



**Department of Housing & Residence Life
University of West Florida**

**Guidebook
2008-2009**

Hello and welcome!

The University Housing and Residence Life staff welcomes all new and returning residents into campus housing as we begin the 2008 - 2009 academic year. We are glad you have chosen to live on campus and be part of the “neighborhood” at the University of West Florida!

Living on campus is an important part of your university experience. By living on campus, you greatly increase your opportunities to become engaged in the UWF community. You will be close to your classes, the library, the University Commons and every other campus location. You can be involved in the multitude of recreational and student life activities that occur on campus every day. Residence Life sponsors hundreds of programs right where you live. You can also join the Residence Hall Association (RHA). If you’re unsure of ways to become involved, speak with your Resident Assistant (RA). So join in the fun and excitement of campus life.

Residents living in a community receive opportunities to reach their highest potential as responsible members of their hall community. This requires a commitment to Standards of Community Living that exist to maintain an atmosphere supportive of your academic goals. Please familiarize yourself with this Guidebook. The Guidebook provides you with guidelines and policies to help acquaint you with your community and the Department of Housing and Residence Life. Your choice to live on campus is a great decision. The entire Housing and Residence Life staff hopes you have a successful year in and out of the classroom. We are available to assist you throughout the year. We’re glad you’re here!

Have a fantastic year!

Dr. Ruth L. Davison
Director, Department of Housing and Residence Life

Mission Statement

Through the responsible management of all resources, the Department of Housing and Residence Life strives to create a living and learning environment which offers support and assistance to maximize educational opportunities to a diverse resident student population.

Standards for Community Living

The University of West Florida is a community of persons from diverse cultural, racial, and ethnic backgrounds. Given this diversity, resident students have an opportunity to learn about individuality and life choices and how they impact other people. Residents can best learn from one another in an atmosphere of positive encouragement and mutual respect.

Bigotry and hatred will be given no home within our University Housing community. Verbal or written abuse, threats, intimidation, and violence are not acceptable behaviors. Excuses including, alcohol or substance abuse for such behavior, will not be accepted.

We strive to create and maintain a community that is free of harassment, intimidation, and/or humiliation of our residents and staff. It is our belief that actions demonstrate a commitment to respecting the differences among individuals. On-campus living provides students with opportunities for developing skills and abilities as productive citizens of the future.

University Housing Staff

Resident Assistants (RA)

A Resident Assistant (RA) is specifically selected and trained to work with students establishing a residential community. The RA is here to help residents with the transition and on-going challenges students face when attending college. The RA can assist with completing Work Orders for a maintenance problem, roommate conflicts and other issues of concern. The RA is a great resource person who can help answer questions about the University and surrounding community. Throughout the course of the year, the RA will plan various programs and activities with and for the residents. An RA is on duty during evening and weekend hours. RA on Duty information is posted at each Area Office.

Lead Resident Assistant (LRA)

The Lead Resident Assistant (LRA) is a part-time student staff position which is responsible for managing the Area Offices and assisting the Hall Director with leading and organizing Hall/Community Councils. The LRA can assist with completing Work Orders for a maintenance problem, roommate conflicts and other issues of concern. The RA is a great resource person who can help answer questions about the University and surrounding community.

Hall Directors (HD)

Each area is staffed by a graduate live-in Hall Director (HD). Hall Directors have previous experience working in University Housing. The HD supervises the RAs, assists with day to day operations of the area, assists students in the development of programs, handles judicial matters, and participates in the duty schedule of staff coverage. The HD advises the community council, Residence Hall Association and oversees the Area Office Student Assistants.

Residence Life Coordinators (RLC)

Each area is staffed with a full-time live-in Residence Life Coordinator (RLC). Residence Life Coordinators have completed master degrees and have previous experience working in University Housing. The RLC supervises the HDs, LRA's and the RAs. RLCs oversee the day to day operations of the area, assist student staff and residents in the development of programs, build community, handle judicial matters, and participate in the professional staff duty rotation. The Residence Life Coordinators also oversee collateral assignment responsibilities (projects) for the department.



Argo PAL

Argo PALs will work with the FYELLC program in Martin hall and the Southside Villages to help first year student's transition into college life. They will help facilitate the co-curricular programs and form the environment within the First Year Experience Living Learning Community. Argo PALs will also be able to demonstrate an understanding and show insight for the purpose of engagement within the UWF community. Argo PALs will also show enthusiasm and knowledge to FYELLC students about the University of West Florida. Argo PALs will serve as a Peer Academic advisor's to the FYELLC students.

Area Office Staff

The Area Office staff consists of mostly student employees. They are here to assist you with your residential needs. The Area Office staff can help you complete maintenance repair requests (Work Orders) and direct you to the appropriate person for other issues.

Housing Facilities Superintendent

The Superintendent oversees the maintenance and custodial aspects of University Housing including the supervision of maintenance and custodial staff. The Superintendent also has responsibility for long-term and short-term facility projects, and participates in university-wide committees.

Maintenance/Custodial Staff

The Maintenance/Custodial Staff provides maintenance and custodial services for University Housing. Work Order requests should be reported to the Area Office. Maintenance Staff can be found on campus Monday through Friday from 8:00 AM – 4:30 PM. Custodial Staff can be found on campus daily from 8:00 AM – 5:00 PM. These times vary during holidays and break periods. After hours maintenance and custodial staff are also available for emergency situations. (See pg 9)

Assistant Director for Residence Life

The Assistant Director is responsible for overseeing the daily operation of the Residence Halls and University Student Apartments. This includes supervision of the Area Offices and Residence Life Coordinators. In addition, the Assistant Director oversees the student judicial process within University Housing, advises the Residence Hall Association (RHA), provides oversight for student and professional staff training and selection, and participates in university-wide committees.

Business Manager

The Business Manager's primary responsibility is to oversee the business and financial aspects of University Housing. The Business Manager is in charge of accounts receivable, accounts payable, and budget development.

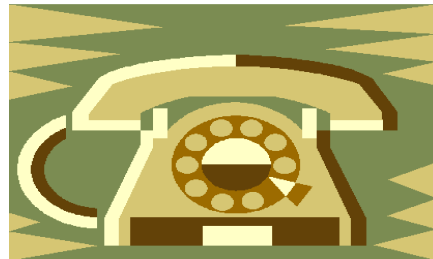
Director of Housing and Residence Life

The Director coordinates administrative support services for the University Housing program, including budget planning and management, maintenance and repair, and renovation of facilities. The Director oversees the functions of the professional staff in the Department of Housing and Residence Life.

University Housing and Residence Life Lingo

Area Office: The main function of the Area Office is to provide information and assistance, to students and visitors. These offices are staffed by full-time professionals, graduate assistants, and student assistants. Area Office hours may be limited during holidays, break times and the summer semesters.

Argo Hall	473-7316
Martin Hall	473-7260
Pace Hall	473-7310
Southside Villages	857-6412
Village East	857-6280
Village West	857-6218



Central Housing and Residence Life Office (Central Office): This is the main office for the Department of Housing and Residence Life. It is located in the Housing and Residence Life area of the Student Services Building, 21. The Business Services staff who work with the contracts and assignments work in this office in addition to the Director, Assistant Director(s), and other support staff.

Host: The host is the resident of the residence hall/student apartment in which a guest is visiting.

Non-resident Guest/Visitor: Any person who does not live in any University Housing living community.

Residence Hall Association (RHA)

RHA is a student organization for residents living in University Housing. An RHA floor/area representative is responsible for attending all weekly/bi-weekly RHA meetings. RHA representatives vote on behalf of the best interest of the organization as well as their area. These representatives relay important information discussed at RHA to other residents. Each area has a Community Council (CC). The CCs are represented at RHA by the floor/area representative. RHA promotes University Housing and supports community development.

Residence Hall: These communities are offered to lower division and upper division students (freshmen will be assigned to a residence hall space). First time in college students and upper division residents may be assigned into the same room, area or building.

Resident Guest: A resident who is visiting another person's room within a community.

RCR: The Room Condition Report is a document the resident signs upon check-in to University Housing. The resident's RA completes this inventory prior to the arrival of the resident or at the time of check-in. The RCR explains in detail the condition of a resident's room. The resident also signs this document at the time of check-out.

Southside Villages (Southside): This area is composed of fifteen smaller residence halls. A number of fraternity and sorority organizations are also housed in a in designated Southside buildings.

University Police Officers (UPD): Members of the University of West Florida Police Department. These officers are state law enforcement officers who patrol University Housing and all of campus to ensure safety and security.

University Village Student Apartment Community (The Villages, Village East or West, UVSA): This community is a primarily upper division (sophomore, junior, senior and graduate student) apartment-style community.

Work Order: When a maintenance problem occurs, a resident must submit a Work Order Request. A work order request may be submitted online. Log on to Argus and search for Housing under the directory (services) tab. If a resident does not have access to a computer, work orders may be submitted at each Area Office or by contacting a Residence Life staff member.

University Housing Living Learning Communities

Residence will have the option in living in one of our living learning communities. Our communities consist of different living options to fit our student's interest. Our Living Learning Communities range from the Freshman Year Experience, Argos in Action, ROTC Hall, Wellness Community, Global Living Hall, Outdoor Adventure Hall, and Honors Hall. All of the Living Learning Communities provide our students with the opportunity to learn outside of the classroom.

Notes for Living in the UWF Residential Community

Break Housing

All residents who desire to stay over a designated break period (when classes are not in session) must complete a Break Housing Contract available at the University Housing Central Office located in building 21. There is a fee for Break Housing. The periods of Thanksgiving and Spring Break do not qualify as Break Housing periods. Those residents not completing a Break Housing Contract will be expected to vacate their assigned space. Break Housing residents will be expected to move out at times noted on the documentation and flyers posted in their communities. For more information, please contact the University Housing Central Office. Residents who are on disciplinary probation are ineligible for break housing.

Bunk Beds

Rooms in University Housing spaces are equipped with a bunk bed frame which permits you and your roommate to have either single or bunked beds, as you choose. Only University Housing provided bunking pegs will be permitted should beds be bunked. The beds must be unbunked at the end of the semester.

Cable Television and Community Television Sets

Community TV sets are located in the lounges and/or Multipurpose rooms of Pace, Argo, Martin, and University Village Student Apartment Communities. Residents may also bring their personal TVs to campus. Access to the local cable TV service is provided in each bedroom in the residence halls and in all bedrooms and the common area of each apartment in the Village East and Village West Apartment complexes. This service provides basic cable TV channels. Running cable wiring from the cable outlet to other outlets is prohibited. Outside antennas, cable splicing, satellite dishes or adding additional televisions to the central service are not permitted. Any alteration or tampering with cable equipment or connections is prohibited and will result in judicial action. Residents experiencing trouble with telephone or cable service must complete a Work Order Request at his or her Area Office. Television channel information and telephone usage instructions are available at the Area Offices.

Card Access

Residents in Argo, Martin and Pace are able to use their UWF Nautilus Cards for entry into their assigned building. Stickers will be placed on Nautilus Cards to identify which residence hall a student belongs to. Please report any problems with access to your Area Office immediately. Some laundry machines in University Housing are also equipped with Card Access readers.

Check-In

Residents are required to check-in to their assigned room on designated dates at designated times. Assignments may be provided to some students in advance.

Some room assignments will not be available until the time of check-in. During check-in, a resident will receive key(s), a Room Condition Report (RCR), and other pertinent information from University Housing. Residents are expected to read all documents received at check-in from University Housing personnel or in their student mailbox. Residents are responsible for knowing the contents of these documents. See No Show date section for additional information.

Check-Out

Checking out of University Housing occurs when a resident leaves University Housing and is not returning. A resident must sign up for a check-out time with their RA. Residents need to leave their rooms clean and orderly. Residents must discard all trash, clean all rooms and appliances, lock doors and windows (University Village only), and close all blinds. In the University Village and Pace, Argo and Martin, residents must turn the thermostat to the designated temperature noted in the Check-out Brochure (**74 degrees**). It is important for the resident to read all check-out information carefully and completely. There will be a late fee assessed for any resident who does not officially check out of his or her University Housing assigned space by the designated time. Students must vacate their buildings within 24 hours of their last exam or by the closing time noted in the contract, whichever is earlier.

Communicable Diseases

Residents who contract a communicable disease and are ordered quarantined by the University Student Health Center staff or off-campus physician will be required to immediately find other lodging at their own expense until clearance to return is given by a physician. Failure to comply with this policy will result in judicial action. There may be need for the Department of Housing and Residence Life custodial and maintenance staff to enter the unit in order to provide pest control or cleaning and charges may be assessed.

Health and Safety Checks

The University reserves the right to enter any suite or apartment at reasonable times to check/inspect, maintain, and repair the premises and furnishings. State guidelines also require that University Housing staff inspect units on a regular basis for necessary repairs, cleanliness, policy compliance and safety guidelines. These Health and Safety Checks will be announced at least twenty-four hours in advance through public posting of information. Each resident is expected to have read the Guidebook for information regarding items which are permitted in each unit.

During checks/inspections any items found which violate a University Housing policy or otherwise pose a safety risk may be removed by University Housing staff or other University officials. Examples of policy violations may include, but are not limited to: candles and other open flame violations, halogen lamps, cable television splicing, unauthorized electrical appliances. Such items will be removed and returned after the owner of the item(s) checks out of University Housing.

Improper Room Changes

A resident who moves to another apartment/room/unit without proper authorization from a University Housing staff member is considered to have conducted an Improper Room Change. The resident will be required to return to his or her original assigned space immediately, and will be assessed an improper check-out (room change) fee of \$50.00.

Improper Check-Out

Residents must follow the Check-Out procedures. Residents not complying with the Check-Out process and procedures are assessed a \$50.00 Improper Check-Out fee. Additional fees may also be assessed.

Keys

Keys are issued to each resident at Check-in. Residents should report a lost or stolen key immediately to their Area Office so the lock can be changed and a new key issued. A \$75.00 replacement key fee and/or a \$75.00 lock change fee per key are assessed to the resident's account for any missing key. Keys may not be duplicated or transferred. Keys are to be used only by the residents to whom they are issued and should only be in the possession of that resident. All keys issued to residents are the property of University of West Florida. (See also Card Access).



Late Check-out

Any resident not checked out of his or her assigned space by the designated time will be assessed a Late Check-out charge of \$150.00. Residents are responsible for reading all Check-out materials to understand Check-out dates and instructions.

Locks/Doors

Locks may not be tampered with or damaged. Locks may not be added on any doors in the student's unit, nor may they be changed or replaced except by authorized University Housing personnel. Slide locks and chain locks are prohibited. When a resident is not in his or her room, the door should be locked to avoid the potential of theft.

Lock Outs

If a resident student is locked out of his/her room and a staff member needs to open their room or apartment, the fee for this service is \$5.00. If a resident misplaces a key, he or she is to notify their Area Office. The Hall Director will determine if a lock change needs to occur as a result of a lost key.

Liability Insurance/Limitation of University Liability

The University is not liable for damage to or loss of resident's personal property or failure or interruption of utilities. Residents are encouraged to review family homeowner's insurance policies and/or to purchase personal renter's insurance. Neither the university or the Department of Housing and Residence Life will

reimburse a resident for losses created by, or resulting from, unforeseen events, acts of nature, fire, accidents, injuries, or theft which may occur. (See the University Housing Contract).

Mail

Each University Housing resident must get a University mailbox assigned for their use. Mailboxes are located in the University Commons. Each resident is responsible for checking his or her University mailbox daily to ensure all mail is collected from the box.

Mail sent to the Campus Post Office should be addressed as follows:

RESIDENT'S NAME
PO Box #
11000 University Parkway
Pensacola, FL 32514



Mail (Package Pick-Up, Flowers, Welcome/Finals Week Kits, Study Break Kits, Birthday Cakes)

When you receive a package for pick-up at one of the Area Offices, a staff member will contact you. To pick up your package/item, bring your Nautilus card with you. It is the responsibility of each resident to promptly sign for and pick up all packages at the Area Offices.

Maintenance/Custodial

University Housing maintenance and custodial staff will perform routine duties both inside and outside student living spaces throughout the year. When a maintenance problem occurs, a resident must submit a Work Order Request. A work order request may be submitted online on the Argus service tab. If a resident does not have access to a computer, work orders may be submitted at each Area Office or by contacting a Residence Life staff member. Maintenance work is completed on a first-received, first-served basis, except for emergencies. University Housing personnel will enter the unit anytime between 9:00 am and 4:30 pm to address maintenance issues (these hours may vary during the summer, on holidays or depending upon situations). Residents need not be present for work to be performed. Students should notify the Area Office if a request is not completed within one week.

Multi-purpose Rooms, Kitchens and Common Spaces

All residents may utilize the common spaces and equipment in their residential area. After use, spaces/equipment must be cleaned and free of trash, dirty utensils and cookware or any other personal items. Items left in common spaces will be removed by Residence Life personnel or the custodial staff. If common areas and/or equipment are not left in good condition, a cleaning/replacement fee will be assessed to resident(s). Residents may not block off common spaces for personal use in such a way that prohibits use by other residents.

Occupancy Verification (No Show)

RAs contact each resident to verify occupancy within the resident units. No Show” checks are completed approximately the first or second day of classes each semester. This process requires each occupant of a unit to sign a roster sheet verifying he or she has checked into his or her assigned space. When completed, the Residence Life staff forwards the roster information to the Central Office staff. Any resident not signing the roster is considered a “No Show.” If a “No Show” student assigned to a space has not notified the Central Housing Office regarding his or her arrival plans, the unit is then considered available for reassignment to another student. Not all residents arrive at the same time. Simply because a room does not appear to be occupied does not mean it is a vacant room.

Parking

Parking is available near each major University Housing area for residents’ vehicles. All residents’ vehicles must possess valid decals, appropriate for the community to which the resident is assigned. Decals may be purchased from the Cashier’s Office. Parking is prohibited on all University property other than marked parking lots. Parking on the grounds (grass, sidewalks, etc.) around the housing facilities is prohibited. Parking vehicles, including motorcycles, beneath building overhangs is prohibited. Disruptive conduct which occurs in a parking lot or other area adjacent to University Housing is prohibited and is subject to judicial action. In the event of a room change the resident is responsible for updating their parking permit

Pest Control

If you notice ants or other pests in your living area, please go to Argus Service Tab to submit a work order. Pest Control staff is present on campus on an as needed basis to complete Work Order Requests. In addition, Pest Control staff performs routine pest control measures. The Pest Control staff may enter University Housing units without notice to the resident.

Biting insects, including mosquitoes may be present near University Housing areas. Residents are encouraged to take every precaution possible to aid in prevention of insect stings.

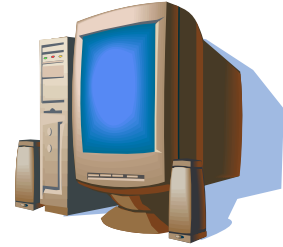
RA on Duty

There is a Resident Assistant (RA) on duty in each of the six residential areas any time the University Housing and Residence Life Central Office is not open. The business hours of the Central Office are: 8:00 AM – 5:00 PM Monday through Friday. (Times may vary during official University holidays.) The name, room/apartment number, and duty telephone number of the RA on Duty is posted at Area Office locations. The RA on duty conducts nightly rounds in University Housing and completes a nightly duty log.

ResNet

The primary purpose of the network is to support the educational mission and goals of the University. In support of these goals ResNet policies have been established.

These policies are listed in the ResNet brochure which every resident receives upon check-in. Violations of ResNet policies may result in revocation of internet service, possible University action and/or criminal charges. Please contact a ResNet staff member at 474-3102 for detailed guidelines and/or instructions for connecting to ResNet.



Examples of prohibited activities include: Setting up a router and building a private subnet; setting up ANY type of information server such as web, gopher, e-mail, games, etc.; propagating e-mail chain letters; forging mail; allowing non-residents, including students, access to ResNet, the use of ResNet for personal financial gain; copying University-owned or licensed information to another computer without prior written approval; modifying or attempting to modify University-owned or licensed information including software and data; attempting to damage or disrupt networking services; the use of ResNet, the University's campus-wide network, or related resources in the commission of crime; the use of traffic intensive applications that may cause problems within the network or diluting the level of service to other users. No print servers, mail servers, FTP servers, etc. are allowed. The network sharing of any computer related device or materials that may cause excessive network traffic is prohibited.

Room Change

A resident who wants to transfer to a different residence unit must request a Room Change. Room Change request forms may be obtained from the Area Office. The resident must complete all appropriate paperwork and return it to his or her Area Office. The procedures for Room Changes can be found in the Room Change request forms located in the Area Offices. Room Changes will begin to be reviewed after the 10 Day Housing Freeze. Room Changes require the approval of the Hall Director. There is no guarantee Room Change requests will be approved. There are times when the department may be unable to accommodate a Room Change. Should a Room Change request be approved, the resident must move to the newly assigned unit within 48 hours of the Room Change request approval notification date. Failure to complete a Room Change within this time may result in the revocation of transfer approval. Residents may be asked to complete roommate mediation with their roommate(s)/suitemate(s) as an alternative to Room Change.

Room Entry and Search

The Department of Housing and Residence Life appreciates the resident's desire for privacy, particularly in the context of university community-style living, and will do all it can to protect this privacy. However, it is occasionally necessary for the university to exercise its contractual right to room entry. The established procedures are designed to ensure responsible, restrained use of the right of entry. In essence, the policy states that a university staff member will enter a room on the following conditions:

1. At the invitation of the resident.
2. To provide maintenance. This includes preventative maintenance. If during the performance of their assigned duties maintenance or custodial staff encounter or

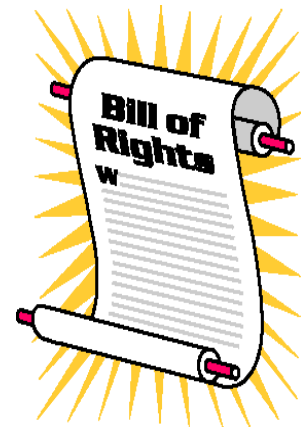
observe evidence of articles in violation of University or Housing policies and/or laws of the state of Florida, they will report such evidence to the appropriate Residence Life staff member.

3. If there is cause to believe that a violation of university regulations exists (which includes failure to evacuate during drills).
4. If an emergency exists or is believed to exist involving the safety and security of a resident, guest and/or the property.
5. To conduct routine safety checks during each semester and during summer months.

Roommate Bill of Rights

The Bill of Rights is a list of responsibilities of and between University Housing residents. Enjoyment of life in a University Housing community will depend to a large extent on the thoughtful consideration that is demonstrated towards other residents, particularly one's roommate(s). Residents who sign a roommate agreement need to know that these documents are not considered to be a contract and require the cooperation of all roommates in order to be successful.

1. The right to a clean tidy environment.
2. The right to expect that each roommate(s) will respect each other's personal belongings.
3. The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
4. The right to sleep without undue disturbance from noise, guests of roommate, or similar disturbances.
5. The right to free access to one's room and facilities without pressure from a roommate/suitemate.
6. The right to expect that guests hosted during visitation hours will respect the rights of the host's roommate(s)/suitemates and other residents. Guests and hosts are mutually responsible for the conduct of the guest, even if the term guest refers to another resident of University Housing.
7. The right to expect reasonable cooperation in use of the suite/apartment telephone, computer line(s) and micro fridge where applicable and other appliances.
8. The right to a limited degree of personal privacy.
9. The right to be free from intimidation and/or physical harm.
10. The right to address issues and concerns with the University Residence Life staff. Your Resident Assistant and the other Residence Life staff are available for assistance in helping with roommate/suitemate conflicts.
11. The right to expect roommate(s)/suitemates to keep doors locked for security purposes.



Safety and Security

Crime can happen on campus just as it can happen in the community. Don't take any chances and don't take your safety for granted. Some tips:

1. Keep your door(s) locked at all times.
2. Always find out who is knocking before opening the door. Look through the peephole or, if there is not a peephole, ask who it is before you open the door.
3. Never leave the room/apartment/exterior door(s) propped open.
4. Always close the apartment windows when you vacate the apartment.
5. Keep your keys safe. Don't lend your keys to anyone and don't leave your keys lying around.
6. If your keys are lost or stolen, report this to the Area Office immediately so that the lock can be changed.
7. Have your keys ready before you get to your door or your car, especially after dark.
8. Always report any suspicious activity to your RA and to the University Police Department.
9. Don't walk alone, especially at night. Use the buddy system, or call the University Police department (UPD) at 474-2415 to contact one of the student members of the Safety Escorts on duty. The UPD staff work twenty-four hours.
10. Avoid dark paths or shortcuts. Always use public walkways.
11. Carry identification at all times.
12. Let your roommate(s)/suite(s) know where you are going and when you will return.
13. If you are the victim of a crime, report the incident to the University Police Department and to a member of the Residence Life staff immediately.
14. Do not leave valuables (including keys, wallet, credit cards, ATM card, ID card) in plain sight.
15. Record serial numbers of all valuables (stereo, computer, bike, etc.).
16. Use the University Police Department's engraving service to put your Social Security Number or Student ID Number on all valuables.
17. Make sure your belongings are covered against fire, theft, etc. by your insurance policy. Know the terms and conditions of your specific policy before you have to file a claim. All residents are encouraged to purchase insurance that will cover their personal belongings. University Housing is not liable for damage or loss of personal property, failure or interruption of utilities, or unforeseen accidents/injuries. There shall be no allowance to residents and no liability on the part of the Department of Housing and Residence Life by reason of inconvenience or annoyance arising from the making of any repairs, alterations, additions, or improvements to the premises or any portion of the building in which the resident student is located. Resident students are strongly encouraged to secure their own personal property loss and health insurance.
18. If an exterior door is propped open, close it. If the door is not locking, contact a Residence Life staff member immediately to report it.
19. Do not allow anyone without keys and identification into any University Housing community. Direct them to a courtesy phone.

Security Phones

Phones, identified by a blue light, are posted in various locations around campus. If you have concerns for your safety, are in danger or wish to have a security escort, simply follow the instructions posted. The phones are connected directly to the University Police Department. Tampering with or making a false call on these phones will result in judicial action and referral to the University Police Department.

Summer Housing

Summer housing is available for any resident who enrolls in at least one of the summer class terms. Summer residents will be housed in specific areas of campus. Contact the Central Housing Office for further information regarding summer housing.

Telephones

Local telephone service is provided in all student rooms. See your RA or your Area Office for details about using the telephone, voice mail, your telephone line, collect calls and other telephone specific questions. Residents are encouraged to establish their voice mail services in their unit to permit contact. See also **Harassing Telephone Calls** section for additional information regarding potential unwanted telephone calls.

Ten Day Housing Freeze

The first 10 business days after University Housing opening (check-in/move-in) and the 10 business days before the end of classes each semester are considered the 10 Day Freeze or the Room Freeze. **No room changes, or moves are permitted during this period.** Not all residents arrive at the same time or on a designated move-in day. The University Housing staff requires this time to permit new residents the opportunity to receive a room assignment prior to approving any Room Transfers. (See **Room Change** Section)

Emergency Procedures

Fire Alarms/Fire Drills/Fire Safety Equipment

Under Florida law, it is a crime to intentionally set a fire, intentionally cause a false fire alarm, or interfere with fire safety or detection equipment or measures, (Florida Statute 806.10 and Florida Statute, Section 806.101).

Each building/apartment is equipped with a fire alarm system. These systems are regularly inspected and approved by the State Fire Marshall. Smoke detectors are located in every apartment/suite area. Emergency lights are located in appropriate areas. Fire extinguishers are located in hallways or community areas of each community. Residents will be charged a minimum of \$75.00 for tampering with any fire of the suppression equipment.



It is essential all students evacuate the apartment/building whenever the fire alarm is activated. Failure to do so may jeopardize the safety of all residents and will result in documentation and judicial action, and a fine of \$75.00.

Special precautions should be taken by all students to reduce the danger of fire in their living areas. If you discover a fire or smoke, activate the nearest fire alarm pull station and tell an RA immediately. If an RA isn't nearby, call the University Police (474-2415) immediately to report the location of the fire. It is the responsibility of the residents to immediately vacate the building when alarms sound. When a fire alarm sounds, follow the procedures below:

1. Pre-plan your evacuation route and locate the nearest alarm pull station.
2. Assemble in the parking lot nearest your building or the grass areas at least 50 yards from the building. The Residence Life staff will notify residents when it is safe to re-enter the building.
3. Once outside the building, follow the direction of Residence Life staff. Residents may not re-enter a building until they are instructed to do so by a member of the Residence Life staff.

Fire Safety

The use or storage of flammable fluid, hazardous liquids or chemicals is **not permitted** in University Housing. Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of state fire codes. Violations of state fire codes will result in University judicial action and are punishable under state law.

Residents must cooperate with staff and participate in fire and other emergency drills, including exiting the building, going to designated areas and following the direction of University Housing staff, Campus Police and Fire and safety personnel.

Severe Weather Warnings

In case of a severe weather warning, residents should close all windows and stay clear of window openings or doors with glass panels. When residents are required to evacuate their residential unit, window blinds/curtains must be open. All electrical appliances should be unplugged. Adhere to the instructions of the Residence Life staff members, information posted in the community, and/or other public officials.

Hurricane Information

Upon check-in each resident receives a hurricane preparedness brochure. This brochure contains pertinent information regarding hurricanes. Residents will also be asked during check-in to think about their need for seeking shelter off campus in the event of a hurricane and/or an evacuation. The information below is a brief review of the information listed in the *Tropical Storm, Hurricane and Dangerous Weather Guide for Residents in University Housing*.

Tropical Storm Alert indicates a significant inclement weather storm is developing in the vicinity of Pensacola. This typically refers to significant rain, wind, lightening and other such storm conditions. Residents need to safeguard against these conditions to ensure personal safety, and the safety of belongings.

Hurricane Watch indicates that a hurricane condition is a strong possibility and may threaten the area within 36 hours. All curtains/blinds should be open. All electrical equipment, including Micro Fridges, must be unplugged and emptied. **Do not tape windows**. All items considered valuable should be covered with plastic and stored in a relatively high place. Each resident must determine where they will be seeking shelter and report this information to their RA. Residents planning to use a University designated shelter (UC Commons) or a Red Cross Shelter must plan to bring their own bedding, personal items, clothing personal identification, drinking water and some non-perishable food. Basic food service and health care can be provided in the University designated shelter. Alcoholic beverages will be prohibited in designated shelter areas. Refer to the hurricane brochure you received or pick up another brochure at an Area Office.

Hurricane Warning indicates that a hurricane is expected in 24 hours or less. All residents may be evacuated from University Housing should the need arise due to weather circumstances. Residents will provide personal evacuation information to their Residence Life staff member. Residents with friends or relatives in the local area will be asked to go to those homes.



Should a resident need to go to a shelter they will need to bring essential supplies to the shelter with them. This includes personal prescription

medications, clothing, and other important documentation. University Housing is not a designated shelter area. In the event of an evacuation all residents are expected to evacuate University Housing and follow instructions given by the staff members, other University officials or public officials.

In the event of a hurricane, the University may close. On-campus residents and guests may need to evacuate University Housing. The brochure, *Tropical Storm, Hurricane and Dangerous Weather Guide for Residents in University Housing*, is available at the Area Offices. Residents are encouraged to read this brochure in its entirety. The University is not liable for damage to or loss of personal property. For safety purposes residents are encouraged to take seriously all types of weather conditions and monitor weather conditions. (See also Severe Weather Warnings).

In the event of a tornado, sudden rain storm, or other dangerous weather the National Weather Service will broadcast updated weather reports regularly. Please seek an RA or contact your Area Office if you have questions. Please note there are a number of lightening strikes in this region of the country. Hence residents are encouraged to take every precaution to safeguard themselves and personal property when inclement weather occurs.

STANDARDS OF COMMUNITY LIVING

The University of West Florida is a community of people from diverse cultural, racial, economic, and ethnic backgrounds; each person is a unique individual, drawn from a broad spectrum of our society. We strive to understand the individuality and the life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. In addition we must give others the respect and tolerance which we ourselves deserve.

The principle of free exchange and inquiry is fundamental to the educational process. The University of West Florida's Department of Housing and Residence Life is committed to the principles of free inquiry and free expression. We believe individuals have the right to hold, defend and express their ideas and opinions. In order to sustain these principles, we must, at all times, tolerate the expression of views that we may find different. While each of us has the right to our own personal beliefs, these beliefs do not give us the right to put down others on the basis of their age, physical disability, nation of origin, sexual orientation, race, gender, or religious affiliation.

While we have a commitment to not deter free speech, we must strive to create and maintain a community that is free of harassment, intimidation and/or humiliation of our residents and staff. It is our belief that one's actions demonstrate one's commitment to respecting the differences among individuals. We are individually and collectively responsible for our behavior and accountable for our actions. We must each take initiative and responsibility for our own learning and awareness of the differences which exist in our community and avoid all actions that diminish others. Bigotry and hatred will be given no home within our community. Our community will not tolerate verbal or written abuse, threats, intimidation, and will not accept false humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior. We strive to develop and support a learning environment so each of us can genuinely enjoy equal opportunities to live, work, and learn.

All of us who work and live in the University of West Florida Housing and Residence Life community have chosen to be here. Thus, we shall commit ourselves to these principles which are the basis for our purpose, value, and worth. All resident students are asked to become familiar with the Housing & Residence Life Guidebook and the Student Code of Conduct. Both documents apply to all UWF resident students. The Student Code of Conduct can be accessed online at <http://www.uwf.edu/judicialaffairs/>. If a non-resident student violates a Housing and Residence Life policy or a University policy while in a designated Housing area, the non-resident student will be referred to the Dean of Students Office for judicial procedure. All residents of university housing are responsible for the actions of their guests at all times. At any time, a resident

student may be held accountable for their guests' actions.

The opportunity to enter into a University Housing Contract is a privilege, not a right. If there is evidence of abuse by a resident of this privilege by violating the UWF Student Code of Conduct, Department of Housing and Residence Life Standards of Community Living or terms of an executed contract, UWF reserves the right to take judicial action as explained in this guidebook which may include, among other sanctions, a change of University Housing assignment, cancellation of the University Housing Contract and the refusal by the University to enter into further University Housing Contracts with the student. Prior to imposing such sanctions, the resident will be given notice and opportunity for a hearing/meeting with a member of the Department of Housing and Residence Life Professional Staff or a staff member from the Dean of Students Office.

The following list encompasses the Standards of Community Living all residents are expected to live by while residing in campus housing. Failure to abide by one or more of these expectations will result in a judicial action. **At any time, the Department of Housing and Residence Life may amend or expand this list of standards to maintain a safe and secure living environment for all residents. This list of standards is intended to supplement the University Code of Conduct. This means that resident students must follow both the Student Code of Conduct which applies to all students and the Standards of Community Living which apply to all resident students and their guests.**

Abandoned Property

The Department of Housing and Residence Life does not have storage facilities. All items belonging to residents must be removed from campus prior to check-out. Furniture and items left in University Housing areas (including trash areas) will be subject to removal by the Department of Housing and Residence Life Facilities staff.

Items remaining in a resident's room after check-out will be removed by the staff. The resident will be assessed a fee for this service. These items will be moved from the student's room into the Area Office abandoned property or confiscation area, when space permits. Property which remains more than **five days** after a resident checks out or five days after the semester has ended will be considered abandoned.

Alcohol

Possession, distribution, use, or consumption of alcohol by individuals under the legal drinking age is prohibited by state law. Students under age 21 are not permitted to have or consume alcohol in University Housing or on adjoining property outside the buildings; this includes parking lots, recreational areas and grounds surrounding the University Housing areas. **At a minimum, the University Police will issue a Student Affairs referral to underage students who are found in violation of this law.** The Student Code of Conduct states the following prohibited uses of alcohol:

Violations of federal, state, local laws, County or municipal ordinances, Board of Governors or University rules, regulations, or policies including, but not limited to:

Prohibited Uses of Alcohol (see Student Code of Conduct - Article IV section 4)

1. Any possession or consumption of alcohol that is in violation of the University's Alcohol policy.
2. Possessing, purchasing or consuming alcohol if under the legal age.
3. Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
4. Purchasing, furnishing or serving alcohol to any underage person.
5. Possessing, furnishing or consuming alcohol in unauthorized areas of the University.
6. Possessing or using a common source of alcohol (i.e. kegs, beer bongs, or their equivalent).
7. Operating a motor vehicle while under the influence of alcohol.
8. Being intoxicated to the point at which an individual has lost normal control of his/her body or mental facilities or both.
9. Disorderly intoxication: being intoxicated and endangering the safety of another person or property or being intoxicated or drinking alcoholic beverages in a place on campus at which it is not permitted and causing a public disturbance.

In addition to the Student Code of Conduct, the Department of Housing and Residence Life requires residents and their guests to adhere to these additional guidelines related to the possession and consumption of alcohol:

1. In accordance with the University of West Florida's Alcohol policy, only beer and wine are permitted in University Housing.
2. Students who are 21 years old may consume beer and wine in their assigned room, but not in the presence of anyone under the legal drinking age. Students who are 21 years old who consume beer and wine in the presence of an underage student is subject to judicial action
3. Beer kegs, party balls, funnels and hard liquors are not permitted in or around University Housing.
4. Alcoholic beverages may not be sold, served or otherwise distributed to those under the legal drinking age.
5. Possession of open containers of alcohol or consumption of alcoholic beverages in public areas, such as TV lounges, walkways, balconies, grounds areas, pool areas, stairwells, courtyards, picnic areas, community kitchen areas, parking lots or loading zones adjacent to University Housing, and other University Housing areas, is prohibited.
6. Social gatherings at which alcohol is served must be conducted in accordance with the University of West Florida Alcohol Policy. University Housing staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a University Housing area.

7. Hosting a gathering where prohibited drinking has occurred will result in judicial action.
8. Any University official has the right to request appropriate student identification when questioning an individual's age for alcohol consumption purposes.
9. Collections or displays of empty beer or alcohol bottles, cans or containers or other such items are not permitted in University Housing areas

Amplified Equipment

Student may store instruments, or amplified equipment in their assigned room. Students playing instruments, radios, stereos, televisions or other amplified equipment in their rooms and/or common areas may be asked to stop if their playing disturbs others. Playing drums and amplified instruments (without headphones) is prohibited.



Antennas

External antennas of any type are prohibited. This includes satellite dishes.

Bicycles, Mopeds, Motorcycles, Vehicle Parking, Bicycle Racks

1. The Campus Police provide Operation Identification for Bicycles. This program assists residents to protect their bikes (and other valuable property). All resident students are urged to register their bikes through this service. There is no cost for this registration. Residents can access the appropriate form at <http://uwf.edu/uwfpolice/services.cfm>.
2. Locks are recommended to secure bicycles. Bike locks are not provided by the University.
3. Bicycles may be stored in either bicycle racks or in resident rooms, provided they do not impede movement within the unit. Bicycle racks are available throughout the University Housing communities. Bicycles, motorcycles or motorbikes may not be chained to railings, buildings or any portion of buildings or equipment on University Housing grounds. Bicycles, motorcycles or motorbikes may not be stored in hallways, entry areas, stairwells, walkways, elevators, patios or balconies.
4. Motorcycles and mopeds are prohibited inside University Housing. Parking lot space is available in close proximity to University Housing. Storage or parking of these vehicles is allowed only in designated parking lots. Motorcycles and motorbikes must possess proper decals.
5. Designated parking lots adjacent to University Housing are reserved for resident students. All vehicles must be parked in parking lots and not on grass or other places. Several of the parking lots designated as Faculty/Staff lots are available for student parking at designated hours. Check the Traffic and Parking guidelines and signs posted prior to parking vehicles.
6. Riding bicycles, in-line skates or skateboards in hallways, balconies, walkways, courtyards, lounges, offices and lobbies is prohibited. Riding bicycles or using

in-line skates on the sidewalks must be done in a safe, appropriate manner and in designated areas only. The safety of all pedestrian traffic is of foremost importance on the sidewalks.

7. Stunt skating is not permitted on the campus.
8. Residents are prohibited from utilizing exterior faucets, hoses or other utility resources for personal use or to clean/maintain vehicles.
9. Repairing or engaging in maintenance work on motor vehicles is prohibited in or around University Housing.
10. Unclaimed bicycles or those left in University Housing areas will be removed at the end of the academic year. These will be disposed of after five days following the end of the semester.

Candles, Open Flames, Incense or Open Heating Elements

Possession of candles, open flames, incense, hot plates or other heating units with an open flame or heating element is prohibited. Items will be confiscated immediately.



Cleanliness

Residents are expected to maintain their assigned spaces in a clean and sanitary manner. Trash is to be placed, by the resident, in designated bins, containers or placed in the dumpsters located outside each residence area. Garbage may not be left in hallways, lobbies, lounges, entrances, stairwells, foyers, apartment/room, or on balconies and patios. In the event garbage is removed by Housing and Residence Life staff, a resident will be charged a removal fee or a common area damage charge will be assessed to each resident in the area or building. The responsibility for cleanliness of the assigned spaces is shared by all residents assigned to the unit. If trash is left outside a unit, the residents of that unit will be billed a removal fee.

Computer Policy

The University Housing computer policy is adapted from the University Information Technology Services (ITS) policy which is listed in the Student Handbook.

Cooking, Cooking Appliances, Cooking Spaces and Reservations

1. Indoor cooking is possible in the community kitchens in the Residence Halls and in the kitchens at the University Village Apartments. Kitchens within individual apartments in the University Village Student Apartment Community are intended for primary cooking.
2. Kitchens in the Residence Halls are not designed to be primary cooking areas. These kitchens are intended for reheating food or making snacks. It is the primary responsibility of the residents in a community to keep these kitchens clean.
3. Improper use of any kitchen facility will result in a Health and Safety violation and will result in University Housing judicial action.
4. Only low wattage appliances which do not produce grease, smoke-laden vapors or that have no open elements are permitted in University Housing.

5. Rooms in the Residence Halls are equipped with a Micro Fridge or Micro Fridge-type unit. University Village apartments are equipped with a refrigerator/freezer and a microwave. Residents may not bring their own refrigerator. Additional microwaves in the Residence Halls and/or University Village may be brought to the room by the residents, as long as they do not exceed 500 watts in power.
6. Kitchen items **not permitted include**; toasters, deep fryers, hot plates, electric skillets and appliances with open heating elements. (Toasters are permitted in the University Village Student Apartment Community kitchens as these are intended as primary cooking facilities).
7. Kitchen items which are permitted include: hot air popcorn popper, small electric grill (George Foreman type), toaster oven, small convection oven, food processor, crock pot, blender, electric mixer, and coffee maker.
8. Residence Life staff will request the resident remove any unauthorized appliance or the Residence Life staff member may remove the appliance until the resident finds arrangements for the items outside of University Housing, (see Removal of Unapproved Items).
9. Residents are responsible for proper use of cooking appliances.
10. To avoid setting off the local smoke detector students should clean their ovens regularly (University Village Apartments and two buildings in the Southside Villages only). If your local smoke detector begins to beep, contact your RA or a staff person in the Area Office.
11. In the Student Apartment Community, residents are permitted to use personal charcoal barbeque grills at a safe distance (at least 20 feet or more) from buildings and entrances. The use of grills in the University Village Student Apartment community are not permitted under or on any covered walkways, landings, entranceways, balconies or stairwells. These cleaned out, emptied grills must be stored inside the apartment. Personal grills are not permitted in the Residence Halls or on the grounds of the Residence Hall areas.
12. The use of University Housing grills is only permitted by the University Housing staff.
13. The use of lighter fluid or any similar substance is not permitted in or around University Housing.
14. Possession of alcohol stoves or propane grills, hibachis, and gas grills in student living areas and surrounding areas is prohibited.
15. A resident may reserve a community kitchen space by contacting their RA or the Area Office. Reservations will be made on a first come – first served basis.

Damages/Community Damages

Appropriate oversight of community areas is the responsibility of all residents. Damages which occur in a unit will be charged to the student(s) assigned to the unit at a rate which includes actual replacement and labor costs. Public area damages will be charged to those identified as responsible. Public area damages not charged to a specific individual may be charged to all residents of a floor, building, or entire residential area and are referred to as Community Damages. Community Damage Charges will be divided equally among all community residents. Flyers will be posted indicating when Community Damage Charges will be assessed. It is at the discretion

of the University Housing Staff when repair or replacement of damaged items will take place.

Disruptive Conduct

Students may not engage in any actions that impair, interfere with, or obstruct the orderly conduct, processes, and functions of University Housing or which violate the Standards of Community Living set forth in this Guidebook. University Housing staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a University Housing area including student rooms, lounges, lobbies, kitchens, patio, and/or outdoor areas. A student whose conduct violates Department of Housing and Residence Life Standards of Community Living or any other University policy may be subject to judicial action.

Doors

In order to reduce long-term damage to doors, residents may post only one dry erase/message board on the doors entering resident's room/apartment/suite areas. RAs will have a message board near their room. Anything placed on a door must not cause any long-term damage to the door or to the threshold of the door. The use of painters tape and masking tape is allowed. Other forms of tape, putty or glue substances are not allowed. Residents may not prop open any University Housing doors. Exterior doors must remain locked at all times.



Drugs

In accordance with state law, the possession, manufacturing, growth, sale or use of illegal drugs is prohibited. Possession of drug-related paraphernalia is also prohibited. Violations of the University drug policy will result in a referral by the University Police Department, to the Dean of Students Office and/or criminal charges.

Elevators

Tampering with or rewiring elevators is prohibited. Elevators may not be used during general building evacuation in a fire or severe weather emergency. Overloading elevators is prohibited. Unless an emergency is occurring, ringing, sounding or engaging the emergency bell within the elevator is prohibited.

Endangerment

Physical violence toward another person or group, or actions that endanger the health, safety, or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. Physical altercations will not be tolerated and will result in judicial action as noted in the Student Code of Conduct.

Extension Cords

For the protection of the University Housing community, the Department of Housing and Residence Life Facilities staff, the Environmental Health and Safety Department and the Florida Fire Marshal has established extension cord guidelines. Residents are permitted to use extension cords with the following restrictions:

1. UL approved three-pronged extension cords that are 14 gauge or heavier. (The lower the gauge number, the heavier the cord.)
2. Cords cannot exceed 10 feet in length and cannot be plugged together.
3. Cords cannot impede safe traffic in the unit
4. Cords must not be pinched in doors
5. Only ONE appliance may be plugged into a multi-plug adapter
6. Only UL approved multi-plug adapters with circuit breakers are permitted.
7. Rewiring of University Housing spaces by residents or non-university individuals is prohibited.
9. The Department of Housing and Residence Life and the University is **not** responsible for any damage to electrical equipment (computers, TVs, modems, telephones, music equipment, etc.) which may be caused by outages, interruptions, power surges, fire, lightening or other weather related incidents.

Failure to Comply

Failure to comply with instructions of a University official (i.e. faculty, staff, administrators, Residence Life staff, Campus Police, etc.) or non-University law enforcement officers in the performance of his/her duties is prohibited. Compliance with the final decision/sanction rendered by a judicial hearing officer or review body is required. Failure to comply will result in additional judicial action as noted in the Student Code of Conduct.

False Information

Providing false information, withholding information or providing misleading information to a University official or judicial hearing officer or review body is prohibited. Acting on behalf of another person, group, or the University without authorization or prior consent of that individual or group is prohibited. Providing false information will result in judicial action as further judicial action as noted in the Student Code of Conduct.

Fire Safety

The use or storage of flammable fluid, hazardous liquids or chemicals is **not permitted** in University Housing. Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of state fire codes. Violations of state fire codes will result in University judicial action and are punishable under state law. Should a pattern form in a specific apartment unit indicating misuse of local alarms, judicial action will be taken.

In the event of a fire alarm, be prepared to follow the evacuation instructions for your area. The University Police and a Residence Life staff member will respond. Residents must cooperate with staff and participate in fire and other emergency drills, including exiting the building, going to designated meeting area and following the direction of University Housing staff, safety officials, or both. Failure to comply with drills will result in a judicial action.

Furnishings

Residents are responsible for all furnishings provided in their units. Unit furnishings may not be removed from assigned locations. Alterations or damages to furnishings will result in charges for replacement or restoration to original condition. The resident will be charged for any furniture items missing upon check-out.

Waterbeds, personal beds, mattresses, lofts, concrete blocks, or homemade bunk beds are not permitted. Due to limited space and for safety reasons, students are discouraged from bringing in additional furnishings. University Housing staff reserves the right to have students remove personal furnishings from a unit when furnishings pose a safety risk, impede movement within the unit or create a fire hazard.



Residents are permitted to bring personal items, such as rugs, throw pillows, curtains and bedspreads. Residents are encouraged to use personal items which are fire retardant. Any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows. Each space within the University Housing system offers furnishings for each resident. Residents are encouraged to not bring every item from home. Resident students should remember that all items brought to the residence space will need to be removed at the time of check out.

Residents are not permitted to cover lights or drape or hang items from lights, walls, ceilings or sprinkler heads. Paper or other flammable decorations should be used with care and should not cover windows or lights. Nothing is permitted between the blinds and the window. Residents may hang curtains on window areas with the use of a tension rod. The use of decorative lights or strings of lights is prohibited.

All bathrooms adjacent to resident rooms are equipped with shower heads and appropriate plumbing fixtures. Please do not replace the shower heads, as they are specially designed for energy efficiency.

Community furniture may not be removed or relocated. Appropriate University Housing lounge furniture is provided and other furnishings will not be permitted in community/lounge areas. If community furniture is found within a resident's unit, the

resident(s) will be charged a fee and will be subject to University Housing judicial action.

Grounds

Parking or driving on the grounds within University Housing is prohibited. Camping or sleeping on the grounds is also prohibited.

Guest Policy

1. Residents are not permitted to re-assign or sublease their assigned spaces.
2. Residents may only allow guests in their assigned spaces consistent with the following:
 - a. Residents may not permit any additional individuals to live in their spaces (cohabitation prohibited).
 - b. In no instance may a resident host a guest overnight in excess of **nine** nights total per semester.
 - c. Overnight visits of same gender guest(s) of residents in all residence units are permitted for up to three consecutive nights in a thirty day period in a resident's assigned University Housing space as long as the presence of the guest does not inconvenience roommates/suitemates or otherwise interfere with University Housing life.
 - d. Hosts assume full responsibility for the conduct of their guests. Hosts are required to accompany their guests at all times while in University Housing. Hosts are required to be familiar with University Housing rules and policies and to familiarize their guests with the rules and policies. Guests are required to observe all University rules and regulations and, along with hosts, will be held responsible for their conduct.
 - e. All visits must be approved by roommates/suitemates.
3. Overnight visits of opposite gender guests are prohibited.
4. During designated university break sessions, residents are prohibited from having guests.

Hall Sports

Contact sports, bouncing balls, throwing items and general rough housing are not permitted in hallways, common areas and individual rooms/apartments of university housing.

Harassing or Obscene Telephone Calls

Residents who receive obscene/harassing telephone calls are asked to contact their RA or the Area Office immediately. The resident will be asked to contact the University Police to make a report and keep a log of the calls they receive as call tracing may not be possible.

Harassment

Conduct that creates an intimidating, hostile, or offensive campus educational or work environment for another person or group is prohibited. Conduct that threatens, harms, or intimidates another person or group is prohibited and violates the Student

Code of Conduct.

Hookahs

Possessing a hookah pipe is prohibited by the Department of Housing and Residence Life.

Identification

A University ID card or other form of identification with a picture must be presented upon request of a University official. University Housing staff are considered University officials. Presenting a false identification or impersonating another person is prohibited.



Littering

Students may not dispose of litter in any form on University grounds or Facilities. This includes, but is not limited to, cigarette butts, flyers, cans, bottles, etc. A removal and/or clean up fee may be assessed per each littering incident.

Noxious Odors

Residents are asked to refrain from causing noxious odors (ex. Trash buildup, etc.)

Painting Resident Rooms/Personalizing Resident Rooms/Room Modification

Residents are not allowed to paint their rooms/apartments. Wall paper and borders are prohibited. The use of poster putty, double sided tape, nails, screws, thumb tacks, boards, or any adhesive products which damage wall, floor, and ceiling surfaces is strictly prohibited. Additional items which are prohibited include staples, decals, stickers, contact paper, caulking, plastering and paneling, etc. by the residents, on walls, furniture or ceiling. The maintenance staff repaints spaces on a regular preventative maintenance schedule.

Resident students are asked to use painter's tape to hang posters, pictures and other decorative objects. Shelves or other items are not to be attached to walls or ceilings. Carpet may not be affixed to the floor surface. Residents will be charged for the repair of any damages from the violation of these policies. Contact your Area Office prior to making any kind of room modification.



Pets/Animals

Possession of pets, other than fish as defined below, is prohibited. Any cost associated with the possession of an illegal pet will be charged to the responsible resident(s) or to all residents of the room/apartment, (damaged furniture, cleaning, pest control, etc.). Immediate removal of the pet by the resident will be required should a pet be found in the unit. Feeding of stray or wild animals is prohibited. Additionally, harassing, injuring, or killing wildlife on campus is prohibited. Fish, may

be maintained as pets, as long as they are kept in fish tanks which are no larger than 10 gallon capacity. Residents are responsible for maintaining the tanks and are responsible for any and all damage caused by the fish or the tank. Residents found in violation of this pet/animal policy will be subject to judicial action.

Postings

Notices, flyers, ads, and other informational items may be posted only on designated boards and only with authorization from the Department of Housing and Residence Life in Building 21. Postings are not permitted on hallway walls, glass windows, or doorways. All flyers must have a University Housing stamp to be posted within the halls or apartment areas. Stamping is available at the Housing Central Office in Building 21. No flyers advertising events with alcohol, other drugs, or sexually explicit materials will be permitted to be posted. All items posted must be in compliance with the University Posting Policy. Housing and Residence Life staff reserves the right to remove any unauthorized postings. Flyers will not be permitted to be slid underneath resident room doors.

Projectiles

Throwing any object or trash from/toward a window, ledge, roof or balcony or within the courtyards adjacent to University Housing is prohibited. The use of or presence of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons or other items which may be considered a weapon are prohibited. **(See Weapons)**

Property and Facilities Offenses

Students may not engage in theft, malicious destruction, defacement, damage or misuse of University property, private property or common area facilities. Replacement and repair costs will be charged to the responsible party or parties. Judicial action, referral to University Police and/or community charges will be taken as appropriate.

Quiet/Courtesy Hours

Courtesy Hours:

In order to maintain a living, learning environment in University Housing an atmosphere conducive to study and sleep must exist. At no time should a resident's noise level interfere with the academic community. Loud talking or music, bouncing a ball, skateboarding, in-line skating, or other disruptive activities in rooms, courtyards, balconies, stairwells, catwalks, walkways, patios, multi-purpose areas or lobby areas are prohibited. Stereos, radios, TVs, and other sound systems may not be played so loudly that they disturb others. Speakers may not be placed in windows. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member at any time. Courtesy hour restrictions are enforced 24 hours each day.

Quiet Hours:

During quiet hours, loud playing of radios, stereos or any other noisy activity is prohibited. Quiet hours will be enforced during the following periods:

Sunday - Thursday 10:00 PM - 8:00 AM
Friday and Saturday 12:00 AM - 10:00 AM



Quiet hours are enforced at these times regardless of holidays or semester breaks. During final examination periods, quiet hours will be enforced 24 hours a day.

Railings, Balconies, Porches (Patios), Stairwells, Foyers and Roofs

Sitting, standing on, climbing on, or hanging from a balcony, railing or roof is prohibited. Bikes, banners, signs, clothing, plants, or other items may not be hung from balconies, roofs or windows. Stairwells should not be blocked by items at any time; this includes trash, boxes, bicycles, etc.

Removal (Confiscation) of Unapproved Items

1. The following items are subject to removal:
 - Items that are prohibited by or otherwise violate Department of Housing and Residence Life or University regulations or policy.
 - Items that are illegal to possess
 - Items that pose danger to the safety of residents or the University Housing community.
 - Items which violate state or federal laws. The possession of illegal items will result in referral to the University Police and may result in criminal prosecution, immediate judicial action or both. Illegal items will be reported to and confiscated by the University Police.
2. Residents will be asked to immediately dispose of any item(s) in violation of the Standards of Community Living or University Housing personnel will remove the item(s). If an item is removed, the resident will be issued documentation indicating the removal of the item.
3. Removed items may be returned after the resident checks out of University Housing, unless the removed item was an illegal item.
4. Requests for removed items to be returned prior to the resident checking out of University Housing will be evaluated on a case-by-case basis by the Residence Life Coordinator.
5. All removed property will be considered abandoned property if the resident does not make a request to the Residence Life Coordinator within 5 business days following the end of the semester or the resident's check out of the space, (See also Abandoned Property). University Housing does not provide storage.

Sales, Solicitation, and Canvassing

Door-to-door solicitation or other types of solicitation and/or operating any type of business from a residence space are not permitted. Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited. Posting flyers on bulletin boards, walls and windows is prohibited. (see Postings) Students may not

engage in any sales, business, marketing, or telemarketing activities in their units or within any public area of the University Housing facilities. See the University Student Planner and Handbook for further details regarding Sales, Solicitation and Canvassing. (See Trespassing).

Sexual Misconduct

The University and the Department of Housing and Residence Life are committed to maintaining a community in the residence facilities in which students and staff may live and work in an atmosphere that is free of all forms of sexual misconduct. The University and the Department of Housing and Residence Life will not tolerate sexual misconduct, harassment, exploitation, intimidation, or coercion. See the University sexual harassment policy for additional information.

Smoke Detectors and Fire Suppression Equipment

Each resident room and apartment is equipped with a smoke detector. If at any time your smoke detector begins to beep, notify your Resident Assistant. Tampering with or disabling a smoke detector is a violation of state fire code. Furthermore, tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.) are violations of state fire codes. Violations of state fire codes will result in University judicial action and are punishable under state law. Resident students must not hang any item on or from fire suppression equipment, including sprinklers and sprinkler heads, and must not block the fire suppression equipment in any way.

Smoking

Smoking is not permitted in any of the University Housing buildings, in compliance with the Florida Clean Indoor Air Act. All residents and guests who wish to smoke tobacco must do so at a minimum of 20 feet from any building including over hangs, balconies, stairways and entranceways. Residents may be fined \$50.00 for violating the smoking policy. In addition, a cleaning fee may be assessed should additional cleaning due to smoking be necessary. Hookahs are not permitted for use inside or outside University Housing facilities.

Storage

The Department does not have space for storing resident items, excess room furniture, boxes, or other items. Residents will be charged a removal fee for any items left in the room/unit upon check-out.

Trespassing

Individuals who are not authorized, licensed, or invited to enter University Housing facilities are subject to arrest for trespassing, if they fail to leave after being directed to do so. Any person soliciting will be considered to be trespassing. Persons who receive trespass notices will not be permitted to live in or visit University Housing. Knowingly hosting a person or persons under trespass notice is prohibited.

Weapons, Firearms, Explosives (see Projectiles)

Possession, storage, decorative, or use of firearms, explosives, fireworks, ammunition, paintball guns, bows and arrows, other weapons/knives, or dangerous articles or substances are prohibited. The use of or presence of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons or other related items or items which may be considered weapons are prohibited.

Windows

Windows are not to be used by residents as an entrance or an exit to units except in an emergency situation. Signs, flags, stickers, pictures, posters, banners, bottles or bottle collections, and similar objects may not be displayed in windows. For safety purposes, items are not to block or impede access or exit to/from the unit. Residents may hang curtains with the use of a tension rod. Additional window coverings of any type (except those issued by the Department of Housing and Residence Life) are prohibited. Nothing is permitted between the window and the blinds. Students are not permitted to remove and/or tamper with their window screens. Windows in Argo, Pace and Martin must remain closed at all times and the official Housing window sticker on these windows must remain sealed. Residents are subject to a University Housing fine and judicial action if their window seal is broken. If the window is not properly sealed upon check in, it is the responsibility of the resident student to contact their RA.

THE JUDICIAL PROCESS

When a resident student allegedly violates the Student Code of Conduct and/or the Standards of Community Living, a judicial process will begin. The judicial process is not a legal process, it is an educational process. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in judicial proceedings. For a complete description of the judicial process and the procedures for charges, education conferences, and hearings, please see the Judicial Affairs website at [to view a copy of the Student Code of Conduct.](#)