, including parking lots.
- Hookahs are prohibited.



### **Gambling**

- Gambling is prohibited. Games ending in profit, monetary or otherwise, are not allowed.



### **Identification**

- Upon the request of LA Room & Board staff, residents and any guests shall identify themselves and present valid identification. Failure to provide identification may require that a person leave the area and the premises.



### **Obscene Matter**

- Display of "obscene matter" as defined in the California Penal Code (section 311), or items which may be disruptive to the community, is prohibited anywhere within, on or around the housing facility.



### **Theft**

- Theft of LA Room & Board property or property belonging to a member of the LA Room & Board community is prohibited. Thefts should be immediately reported to LA Room & Board staff or Police.
- Unauthorized use of food, internet services, phone services, or personal property will be considered theft and a violation of policy.



- For safety and theft prevention, residents are required to lock the doors and windows in the bedroom and the common area space when they are not home (see "Access").
- Windows and patio doors should also be locked when residents are not present or other times as necessary. Individuals found in violation can be subject to action up to, and including, removal from the Opportunity House.



### **Piracy**

- It is considered a felony and a violation of LA Room & Board policy to tamper with and/or gain unauthorized use of the satellite TV system provided by LA Room & Board.
- As a master antenna hook-up is provided, television and radio antennas are not to be affixed to the roof of the premises or placed outside windows. No exterior wire, aerials, signs or similar objects are to be erected.



### **Sexual Assault and Harassment – Zero Tolerance Policy**

- Sexual harassment towards any person is prohibited. Sexual harassment includes such behavior as unwanted sexual advances, sexual gestures, unwanted requests for sexual favors, creating a hostile or offensive environment, and other unwanted verbal or physical conduct of a sexual nature directed towards another person.
- Sexual assault, sexual battery or rape of any person is prohibited. This behavior includes any sexual activity that is carried out without the express consent of the parties involved, including, but not limited to: attempted non-consensual penetration, non-consensual anal intercourse, fellatio, cunnilingus, or the insertion of a foreign object into the vagina, urethra, penis or rectum of another person.
- Anyone under the influence of alcohol or drugs is incapable of giving consent to sexual activity.



### **Stalking and Physical, Written, and Verbal Abuse and Harassment – Zero Tolerance Policy**

- Threats, assaults, or physical, psychological, verbal, or written (including electronic or online) abuse is prohibited.
- Harassment in any form towards any person and/or group, through any medium (including electronic or online) is prohibited.
- Stalking, repeatedly following, committing acts that alarm or annoy, communicating by any means that serve no legitimate purpose, in a manner likely to harass, intimidate, annoy or alarm is prohibited.

## **Resident Conduct Process**

LA Room & Board strives to take an educational approach to resident discipline. This includes providing information that residents need in order to function effectively as responsible members of the community. In the event that a resident chooses to violate housing policies, LA Room & Board staff will take quick action to hold them accountable for their behavior. This is done both to assist the resident in their personal development and to maintain the integrity of community living.

The following information describes the rights, responsibilities and procedures of the resident and the LA Room & Board staff in addressing inappropriate behavior and violations of housing policies.

### **Due Process**

Due process insures that all residents are given an opportunity to address conduct alleged to be in violation of LA Room & Board and/or Housing Policies. "Due process" means a resident will have the opportunity to know what allegations are being brought against them and have the opportunity to share their recollection of the incident.

## **Residents' Responsibilities**

LA Room & Board expect residents to assume responsibility in the resident conduct process. Residents are expected to appear for disciplinary meetings with LA Room & Board staff. If the resident fails to appear, the conduct process will proceed without the benefit of their input and a decision/sanction will be issued based on the available information.

Throughout the resident conduct process, the resident has the responsibility to present truthful information. Any resident found to have willfully presented false or misleading information will be subject to additional disciplinary action. Residents are expected to comply with sanctions issued at any level in the resident conduct process. Residents are responsible for following the disciplinary process and meeting the deadlines in a timely manner. Refusing to follow, or ignoring the process or sanctions, will result in further disciplinary action, in addition to the sanctions from the original violations.

## **Residents' Rights**

Residents may expect the following:

1. To have knowledge of all alleged violations and have the alleged violations explained clearly and fully at every level of the resident conduct process. The alleged violation will be noted via a Notice to Appear Letter.
2. To be informed of all submitted written statements concerning the allegations. This information is conveyed at the disciplinary meeting.
3. To have an opportunity to give their side of the story and refute statements made by witnesses. This opportunity is provided at the disciplinary meeting. This information can be shared either before or after the disciplinary meeting.
4. To submit names of pertinent witnesses and other relevant supporting documents for review.
5. To have a fair and prompt disciplinary meeting. This notification will be in the form of a Notice to Appear Letter.
6. To be notified promptly of the results of the disciplinary meeting. This will be in the form of a Decision Letter.
7. To be advised of the appropriate sanctions as outlined in the Decision Letter.

## **Incident Report**

The disciplinary procedures begin when an incident occurs which may be in violation of LA Room & Board policies. LA Room & Board staff will address the inappropriate behavior. LA Room & Board staff will subsequently report the violation to the Executive Director or designee via the Incident Report. This detailed report includes names and statements from witnesses and police report numbers, if applicable. Residents should check their email and can expect communication from LA Room & Board staff after an Incident Report has been submitted.

## **Notice to Appear**

In the case of most policy violations, the Community Directors will handle the disciplinary procedures. The resident will receive a Notice to Appear for a disciplinary hearing via email. The letter will include specific information as to the alleged policy violation; date of the incident; and appointment time or a deadline date to schedule the appointment. The resident is responsible for making an appointment and meeting with the Community Director or designee by the stated deadline. If the resident fails to meet with the Community Director or designee by the stated deadline, a decision/sanction regarding the resident's involvement may be made based on the available information without the benefit of their input.

## **Conduct Meeting**

During the disciplinary meeting, the resident will have an opportunity to hear and respond to the allegations. If the resident admits to the policy violation, the Community Director or designee will issue a sanction. If a resident denies responsibility for an alleged policy violation, the Community Director must make a decision based on the information currently available. If the resident is found to be responsible, the Community Director will issue a sanction. The sanction issued by the Community Director may not include License Agreement termination or revocation, eviction, resident suspension, and/or resident dismissal; those sanctions will require approval of the Executive Director of LA Rooms & Board.

### **Referral to Campus Conduct Officer and/or Police**

Residents should be aware that concurrent judicial proceedings might occur for policy violations. Cases of a serious nature are referred to the Student Conduct Officer on your campus who has the authority to hear the case involving any resident violation that occurs. This process can result in the suspension or permanent dismissal of the resident from the LA Room & Board.

Violations of city, county, state or federal laws may also result in civil proceedings or criminal charges. Please be aware that if something is illegal off campus, it is illegal at the Opportunity House. LA Room & Board does not insulate residents from being accountable for their actions.

### **Sanctions**

The following is a range of sanctions that may be issued for violations. Sanctions may be issued individually or in combination with each other. Sanctions will be issued based on the severity of the violation and individual disciplinary history.

### **Formal Warning**

Notice in writing that a given behavior is in violation of LA Room & Board policy.

### **Restitution**

A requirement to pay for costs incurred in cleaning, repairing, replacing or refinishing damaged or missing property.

### **Mandatory Room Change**

The LA Room & Board reserves the right to change a resident's assignment for any reason.

This sanction is used when it is believed that a relocation and change of environment will benefit the resident and the LA Room & Board community. This sanction will be considered for residents involved in repeated violations of LA Room & Board policies; individuals involved in serious infractions of policy; or for individuals who consistently disrupt the communal nature of the bedroom or the community.

### **Denial of Future LA Room & Board Housing (Non-Renewal of License Agreement)**

Residents who have outstanding balances, have been involved in repeated violations of LA Room & Board policies, have demonstrated behavior that negatively impacts the community living environment, or have a level of expectation that is not met may be denied future LA Room & Board Housing.