



**Policy Title:** Door Decorating Policy

**Date Established:** Historical Policy

**Office with Administrative Responsibility:** Housing and Residence Life

**Functionality Area:** Facilities

**Approver:** Residence Facilities Manager

**Revision Date(s):** December 2025

### ***Purpose***

To ensure the safety and well-being of all residents, protect university property, and maintain an inclusive, welcoming living environment.

### ***Scope of Policy***

This policy pertains to all residents living in residence.

### ***Definitions***

1. "Assigned Room" is the bedroom for which a resident is assigned.
2. "External door" is the door that opens to the hallway of the building.

### ***Policy Statement***

Residents may decorate the external door of their assigned room, provided that decorations adhere to the following guidelines. Decorations may cover a maximum of 25% of the door. These guidelines will help prevent damage, eliminate potential safety hazards, and ensure that the residential community remains welcoming and inclusive.

1. **Peephole, door number and handle cannot be covered** to ensure that in case of an emergency you are able to safely use your door, and someone can easily identify your room number. Door must not be fully covered.
2. **Use Laminated or plastic materials only** as instructed by the local fire marshal, we are prohibited from putting anything on a door that is easily flammable.
3. **Do not use products made of paper** as paper is easily flammable.
4. **Do not use anything that is permanent, difficult to remove, or will cause damage.** Be sure that whatever it is you are putting up is easily removable. Charges will apply if damage is caused to your door.

5. **Decorations must be removed prior to leaving residence for all extended breaks (ex. Reading week, Holiday recess) and prior to moving out.** Charges may apply if extra housekeeping is required.

If any door decorations violate this policy, Housing and Residence Life staff will inform the resident(s) that the decoration(s) must be removed immediately. If decorations are not removed by the resident, they will be thrown out and a charge for removal will be applied.

***Review by***

Annually in July



**Policy Title:** Procedures for Implementing Door Decorating Policy

**Date Established:** Historical Procedure

**Office with Administrative Responsibility:** Housing and Residence Life

**Functionality Area:** Facilities

**Approver:** Residence Facilities Manager

**Revision Date(s):** December 2025

**Scope:**

These procedures apply to the implementation of the Door Decorating Policy.

**Procedure:**

1. Resident may choose to decorate their external door with appropriate decorations as outlined in the policy.
2. Housing and Residence Life staff complete inspections as necessary and inform of students of inappropriate decorations.