



*(Updated annually)*

The list below are all expectations during the COVID-19 pandemic and failing to follow any of these are not a violation of the code of conduct. However, intentionally putting others health and safety at risks may result in disciplinary charges through the Office of Student Conduct & Community Standards.

Additionally, this is a complex, challenging, and fluid situation which continues to evolve rapidly. All information in this statement is subject to change as deemed necessary by Housing and Residence Life in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.

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Various acronyms may be found throughout this document. For a quick reference, here are their meanings:



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Housing & Residence Life is committed to providing a positive student experience by creating a safe and inclusive community that promotes personal and academic success.

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Housing & Residence Life will be a significant element of the student experience at Wichita State University.

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Engagement

- Ensure each student has a connection at WSU

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○ Carley Enyart,

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The Housing & Residence Life (HRL) office staff in Shocker Hall can answer questions regarding housing contracts and payments. Residents can stop by the Shocker Hall Information Desk, call (316) 978-3693, or e-mail the office at [housing.wsu@wichita.edu](mailto:housing.wsu@wichita.edu).

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Due to the occupancy size of Shocker Hall, two professional staff members serve as the Residence Life

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Desk Assistants work at the Information Desks and provide a variety of services. They can answer questions, help residents get in touch with professional staff, and check out items to residents such as vacuums, cooking equipment, and cleaning supplies. There is to be no loitering at the desks as staff need to be able to provide quality customer service; there is a maximum time allotment of 10 minutes for visitors.

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Through the residence hall activity councils, students have many ways to become involved in their residential community. The Shocker Hall Activities Council (SHAC) and Suites & Flats Activities Board (S-FAB) are organizations within Housing & Residence Life. Each organization plans events for their individual hall and works to support any resident initiatives that are brought to the council's attention. The activity councils provide residents with numerous opportunities for input and involvement. Whether a student chooses to run for an elected position, serve on a committee, help out with an activity, or simply voice their opinions during floor or hall meetings, the hall councils need residents' ideas and energy to succeed. Talk with an RA about ways to become involved in these groups!

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The Shocker Chapter of the National Residence Hall Honorary (NRHH) is a student organization focused on providing recognition and service opportunities for all on-campus residents. NRHH is made up of the top 1% of students in the residence halls, and members must have lived on campus for at least one semester in order to join (first year residents can apply at the end of their first semester for second semester involvement). Interested residents may contact their RA to learn more.

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A Living Learning Community (LLC) is a group of students who apply and are selected to live together on a floor in Shocker Hall to expand their education through shared learning experiences that go beyond the classroom related to a specific major, college, or interest area. Students enjoy a built-in support system, personal attention and mentoring, leadership opportunities, and an enhanced sense of community. Participating in a Living Learning Community can help you make the most of your time at Wichita State University. Contact the Shocker Hall RLCs to learn more about becoming involved in a living learning community.







7. To report violations of rules and regulations to appropriate staff.
8. To respect the rights of others, as stated above.
9. To search for solutions to problems. Attempt to resolve civilly on your own first. If that doesn't work, consult your RA.
10. To be held accountable for their actions.







Go to the WSU Housing website and complete the mail forwarding form. This will make sure all USPS-delivered mail gets routed to your new address. UPS, FedEx, and other private carriers must be notified by you directly to change your delivery address. After you have left, packages delivered by those carriers will be returned to sender.



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Adjusting to living with another person is never easy. Your experience with your roommate will be beneficial as you learn important skills that will help you later in life. Make an effort to work out potential problems with your roommate. Your RA will be glad to help you with some of the rough spots.

your roommate's behavior and/or wellbeing, other helpful resources include using the University's [Reporting Behavior Concerns Guide](#).

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WSU Housing & Residence Life is committed to making each resident feel welcomed and included in our campus communities; including an environment welcoming to all gender identities and forms of gender expression. Students who need special accommodation due to gender identity/expression should contact Housing & Residence Life either through the application process or by directly contacting our office.

Please note that:

The request will be handled through a confidential process and staff will not ask for more information than is required to meet students' housing needs.

Placement priority will be given to students who notify our office before April 1 each year and who require accommodations based on their gender identity/expression.

Later requests will be handled as appropriate spaces become available.

Possible housing accommodations could include:

Living with a preferred roommate.

Living in a single room with a private bathroom.

Having HRL staff seek out possible roommates who would be supportive

We recognize that some students may have a preferred name/nickname different from their birth certificate name and we know that using one name or the other may pose different safety concerns in certain circumstances. Students will be asked to provide a preferred name/nickname. However, please note the following circumstances in which housing staff will use each name:

all external communications, such as mailings sent to your home  
all internal communications, such as when you speak directly to Housing staff or when RA's make nametags to put on your door (as long as the RA is aware), we will use your preferred name.

Providing your preferred name or nickname is also important if you intend to have mail/packages delivered to your hall as we can only deliver mail to you if the name on the mail matches what we have in our system. Providing this information to HRL will help ensure that our records are accurate and that we get mail to you in a timely manner.

Jenny Beyer  
Assignments Coordinator  
316-978-6734  
jenny.beyer@wichita.edu

Or

Mandie Craven  
Associate Director for Business Operations  
316-978-3692  
amanda.craven@wichita.edu



identity/expression issues provided through Wichita State’s Office of Human Resources. Another resource available is the staff at the Office of Diversity and Inclusion, located in the Rhatigan Student Center. Should a student ever experience bias on campus, they are encouraged to submit a Bias Reporting Form found at







lounge areas are also present throughout The Flats at WSU & The Suites at WSU. Depending on the type of lounge, they are used as study, television, and social areas. Floor lounges are to be used for residence hall-related meetings; they should not be used for any other type of meeting unless approved by the Residence Life

possible. Their immediate concern will be other maintenance issues as they arise.

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The multipurpose room in Shocker Hall are used primarily by HRL staff and the hall's activity council. HRL will establish guidelines for use of these rooms for HRL sponsored activities. Other areas around the building, such as floor lounges, cannot be reserved.

When rooms are not being utilized for HRL sponsored activities, they are available for use by residents on a limited basis in compliance with the following general guidelines. More specific guidelines are available through the RLC.

A WSU professional staff member or a Resident Assistant of Shocker Hall must reserve the room and assume full responsibility.

The individual reserving the room will be held responsible for ensuring that all instructions and guidelines concerning room use are followed. HRL reserves the right to deny room use to individuals or to any member(s) of the groups represented by individuals who fail to follow the set guidelines and instructions. The individual reserving the room will be held responsible for cleaning and returning furniture to the designated floor plan. This individual will be charged for any needed cleaning, repairs, furniture arrangement, or property replacement.

Noise must be kept to a minimum at all times.

Events catered by anyone other than Chartwells are not permitted unless the amount of food and beverages combined is less than \$100. A Shocker Hall RLC must clear any event with food or beverages.

University and Housing policies relating to visitation, alcoholic beverages, drugs, and gambling apply and will be enforced in all meeting rooms and resident rooms.

Conduct of participants must not interfere with the normal functioning of the hall.

The HRL Shocker Hall Conference Room is not available for non-HRL related purposes.

free, please follow the procedures outlined. Your assistance is not only helpful but is required. Your responsibilities with regard to pest control are outlined as follows:

*Student Responsibilities:*

1. If pests of any kind are suspected in your room, it is your responsibility to report the suspected infestation immediately to the Information Desk, an RA, or directly to the Office of HRL at 316-978-3693.
2. As a resident, you are expected to comply with any instructions from the HRL Office including, but not limited to, the preparation of your living space for investigation, treatment and monitoring of pests;





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Snack and beverage machines are located in the lobby of Shocker Hall, the C3 LKL in Shocker Hall, and community spaces in The Flats at WSU and The Suites at WSU. Please report malfunctions to the Information Desk; do not attempt to fix it yourself. Refunds for money lost in the vending machines may be obtained through Shocker Sports Grill and Lanes by calling the number located on the front of the machine.

In case of any emergency situation on HRL property, notify your RA, RLC, or Information Desk. If the situation warrants, call the University Police Department at 316-978-3450 or 911. Students are encouraged to register for the WSU Rave Alert System to receive e-mails and text messages notifying them of severe weather and on-ca



All visitors must be escorted by a resident or staff member at all times. If you see an unescorted non-resident (guest or stranger), note their behavior and appearance and contact HRL staff immediately. Unescorted visitors will be asked to leave HRL property.

Please be aware that security depends on you. Do not allow people to walk through doors behind you unless you are sure they are residents. In addition, the accessible button should not be used to open doors unless absolutely necessary. Unwanted visitors may enter when this door is opened. Please take responsibility in closing common area windows on the first floors. This reduces the temptation of outside intruders. Report any strangers to a staff member or the University Police Department immediately.

Individuals who misuse personal protection devices will be referred for disciplinary action. Residents who tamper with alarms or locks, prop doors open, assist others in gaining unauthorized entry into the residence halls, or endanger the safety of residents will be referred for disciplinary action.

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When you see a funnel cloud, hear the tornado siren, or receive directions from HRL staff, move to the bottom floor or lowest floor of the building and/or designated shelter areas. Stay away from glass windows or doors, and protect your face from flying debris. Stay in designated areas until HRL Staff give the "all clear" .

During emergency situations, residents and guests are required to move to the designated shelter areas. If you choose not to go to these locations, you will be required to leave WSU property until WSU Police give the "all clear" .

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All members of the University community will be held responsible for reading, knowing, and complying with all traffic regulations. Outlined below is general information on WSU Traffic Regulations. Current and complete WSU Traffic Regulations are available at the University Police Department.

*Motor Vehicles:* Each motor vehicle operated or parked on University property by any student, faculty member, staff member, or visitor must be registered with a valid WSU parking permit. Special permits are distributed by HRL during move-in to all residents.

*Bicycles:* The University encourages and supports the use of bicycles as a means of transportation on campus. Bikes on HRL property must be registered with HRL and stored on the bike racks provided outside your building. HRL will provide the registration information to the Wichita State University Police Department, and provide residents with registered bikes a registration sticker.

Bicycle racks are available at all residence halls and must be used to secure bicycles outside. Bicycles shall not be parked in stairwells, stairways or chained to shrubs, trees, fences, railings, signs, or lamp poles. This includes the courtyard fence and gate at The Flats at WSU. Bicycles, unicycles, and the like are not permitted to be stored inside any residence hall.

*Motorcycles:* Motorcycles and mopeds must be parked in parking spaces. They are not permitted on sidewalks or

grassy areas. Due to fire safety regulations, gasoline-powered motorcycles/mopeds are not allowed inside any building at any time.

*Skateboards/Roller Skates/Roller Blades/Scooters:* The use of skateboards, roller skates, in-line skates, roller blades, scooters, or other skating devices on campus is limited to paved right-of-ways; they shall not be worn inside any University building and/or shall not be used for skating on any steps, retaining or landscape walls, benches, handrails, or for stunts of any kind. Hover boards are not permitted to be used or stored on the WSU campus.

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The Department of Housing and Residence Life requires each resident living within university housing facilities to submit documentation of receipt of a Meningitis Vaccination on or after the applicant's 16<sup>th</sup> birthday. Receipt of documentation is due within fifteen (15) days of occupancy of university housing facilities. A waiver for students

Any resident who engages in any specifically prohibited act (as outlined in this Handbook or in the [WSU Student Code of Conduct](#)), encourages/enables other residents to do so, and/or is present when violations are occurring, will be subject to disciplinary action and referred for legal action as appropriate.

Some regulations are necessary to promote safety and security in the residence halls. Wichita State University assumes no liability except as specifically provided by law. University administrators consider the safety of residents to be an ongoing concern and have developed the following policies with safety and security in mind.

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No alcohol is allowed to be in the possession of or consumed by any individual in Shocker Hall, The Suites, or The Flats, regardless of age. Any evidence of use or possession will be considered a violation of the alcohol policy. The university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Brewing equipment is similarly prohibited. Residents found to be hosting guests with alcohol present should expect to receive more severe consequences during the conduct process.

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Rooms may not be decorated with alcoholic beverage containers. This includes, but is not limited to: shot glasses, using an alcoholic beverage container as a flower vase or using an alcoholic beverage bottle as storage for coins. The university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Brewing equipment is similarly prohibited.

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By definition, illegal substances such as marijuana and other drugs are not permitted in HRL facilities, including paraphernalia. Suspected possession and/or use of these substances in HRL facilities will likely lead to immediate UPD involvement.

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Prescription medications other than those prescribed to and in possession of the resident are prohibited in HRL facilities. Residents or guests found in possession of medications not prescribed to them should expect involvement from UPD.



Officers may confront residents if they are talking loudly outside the building, yelling out or up to windows, directing noise outside of their spaces, or disturbing residents of the hall.

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It is important that each resident assume some responsibility for enforcing quiet hours and courtesy hours. You should make every effort to talk with your neighbors in a polite, tactful manner when they do not realize they are disturbing others. They will appreciate you coming to them rather than immediately contacting a staff member. When you encounter residents who will not cooperate with your requests to reduce noise, be sure to contact the staff member on duty or the Information Desk. The HRL staff member will work with you to resolve the situation by helping you explore options and by helping you develop your communication and confrontation skills.

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In order to preserve the atmosphere and security of the residence halls, guest policies have been established. Violations of any of the provisions of the policies concerning guests may subject any resident involved in the violation to suspension of guest privileges and to other disciplinary action. Residents are responsible for all actions of their guests. Additionally, residents and their guests are expected to cooperate fully with HRL Staff and to treat them with respect. Residents and guests who are unwilling to do so may have their visitation privileges revoked and appropriate disciplinary action will be taken. All guests 16 years or older must have a picture ID with them at all times while in the residence halls. Individuals living in single rooms must also abide by guest and overnight guest policies. HRL reserves the right to restrict residents from having guests.

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Due to COVID-19, this is a complex, challenging, and fluid situation which continues to evolve rapidly. All information discussed in the Guest Policy is subject to change as deemed necessary by Housing and Residence Life in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.

Any changes made to the guest policy will be sent out to your @shockers.wichita.edu email account and will also be posted on all exterior doors of the residence halls.

Please keep in mind, that at all times you are responsible for your Guest and their behavior in the residence halls.

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Students are responsible for all activities that occur in their residence hall room. By allowing the existence of behaviors or items that violate Residence Life or University policy, students demonstrate an implied consent for the violations. As a result, students are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in the residence hall room. Residents should report behaviors or items that violate residence hall or University policy to a staff member. Passive participation in events that violate the Student Code of Conduct or the policies in this Housing handbook will be viewed as a policy violation.

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All residence halls have 24-hour visitation privileges: however, non-residents staying in the building after 2:00 am must abide by the following conditions:



The host's roommate and suitemate(s) must agree to have a visitor in the room.

A resident may have a maximum of two overnight guests in any 24-hour period.

A guest may stay a maximum of three nights within a 30-day period, unless the Residence Life Coordinator gives special permission for other arrangements.

Guests must abide by the same rules that apply to the residents. They will be asked to leave immediately if they violate any rules.

Residents must accompany their guests at all times and are responsible for the behavior of their guests.

Residents should never give their keys/cards/fobs to their guests. Disciplinary action may be taken if keys/cards are used inappropriately.

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Although residents are encouraged to study and spend time together, some limitations on visiting privileges are necessary to protect the rights of roommates and suitemates. Residents who are present in another resident's room are considered guests of that room owner while in the room/suite. Residents may have other residents in their rooms only if the presence of the guest does not interfere with the right of the roommate(s) to study and sleep and does not inconvenience suitemates. Guests must return to their own rooms to sleep, shower, and bathe.

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Shocker Hall: No more than 10 people are allowed to be in a Shocker Hall bedroom at a time, and no more than 20 residents total should be in a Shocker Hall suite at a time. Shocker Hall Single Room Suites are not to exceed a capacity of 10 people at a time.

The Flats: No more than 10 people are allowed to be in a Flats at WSU bedroom at one time. Flats 1 bedroom apartments should not exceed a capacity of 10 people at a time. Flats 2-4 bedroom apartments are not to exceed 25 people at a time.

The Suites:

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Due to local fire codes and the limitations of the wiring systems, there are restrictions on the kinds of appliances that are allowed in the residence halls. Certain types of electrical appliances are permitted, provided they carry the Underwriters Laboratories (UL) approval on both the appliance and the cord; they do not disturb the electrical circuits by overloading, shorting, or creating line disturbances; and they do not disturb other residents. Permitted items include stereos, televisions, computers, hair dryers, heating pads, typewriters, curling irons, Keurig-type coffee pots, slow cookers with removable stoneware, rice cookers, oil-free air-fryers, and popcorn poppers (all must be with enclosed heating elements), microwaves that do not exceed 700 watts, and refrigerators that do not exceed 4.9 cubic feet. Pressure cookers of any variety, space heaters, halogen lamps, sun lamps, barbecue grills, dishwashers, freezers, personal washing/drying machines, electric blankets, electric mattress pads, exterior antennas, and satellite dishes are prohibited.

Painting walls or other surfaces is prohibited. Decorations are encouraged as long as they do not create health



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Posting or distributing any signs, posters, pictures, flyers, brochures, newspapers, or other material of any sort on HRL property is prohibited except in accordance with the following regulations:

Persons wishing to post or distribute material on HRL property must leave the material with the RLC rather than posting or distributing it on their own. Material without approval posted or distributed by any person other than a member of the HRL staff will be destroyed. Items can be left at the Information Desks to be routed to the RLC.

Posting and distributing material will be limited to permanent bulletin boards and to designated areas on or near the Information Desks unless special authorization is given by the Director of HRL. Only materials submitted by a University office or registered student organizations will be approved for posting, unless given explicit permission by the Director of HRL.

Because of space limitations, material submitted for posting or distributing should be limited in size. In all cases, material will be posted and distributed only if space permits. Additionally, due to the volume of posters and signage received, these items will only be posted within the immediate period relevant to the event/information.

The maximum quantity of material that will be accepted for posting or distributing will be limited in proportion to the number of residents.

The Housing & Residence Life staff assumes no responsibility for materials left for posting or distributing on residence hall property.

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SGA candidates will be allowed to campaign on HRL property with the following guidelines:

Campaigners must have approval from an RLC or Associate Director of Residence Life for any and all campaigning that takes place on HRL property.

No individual is allowed to campaign by going door to door.

All postings will be at the discretion of the RLC over that building and must be submitted to the RLC for approval and for posting.

Postings will be limited to one poster per platform.

Posting of signs will be allowed in the lobby areas only.

Residents are allowed to post signs on their own doors, pending the sign is able to be removed without damage to the door and meets the 50% rule for door decoration.

Residents are not allowed to post signs throughout the hallway or on other people's doors.

Each building may allow one opportunity for all candidates to address the interested residents of the building. This will be coordinated through the RLC.

Any violation of established policies will result in removal of all campaign material for the particular party, as well as referral to the office of Student Conduct & Community Standards and/or SGA Election Board.

conditions requiring more than the routine cleaning provided by the Custodial staff must clean the affected area themselves. Residents using public areas should refrain from any behavior which might prove offensive to others, conduct themselves in an orderly manner, and respect the rights of others. Indecent exposure, sexual acts, and sleeping are prohibited in common areas of all residence hall facilities.

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It is the responsibility of all residents to:

Keep their room clean and free from dirt, garbage, and trash.

Share in the proper care, cleaning, and use of community facilities, including laundry rooms.

Keep the area in front of the resident's room clean and clear of clutter.

Keep the stairs, hallways, stairwells, and railways clean and clear of clutter.

Keep the ground of commonly used areas clean and in a safe condition, free of toys and clutter. Special attention is necessary at all times so as not to interfere with snow plowing or lawn mowing.

Do not sweep dirt, trash, garbage, or waste out of your doors or throw such from windows. All trash and garbage must be disposed of either in the disposal, trash rooms (Shocker Hall only), or in the dumpsters provided in each building. A minimum charge of \$25 may be assessed for improper disposal of trash (refer to Trash Removal for complete policy description).

Contact the Information Desk immediately after use of a fire extinguisher or if it needs to be recharged.

Do not hang clothes or any other objects over railings or on sprinkler heads.

Do not store personal property outside your room.

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Students wishing to have a computer in their room must provide their own, subject to the following policies. The following practices are prohibited:

Personal networks (wireless networks, wireless routers, etc.)

Viewing pornography

Running a business

Hacking

Creating and running servers

Using a com







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In order to maintain an environment that is conducive to studying and does not cause damage to the facility, sports are not to be played inside the residence halls. This includes, but is not limited to: basketball, football, soccer, frisbee, water fights, "tag," "chase," golfing, wrestling, skateboarding, longboarding, rollerblading, or riding a bike, hover board, or scooter in the hall. Students should also not be engaging in this type of risky behavior on the sidewalks or steps outside of the buildings.

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Throughout the semester, health and safety checks are conducted two separate times in Shocker Hall and once per month in The Flats at WSU and The Suites at WSU in every unit to ensure that the room/suite is in a safe and sanitary condition. In most cases, HRL staff members post notice at least 24 hours in advance. Policy violations will be documented and disciplinary action will be taken. The room will be checked for general cleanliness. In preparation for health and safety checks, please clean your whole room, including common areas and bathrooms, and take out your trash. If your room is deemed unsanitary, you will fail your Health and Safety Inspection and have a minimum of twenty-four hours to remedy the situation. Members of the Residence Life Professional Staff team will conduct the second inspection, if the second check is failed, the resident(s) of the room will be referred to Student Conduct & Community Standards.

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The use of laser pointers is strictly prohibited within WSU residence halls and the areas immediately adjacent to residence halls. This includes pointing a laser pointer in and/or out of windows, in private rooms, common rooms, hallways, etc. Students found to be in repeated violation of this policy may result in confiscation of the object.





Students will not use, tamper with, or otherwise touch valves, breaker boxes, and other utility access points even when they can be found in public spaces.

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All forms of vandalism, defined as the unauthorized destruction, damage, or alteration to public or private property, are prohibited. Examples include, but are not limited to, the following: damaging bulletin boards; water and/or food fights; tampering with washing machines/dryers, vending machines, and game machines in order to avoid paying for services; elevator misuse/abuse; damaging a roommate's personal items, etc.

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Residents only pay for water used within the privacy of their rooms. Outside water spigots are to be used by

Balconies and patios shall be kept clean at all times. Only appropriate porch furniture and potted plants will be permitted. No bicycles, motorcycles, shopping carts, couches or other furniture not intended for outdoor use are to be stored on patios, balconies, under stairways or in other areas except as designated by HRL. Flowerpots and other objects shall not be placed on the patio or balcony railings. Potted plants are to be kept inside the boundaries of the balcony or patio and shall be hung/secured in such a way as to prevent them from falling from/outside of the railing and possibly causing injury to someone on the grounds. Items should not be hung off of balconies or items thrown from them. Local fire ordinances and insurance company regulations prohibit storage and use of barbeque grills on balconies, patios, or in apartments. Barbeque grills are prohibited on the balconies; there are common use grills available on the grounds.

Due to local fire codes and the limitations of the wiring systems, there are restrictions on the kinds of appliances that are allowed in the apartments. Space heaters, halogen lamps, sun lamps, barbecue grills, freezers, exterior antennas and satellite dishes are prohibited. Certain small appliances such as toasters which are not allowed in Shocker Hall are permitted in the kitchens of The Flats, provided they are monitored while in use. The Flats Residence Life Coordinator may allow additional electrical appliance usage upon request and their review.

Alcoholic Beverages are prohibited in all areas of The Flats, including the courtyard. There is no staffing of the pool, residents and guests swim at their own risk. Noise from the pool and courtyard areas should not carry into the apartments. Bathing suits must be b



