**WINDOWS AND SCREENS**

**Section:** Residence Halls

**Policy:** In order to maintain a safe and secure environment within the residence halls, there are specific guidelines regarding windows and screens.

**Purpose:** The purpose of this policy is to outline required guidelines and staff procedures regarding residence hall windows and screens.

**Scope:** This policy applies to all staff, residents and guests to the residence halls.

**Procedure:**

I. Unlatching or the removal of window screens or window stoppers is prohibited unless under emergency situations.

II. Damage to the window, screen or any mechanism may result in the resident being financially responsible for its repair or replacement.

III. Entering and/or exiting the residence hall through a window is prohibited except in case of emergencies.

IV. Defenestration, as defined as an act of throwing someone or something out of a window, is prohibited.

V. No items are allowed to hang outside of a window.

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