

**THE UNIVERSITY OF WEST FLORIDA
HOUSING & RESIDENCE LIFE HANDBOOK
2020-2021**

Residents,

On behalf of the Housing and Residence Life staff at the University of West Florida, we would like to welcome you to your new home. We are so excited you have chosen to be a part of the Argo Life!

Living on campus is an important part of your university experience. By living on campus, you greatly increase your opportunities to become engaged with your peers in the residence halls, as well as the entire UWF community. We will provide you with an environment that is supportive, caring, and full of resources. Being a member of our residential community will enhance your personal development, improve your life skills, and help you establish lifelong friendships.

We encourage you to take advantage of the programs and opportunities for peer interaction that we will provide throughout the year. Share this exciting journey with others! By getting involved and participating in your community, your residential living experience will be invaluable in so many ways.

Residents living on campus are encouraged to reach their highest potential as responsible members of their residential community. Standards of Community Living exist to maintain an atmosphere of mutual respect, academic success, and Argo pride. Please familiarize yourself with these standards. The Standards of Community Living provide each resident with guidelines and policies to help acquaint you with your residential community, the Department of Housing and Residence Life, and expectations for community living.

We are so glad you are here. Go Argos!

Neil McMillion

Executive Director, Department of Housing and Residence Life

MISSION STATEMENT

Housing and Residence Life is committed to providing residents a culture of care through services that engage them in an inclusive community while fostering academic success and developmental growth:

CORONAVIRUS & ACADEMIC YEAR 2020/2021

The department is aware and active in helping make your housing experience as safe as possible. This includes increased cleaning of the lobby & common areas of communities and having practices in place if a student needs to self-isolate or quarantine from others on campus. This global pandemic has also meant that certain policies have been added to help keep the community safe. You will see the symbol *** added to any specific policy that is related to the COVID19 virus.

For information from the university please visit:

- <https://uwf.edu/coronavirus/>
- <https://uwf.edu/coronavirus/returning-to-uwf/>

Overall we recommend students:

- Maintain 6 feet distance wherever possible inside and outside the residence hall
- Wear face coverings in areas including: Common Areas, Elevators, Hallways, Laundry Rooms, Lobbies, & Stairwells

- Practice Social Distancing & avoid large crowds or events
- Clean yourself & residential space often

What if I need to Quarantine or Self-Isolate?

1. Report it immediately to a Housing Staff member
2. Stay in your residential space, unless related to medical care, until UWF staff contact you with further directions

HOUSING & RESIDENCE LIFE STAFF

For up-to-date staff contact information, please visit our [website](#).

Resident Assistants (RA)

A Resident Assistant (RA) is an undergraduate student leader specifically selected and trained to work with students establishing a residential community. The RA is here to help residents with the transition and ongoing challenges students face when attending college. The RA can assist with maintenance work requests, 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 to respond to emergencies during evening and weekend hours and RA on Duty information is posted at each Area Office.

Student Desk Assistants (SDAs)

Student Desk Assistants are student staff employed by Housing and Residence Life to manage the desk, answer questions, and help build community. The SDAs are a wealth of information and can tell you about upcoming programs, help you with maintenance work requests, and direct you to the appropriate person or resource for other issues.

Hall Directors (HD)

Each area is staffed by a live-in graduate Hall Director (HD). The HD supervises the RAs and SDAs, assists with day-to-day operations of the area, guides students in the development of programs, handles student conduct matters, advises the Community Council, and participates in the on-call rotation.

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 residential communities. The RLC supervises the HDs and the student staff members in their areas. RLCs oversee the day-to-day operations of the area, assist student staff and residents in the development of programs, build community, handle student conduct matters, and participate in the professional staff duty rotation. The Residence Life Coordinators also oversee collateral assignments, responsibilities, and projects for the department.

Central Housing Office

This is the main office for the Department of Housing and Residence Life. It is located in the front part of Building 19. It houses the offices of the Director, Assistant Directors, Operations Manager, MyResnet, and Fiscal Specialist. The staff there can help you with questions you have in regards to living on campus, your housing contract, and other administrative issues. They can direct you to the appropriate person for other issues, as well. The Housing Central Office main phone number is 850-474-2463.

Housing Facilities

Housing Facilities includes the Superintendent, Maintenance Receiving Manager, Maintenance Specialist, Landscaping and Custodial Staff. The Superintendent oversees the maintenance, landscaping and custodial aspects of Housing & Residence Life, including the supervision of staff. The Superintendent also has responsibility for long-term and short-term facility projects and participates in university-wide committees. The Housing Facilities staff provides maintenance and custodial services for Housing & Residence Life.

Maintenance Staff can be found on campus Monday through Friday from 8:00am – 9:00pm and Saturday & Sunday from 12:30pm-9:00pm. We also provide after-hours services for emergencies seven days a week. These times vary during holidays and break periods.

Assistant Director for Administration

The Assistant Director for Administration is responsible for overseeing the contracts & assignments process, marketing, assessment, technology initiatives, housing IT, and the overall customer service experience in the Housing Central Office. The Assistant Director directly supervises the Housing Central Office Administration Staff and MyResnet. In addition, the Assistant Director participates in university-wide committees.

Assistant Director for Finance & Facilities

The Assistant Director for Finance & Facilities is responsible for overseeing housing maintenance, custodial services and the financial aspects of the department. The Assistant Director directly supervises the Maintenance Superintendent and Fiscal Specialist. In addition, the Assistant Director participates in university-wide committees.

Assistant Director for Residence Life

The Assistant Director for Residence Life is responsible for overseeing the Residence Life team and the daily operations of the residential communities. The Assistant Director directly supervises the Residence Life Coordinators, and provides leadership in staff training and development, programming, and policy development. The Assistant Director works closely with the Office of Student Rights & Responsibilities in regard to the student conduct process. In addition, the Assistant Director participates in university-wide committees.

Director of Housing & Residence Life

The Director oversees all services provided by the Housing & Residence Life program. The Director's responsibilities include budget planning and management, supervision of staff, facilities management, and the overall direction of the Department of Housing & Residence Life.

HOUSING & RESIDENCE LIFE TERMS

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	850-473-7316	argohall@uwf.edu
Martin Hall	850-473-7260	martinhall@uwf.edu
Pace Hall	850-473-7310	pacehall@uwf.edu
Heritage Hall	850-473-7312	heritagehall@uwf.edu
Presidents Hall	850-473-7737	presidentshall@uwf.edu
Village East Apartments	850-857-6280	villageeast@uwf.edu
Village West Apartments	850-857-3536	villagewest@uwf.edu

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

National Residence Hall Honorary (NRHH): NRHH is a leadership-based honorary student organization composed of the top 1% of exemplary residential students who value service and recognition. Membership is nomination-based and approved once per semester.

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

Open Housing: "Open housing" is commonly referred to as co-ed, gender-inclusive, or gender-neutral housing and allows residents to live with any other residents within a room, apartment or suite. Residents must request this option by contacting our assignments staff in order to be eligible.

RA on Duty: A Resident Assistant (RA) is on duty in each residential area any time the Central Housing Office is not open. RAs are on duty on weekdays from 5pm-8am and weekends/holidays from 5pm-5pm the following day. The duty telephone number of the RA on Duty is posted at Area Office locations. The RA on duty conducts nightly rounds in Housing & Residence Life areas.

Residence Hall Association (RHA): RHA is a student organization for residents living in Housing & Residence Life that provides programming to residents and provides feedback to the Housing Staff on resident concerns. Each residential community has a Community Council (CC). The CC representatives relay important

information discussed at RHA to other residents. RHA representatives vote on behalf of the best interest of the organization as well as their residential community.

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

Room Condition Report (RCR): The Room Condition Report is required to be completed and submitted by the resident upon check-in to their residential community. The RCR allows the resident to document the condition of the room and furniture upon arrival. Pre-existing damage cannot be noted on the RCR after 48 hours of the resident residing in the room. The resident and Housing staff complete this document again at the time of check-out.

Roommate Agreement: The Roommate agreement is an agreement between each resident of a suite or an apartment. This form allows residents to state preferences and standards for their individual and shared spaces. These might include guests, cleaning, and the sharing of items. These are often facilitated with the help of Resident Assistants and can be updated throughout the year and whenever a new resident moves into a room.

University Police Department (UPD): Our UWF Police Department employs state law enforcement officers who patrol our residential communities and all of campus to ensure safety and security.

Work Order: Maintenance assistance and support is provided for the residents living on campus. When a maintenance problem occurs or maintenance assistance is needed in the residence hall or apartment, the resident must submit a Work Order Request online through the housing portal found on My.UWF.edu by searching Housing. Scroll down to the Maintenance Work Order Request section.

Learning and Themed Communities

Residents will have the option of living in one of our learning or themed communities. Our communities consist of different living options to fit our students' interests. All of these communities provide our residents with learning opportunities outside of the classroom.

- Argo Hall: UWF Professionally Empowered And Ready for Life Community (UWF PEARL), UWF Men's Empowerment Network Community (UWF MEN), Global Living Community
- Martin Hall: ArgoFirst Communities (Leadership, Explore, DaVinci)
- Presidents Hall: STEM LLC
- Pace Hall: Kugelman Honors LLC, Argo Elite Community
- Village East: Pet Friendly Community (1st Floor, Building F only)

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 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 that 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 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 that 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, intoxication, 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 & Residence Life community have chosen to be here. Thus, we shall commit ourselves to these principles as the basis for our purpose, value, and worth. All residential students are required/expected to become familiar with the Standards of Community Living and the Student Code of Conduct. Both documents apply to all UWF students. The Student Code of Conduct can be accessed online at <https://uwf.edu/offices/dean-of-students/office-of-student-rights-and-responsibilities/>. 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 Office of Student Rights and Responsibilities for disciplinary action. All residents of Housing & Residence Life 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 Housing & Residence Life 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 disciplinary action which may include, among other sanctions, a change of housing assignment, cancellation of the Housing & Residence Life Contract and the refusal by the University to enter into further Housing & Residence Life 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 Staff or a staff member from the Office of Student Rights and Responsibilities.

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 may result in disciplinary action and/or financial charges. 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 residential students must follow both the Student Code of Conduct, which applies to all students, and the Standards of Community Living, which apply to all residents 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 residential 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 to a storage 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. Thirty days past the end of each semester all abandoned property will be disposed of by Housing and Residence Life staff. Residents leaving for Winter Break who are returning to UWF Housing for the Spring semester are able to store their belongings in their UWF Housing room.

Alcohol

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 residential communities by students who are 21 years of age and older.
2. Possession/consumption of hard liquor is not permitted in or around residential communities.
3. Beer kegs, funnels, drinking games, and beer/water pong setups are not permitted in or around residential communities.

4. 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 residential communities, or other Housing & Residence Life areas is prohibited.
5. Social gatherings at which alcohol is served must be conducted in accordance with the University of West Florida Alcohol Policy. Housing & Residence Life staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a Housing & Residence Life area.
6. Hosting a gathering where prohibited drinking has occurred will result in disciplinary action.
7. Any University official has the right to request or be provided appropriate student identification when questioning an individual's age for alcohol consumption purposes.
8. Collections or displays of empty beer or alcohol bottles, cans, containers/packaging or other such items are not permitted in residential community areas.
9. If residents are under the age of 21, they cannot host drinking of any age in their residential space and cannot store alcohol for themselves or others.
10. Residents who are 21 years of age and older should be mindful of where they store alcohol and who they consume alcohol around to avoid any perception of supplying or facilitating underage drinking

Bicycles and 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 www.uwf.edu/offices/police/resources/forms
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 residential communities. Bicycles, motorcycles, or motorbikes may not be chained to railings, buildings or any portion of buildings or equipment on Housing & Residence Life grounds. Bicycles, motorcycles, or motorbikes may not be stored in hallways, entry areas, stairwells, walkways, elevators, patios or balconies.
4. Unclaimed bicycles or those left in Housing & Residence Life areas will be removed at the end of the academic year.

Break Housing

All residents who desire to stay over a designated break period (between semesters when classes are not in session) must complete a Break Housing Contract, which is available [online](#). There is a fee for break housing. The periods of Thanksgiving and Spring Break do not qualify as Break Housing periods. Residents do not need to remove their belongings during Thanksgiving and Spring Breaks. Residents also do not need to remove their belongings from their rooms during Winter Break if they are returning for the Spring semester to housing, even if they are not staying during Winter Break. Residents will be expected to move out at times noted on the documentation and flyers posted in their communities unless approved to stay past those dates. Not all areas may be open during the designated break periods and residents may need to temporarily relocate during break periods. For more information, please contact the Central Housing Office. Residents who are on disciplinary probation are ineligible for break housing.

Bunk/Lofted Beds

Rooms in Housing & Residence Life spaces are equipped with adjustable bed frames. Frame types include frames that can be single, lofted or bunked and is determined by the residence hall (not all spaces have lofted beds). If you need assistance bunking or adjusting the height of your bed, need a bed rail or ladder, please submit a maintenance work order. Housing will provide the bunking pegs. The bed frames and mattresses cannot be removed from the room. Personal beds, mattresses, lofts, concrete blocks, homemade bunk beds,

or alterations/additions to existing structures are not permitted. Students may work through the Student Accessibility Resources for specific accommodation needs.

Cable Television and Community Television Sets

Community TVs are located in the lounges and/or multipurpose rooms of Pace, Argo, Martin, Heritage, Presidents, and the clubhouses of Village East & West. 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 disciplinary action. Residents experiencing trouble with telephone or cable service must complete a Work Order Request online.

Check-In

Residents are required to check in to their assigned room on designated dates at specific times. Assignments are provided to students in advance but are subject to change until the resident checks in to the assigned space. Some room assignments will not be available until the time of check in. During check in, residents will receive a key, access to their Room Condition Report (RCR) to complete within 48 hours, and other pertinent information from Housing & Residence Life. Residents are expected to read all documents received at check-in from Housing & Residence Life personnel or in their student mailbox. Residents are responsible for knowing the contents of these documents.

Check-Out

Checking out of Housing & Residence Life occurs when a resident is assigned a room change or moves out of Housing & Residence Life. A resident must sign up for a check out time with their RA or at the Area Office when checking out at the end of the semester. Some students may be eligible to complete an Express Check-Out if leaving at non-standard hours. When checking out during the semester, residents should make arrangements with their Hall Director. Prior to checking out with a Housing staff member, residents must discard all trash, clean all rooms and appliances, lock doors and windows and close all blinds. Students will be assessed fees after Check-Out for excessive need for cleaning, any damages, and any items left behind. It is important for the resident to read all Check-Out information carefully and completely. A resident who does not officially check out of his or her assigned space by the designated time may be assessed an improper Check-Out fee of \$50.00. Students must vacate their buildings within 24 hours of their last exam or by the closing time noted by the Housing and Residence Life Department or whichever is earlier.

Cleanliness

Residents are expected to maintain their assigned spaces in a clean and sanitary manner including shared bathrooms, common areas, and kitchen spaces. All residents assigned to the unit share the responsibility for cleanliness of the assigned spaces/unit. Residents are asked to refrain from causing noxious odors (ex. trash buildup, pet waste, etc.).

Computer/MyResnet/Acceptable Usage Policy

Housing and Residence Life utilizes MyResnet via Apogee for its residential internet service. It is important that you review the following information about residential internet.

- [Set-Up Guide](#)
- [Apogee End User Agreement](#)

Housing & Residence Life offers a 24/7 student support center via Apogee by calling 833-548-0089 if you are having issues with your internet service.

Below are other guidelines related to internet on campus:

1. The primary purpose of MyResnet is to support the academic mission of the University of West Florida. Violations of any of the following regulations, or the aiding, abetting, or attempting to commit an offense constitutes an offense that may result in denial of MyResnet privileges, disciplinary action through the procedures outlined in the UWF Student Code of Conduct, or criminal charges.
 - a. Residents are required to abide by all applicable laws and University policies, including but not limited to: Copyright laws, UWF Student Computer Use Policy, UWF Policy on Electronic Mail.
 - b. Computers connected to MyResnet must be the property of a current UWF Residence Hall/Apartment resident.
 - c. Computers or other devices using Network Address Translation (NAT), Windows Internet Connection Sharing (ICS), or similar programs or devices that extend network access to other computers may not be connected to MyResnet.
 - d. MyResnet services, equipment, wiring, and ports may not be altered, damaged nor extended beyond the location of their intended use. This includes the installation and use of Wireless Access Points (WAPs). Instead, residents may share with their guests the ArgoAir wireless guest password, which can be found at MyUWF.
 - e. Students in Value Junior suites may use a switch to accommodate each computer in a room. These switches may be provided by UWF Housing ONLY. Neither MyResnet nor ITS will offer technical support of any kind for computers or devices plugged into switches. MyResnet will provide support for any malfunctioning devices provided by Housing. Tampering with devices will be cause for immediate disconnection from MyResnet and subject to judicial action.
 - f. The University network is a shared resource. Excessive or improper use of network resources that inhibits or interferes with the use of the network by others is not permitted.
 - g. Personal Routers and servers are not permitted on MyResnet.
 - h. Tampering or interfering with HRL wireless access points are not permitted.
 - i. MyResnet may not be used to run a business or other profit-making venture (See Housing Rules and Regulations 22.1). This includes situations where one is considered to be *working at home,telecommuting*, or using MyResnet for mining cryptocurrency.
 - j. Non-computer devices, such as webcams or gaming platforms (XBox, PlayStation, etc.), may be connected to MyResnet provided that their bandwidth consumption is minimal and they pose no significant threat to network security or stability. They may not be left on 24/7 and will only be turned on and connected to MyResnet when actively in use. Neither MyResnet nor ITS offer any support for these devices.
 - k. UWF has sole authority to assign host names and network addresses to computers attached to the University network. A resident may not manually configure his/her computer to use a host name or network address that is not assigned to them by UWF.
 - l. The usage of peer-to-peer(P2P) software is strictly prohibited on MyResnet. For the purpose of this AUP, Peer to Peer applications are defined as being software that connects your computer to another computer for the purpose of file-sharing(uploading, seeding, or downloading). This excludes instant messaging or sending files via email. Peer-to-peer applications and protocols that are not allowed.
 - m. You may not excessively use bandwidth or MyResnet resources in such a way that causes a disruption or denial of service (DoS) to other users of MyResnet or the Internet. Whether or not a device is excessively using bandwidth is left up to the discretion and judgment of MyResnet staff.
 - n. UWF recognizes that residents use MyResnet for leisure and entertainment activities. However, the University's network exists primarily for academic and research purposes; all other activities and uses are secondary and unsupported.
2. Disabling Ports in MyResnet
 - a. If a resident is found in violation of any of the terms of this policy or the Student Computer Use Policy the student's port may be deactivated. If the violation does not cause network performance or security issues, staff will contact the resident to inform him/her of the violation to allow the resident an

opportunity to correct the problem. If the violation is not corrected, a second contact will be made to inform the resident that his/her port is at risk for being disabled. If the problem is not corrected after the second notification, the port will be deactivated.

- b. UWF reserves the right to immediately disconnect any computer that is sending disruptive signals to either the network as a whole or individual computers, whether by design or because of a defective cable, Ethernet card, or other hardware or software problem. It will be the resident's responsibility to correct any such problem before the computer can be reconnected to MyResnet.
 - c. UWF reserves the right to immediately disconnect any computer temporarily for the purpose of network hardware, software, or security troubleshooting, and to enforce the UWF Student Computer Use Policy. To preserve the integrity of the campus network, UWF reserves the right to control Internet access from the University network, including blocking particular services or protocols.
3. Reporting Violations
- a. Suspected violations may be reported in writing to MyResnet staff members. Alternatively, suspected violations may be reported through the procedures outlined in the UWF Student Code of Conduct by filing a report with the UWF Police Department, providing a signed written statement directly to Housing and Residence Life, or contacting a Graduate or Professional Housing staff member. This information will then be reviewed to determine an appropriate course of action which may include: Taking no action, conducting further investigation, assistance resolving any issue which may be present, disciplinary action or suspension of MyResnet privileges.
 - b. Except as noted above, procedures regarding MyResnet violations shall conform to those set forth in the UWF Student Code of Conduct.

Cooking, Cooking Appliances, and Cooking Spaces

1. It is the primary responsibility of the residents in a community to keep their community kitchens clean. Kitchens in the University Apartments are intended to be primary cooking areas and are the responsibility of the residents within that apartment to keep clean.
2. Improper use of any kitchen facility could result in a Health and Safety violation, access restrictions, and/or Housing & Residence Life disciplinary action.
3. 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.
4. Kitchen items not permitted include: toasters, outdoor grills, instapots, deep fryers, fondue pots, pizza ovens, induction burners, hot plates, electric skillet and appliances with open heating elements.
 - o Toasters are only permitted in the Village East & West Apartment kitchens as these are intended as primary cooking facilities.
5. Kitchen items which are permitted include: hot air popcorn popper, small electric grill (George Foreman type), airfryer, toaster oven, small convection oven, food processor, Crock Pot, blender, electric mixer, and coffee maker.
6. Residence Life staff will request the resident remove any unauthorized appliance (see Removal of Unapproved Items).
7. Residents are responsible for proper use of cooking appliances, residents found misusing allowed cooking items or appliances may be asked to permanently remove them from the halls.
8. To avoid setting off the local smoke detector students should clean their ovens regularly (University Village Apartments). If your local smoke detector begins to beep, contact your RA or a staff person in the Area Office.
9. Residents are not permitted to use or store personal grills, charcoal, or lighter fluid in any indoor or outdoor residential space. Residents who wish to use our large departmental grills should put in a request to their Residence Life Coordinator at least 24 hours in advance to use them. The use of grills are not permitted under or on any covered walkways, landings, entrance ways, balconies or stairwells. Smaller grills for residents' use are found around the Village East & West Apartments.

10. The use of lighter fluid or any similar substance is not permitted in or around Housing & Residence Life property or grounds.

Disorderly Conduct

1. Students may not engage in any actions that impair, interfere with, or obstruct the orderly conduct, processes, and functions of Housing & Residence Life or which violate the Standards of Community Living set forth in this handbook. Housing & Residence Life staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a residential 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 disciplinary action.
2. 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 person who damaged the item and/or 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 Housing & Residence Life Staff when repair or replacement of damaged items will take place.
3. 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. Disciplinary action, referral to University Police and/or community charges will occur as appropriate.
4. Riding bicycles, hoverboards, in-line skates or skateboards, contact sports, bouncing balls, throwing items and general roughhousing in hallways, balconies, walkways, courtyards, lounges, offices and lobbies is prohibited. Riding bicycles, skateboards, longboards or using in-line skates on the sidewalks must be done in a safe, appropriate manner (stunt skating is not permitted) and in designated areas only. The safety of all pedestrian traffic is of foremost importance on the sidewalks.

Doors & Locks

In order to reduce long-term damage to doors, residents may post only one dry erase/message board on the doors entering the resident's room/apartment/suite areas. 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 painter's tape and masking tape is allowed. Other forms of tape, Command strips, putty or glue substances are not allowed. Residents may not prop open any university exterior housing doors. Residents are encouraged to not prop bedroom doors open for safety reasons. Exterior doors must remain locked at all times.

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 Housing & Residence Life personnel. Slide locks and chain locks are prohibited. When a resident is not in their room, the door should be locked at all times to avoid the potential of theft. Housing & Residence Life staff will always lock a resident's door after leaving a room for maintenance, health/safety checks or other reasons. Residents are expected to carry their key when not in their room/apartment.

Drugs and Other Illegal Substances

In accordance with state law, the possession, manufacturing, growth, sale or use of illegal substances is prohibited. Possession of illegal substance related paraphernalia is also prohibited. Violations of the University Drug Policy will result in a referral by the University Police Department to the Office of Student Rights and Responsibilities 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 or jumping in elevators is prohibited. Unless an emergency is occurring, ringing, sounding or engaging the emergency bell within the elevator is prohibited.

Emergency Notification Systems

The University of West Florida is equipped with systems to communicate with the campus community in the event of an emergency.

Blue Lights: The campus has over 50 Emergency Blue Lights which are free-standing white poles or wall mounted boxes strategically located throughout the UWF Pensacola Campus. These lights provide a direct connection to the UWF Police. To operate the blue light to be connected with the UWF Police, open the box and press the red button on the inside. If you do not have time to activate the alarm, strike the side of the pole to activate the tamper alarm. A UWF police officer will respond.

Lightning Prediction System: When the system detects a high probability of a lightning strike within a two-mile radius of campus, the system's automatic alarm horns will sound a single 15-second blast and the warning strobe lights above the horn cluster will begin to flash. The lights continue to flash until the atmospheric conditions improve. When the likelihood of a lightning strike passes, the system will sound an "all-clear" signal consisting of three, five-second long blasts of the horns. The alarm hours are programmed to sound from 6 A.M. to 10 P.M. daily.

When the lightning system alarm is sounded, persons in open areas are advised to seek shelter inside a large building, a protected shelter, or substantial vehicle and remain there until the "all clear" is sounded. During the time when a lightning strike is predicted, do not go near open areas, water, tall trees, metal fences, overhead wires, or power lines. Do not attempt to use a telephone, cell phone, radio, or other electrical devices.

Public Areas Siren System: The University of West Florida has four outdoor warning sirens on main campus that will be activated during an event which immediately threatens the health and safety of University Community members. A very loud tone will emanate from the sirens. This tone is meant to warn individuals who are outside of campus buildings to immediately seek shelter in the nearest building. Following the alert tone, verbal instructions will be broadcast over the sirens public address system. The siren alert tone is not designed to be heard by those already inside campus facilities. Individuals already inside campus buildings should check with other modes of Argo Alert notification. In order to test the functionality of the system and to ensure the campus community is aware of the sirens; the sirens have been programmed to play Westminster Chimes everyday at noon.

Mobile Alert: A broadcasting messaging system utilized by the University in emergency situations. All official UWF email accounts are automatically registered with Mobile Alert. Students, faculty and staff have the opportunity to add a mobile phone number for text message notifications. Additionally, the UWF community can add email addresses and cell phone numbers for outside parties, such as parents, spouses and other contacts. In order to add additional contacts and information to Mobile Alert, UWF students, faculty and staff must login to [MyUWF](#) and search for Mobile Alert. This system is only utilized in the event that the university needs to communicate important information regarding an emergency or situation. The information you provide will not be shared with any other parties or utilized in any other way.

Emergency Medical Information

The Office of Housing and Residence Life does not collect emergency medical information but it is recommended that students keep a card or document with any emergency medical information easily accessible for University Police or EMS in case of an emergency.

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 disciplinary action as noted in the Student Code of Conduct.

Extension Cords

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

- a. Underwriters Laboratories (UL) approved three prong extension cords that are 14 gauge or heavier. (The lower the gauge number, the heavier the cord.)
- b. Cords cannot exceed 10 feet in length and cannot be plugged together.
- c. Cords cannot impede safe traffic in the unit or be pinched in doors.
- e. Only ONE appliance may be plugged into a multiple adapter.
- f. Only UL approved multiple adapters with circuit breakers are permitted.
- g. Rewiring of residential community space by residents or non-university individuals is prohibited.
- h. The Department of Housing and Residence Life nor the University is responsible for any damage to electrical equipment (computers, TVs, telephones, music equipment, etc.) which may be caused by outages, interruptions, power surges, fire, lightning or other weather related incidents.

Face Coverings***

All persons entering or inside the residence hall should wear an appropriate face covering. This includes, but is not limited to, hallways, common areas, kitchens, laundry rooms, lobbies, elevators, and stairwells. Persons outside of the building do not need to wear a face covering, unless they are within 6 feet of other persons. Residents are allowed to not wear face coverings within their own room or in their room with their roommates. If a guest from outside the room is present, all persons within the room should wear a face covering unless in their private bedroom space away from that group.

Failure to Comply

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

False Information and Identification

A University ID card or other form of identification with a picture must be presented upon request of a University official. Housing & Residence Life staff are considered University officials.

Providing false information, withholding information or providing misleading information to a University official, student conduct 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 disciplinary action as noted in the Student Code of Conduct.

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 Marshal. 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. The fire protection systems (i.e., alarm, sprinkler, extinguishers, etc.) in residence halls are for your protection. 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. Violating state fire codes is illegal and constitutes a felony of the third degree. Violations will result in University disciplinary action and are punishable under state law. Residents will be charged a minimum of \$100 for tampering with any fire suppression equipment.

In the event of a fire alarm, 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 the designated meeting area and following the direction of Housing & Residence Life staff, safety officials, or both. Failure to comply with drills will result in disciplinary action. Failure to do so may jeopardize the safety of all residents and will result in documentation and disciplinary action, and a possible fine of \$100.

When a fire alarm sounds, follow the procedures below:

1. Evacuate the building immediately.
2. Assemble in the parking lot closest your building or the grass areas at least 50 yards from 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.

Furnishings & Room Decoration

Residents are responsible for all furnishings provided in their units. Unit furnishings may not be removed from assigned locations. Alterations, additions, 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 or damaged upon check out.

Residents are permitted to bring personal items, such as rugs, throw pillows, curtains and bedspreads. Residents are encouraged to use personal items that 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. Every space within the Housing & Residence Life system offers furnishings for each resident. Residents are discouraged from bringing or constructing homemade or craft furniture, and may be required to remove it if it is not fire retardant or causes a safety concern. Students should remember that all items brought to the residential space will need to be removed at the time of check out. See Prohibited Items for more information.

Residents are not permitted to cover lights or drape or hang items from lights, 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 windows & closet areas with the use of a tension rod.

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

Community furniture may not be removed or relocated. Appropriate residential community 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) may be charged a removal fee and may be subject to Housing & Residence Life disciplinary action.

Grounds

Parking or driving on the grounds & sidewalks within Housing & Residence Life is prohibited. Using hazardous or flammable chemicals or spray-painting on grounds around Housing & Residence Life is prohibited. Camping or sleeping on the grounds is also prohibited. The department is not responsible for personal items left out on grounds & sidewalks, items left out may be considered abandoned and removed. Hammocks are not allowed to be attached to trees & property, nor have posts staked into the ground.

Guest/Visitation Policy

1. Residents are not permitted to re-assign or sublease their assigned spaces.
2. Residents are allowed only one guest in the residence hall at any given time.***
3. Residents may only allow guest in their assigned spaces consistent with the following:
 - a. All visits must be approved by roommates/suitemates/apartment mates.
 - b. Hosts must meet their guests at the entrance or lobby of the community and are required to accompany their guests at all times while in the residential spaces.
 - c. Any individual guest in the community must be current student, staff, or faculty of the University of West Florida***
 - i. All guest must be able to provide a Nautilus Card for verification if requested by staff***
 - d. Residents may not permit any additional individual to live in their spaces (cohabitation prohibited).
 - e. In no instance may a resident host a guest overnight in excess of nine nights total per semester.
 - f. Overnight visits of a guest of residents in all residence units are permitted for up to three consecutive nights in a thirty-day period in a resident's assigned Housing & Residence Life space as long as the presence of the guest does not inconvenience and has been approved by the roommates/suitemates/apartment mates or otherwise interfere with the residential community.
 - g. Hosts assume full responsibility for the conduct of their guests. Hosts are required to be familiar with Housing & Residence Life 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.

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. Residents who receive obscene/harassing phone calls or social media contact 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 harassing contacts they receive.

Health and Safety Checks

The Housing & Residence Life Staff reserve the right to enter any residence hall room, suite or apartment at reasonable times to check/inspect, maintain, and repair the premises and furnishings. State guidelines also require that Housing & Residence Life staff inspect units on a regular basis for necessary repairs, cleanliness, policy compliance and safety guidelines. These Health and Safety Checks will occur once a semester and be announced at least twenty-four hours in advance through public posting of information. Each resident is expected to have read the Housing Handbook for information regarding prohibited items. During checks/inspections any rooms found in violation of a Housing & Residence Life policy or otherwise pose a safety risk will be documented and residents will be notified. Examples of policy violations may include, but are not limited to, cleanliness, unauthorized pets, candles and other open flame violations, halogen lamps, cable television splicing, unauthorized electrical appliances, etc. Any resident that fails a Health and Safety inspection will be required to correct it within 24 hours and a re-inspection will be done. Failing a Health and Safety inspection can result in being required to take a health and safety class, a meeting with a housing staff member, and/or having a case referred to the Office of Student Rights and Responsibilities for a formal conduct hearing depending on the nature of the violation.

Improper Room Changes or Use

An improper room change is defined as when a resident moves to another apartment/room/unit without proper authorization from Housing & Residence Life. improper room use is defined as when a resident occupies an entire bedroom or space when they have not purchased a single. Residents who live in a non-single bedroom space are expected to leave space for a potential roommate unless they have paid for a single space.

Examples of this would include: pushing both beds in a double bedroom together, or occupying all the drawers, cabinets, or walls of a space. . The resident may be required to return to their original assigned space or room condition immediately and may be assessed an improper room change fee of \$50.00.

Insurance

Make sure your belongings are covered against fire, theft, and other types of loss 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. Housing & Residence Life 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. Residential students are strongly encouraged to secure their own personal property loss and health insurance.

Keys

A room key is issued to each resident at Check-In. Residents should report a lost, stolen, bent, or broken key immediately to their Area Office so the lock can be changed and a new key issued. A lock change fee will be applied to the resident's account for labor and parts cost based on the specific community. 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. Sharing with or providing UWF keys to another person(s) will result in disciplinary action. All keys issued to residents are the property of the University of West Florida.

Lock Outs

After the first week of classes in each semester, if a resident is locked out of their room and a staff member needs to open the room or apartment, the cost for this service is \$10.00. If a resident misplaces or loses a key, the resident must notify their Area Office immediately.

Liability Insurance/Limitation of University Liability

The University is not liable for damage to or loss of a resident's personal property due to failure or interruption of utilities. The University or the Department of Housing and Residence Life will not reimburse a resident for losses created by, or resulting from, unforeseen events, acts of nature, fire, accidents, injuries, or theft, which may occur. Residents are encouraged to review family homeowner's insurance policies and/or to purchase personal renter's insurance. (See the Housing & Residence Life Contract).

Mail and Package Pick Up

Each Housing & Residence Life resident is eligible for a University mailbox. Mailboxes are located in the University Commons and can be requested by visiting the UWF Post Office. Students should check their 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

(Your Box #) Campus Drive

Pensacola, FL 32514

Maintenance/Custodial

Housing & Residence Life maintenance and custodial staff will perform routine duties both inside and outside student living spaces throughout the year. When a maintenance problem occurs, residents must submit a Work Order Request. A Work Order Request must be submitted online at the Housing portal located in My.UWF.edu by searching Housing. If a resident does not have access to a computer, work orders may be submitted at each Area Office. Maintenance work is completed on a first-received, first-served basis with emergencies being given priority. Housing & Residence Life personnel will enter the unit anytime between 9:00 am and 8:30 pm to address maintenance issues (these hours may vary during the summer, on holidays, or depending upon situations). Maintenance may enter a resident space at any time to address critical emergencies. Residents need not be present for work to be performed. Students should notify their RA, HD or the Housing Central Office, if a request is not completed or if an issue needs immediate attention.

Multipurpose 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 the resident(s). Residents may not block off common spaces for personal use in such a way that prohibits use by other residents.

Nautilus Card Access

Residents in Argo, Heritage, Martin, Pace, and Presidents halls must use their UWF Nautilus Cards for entry into their assigned building. Please report any problems with access to your Area Office immediately. Some laundry machines in residential communities are also equipped with Nautilus Card Access readers.

Noise Policy

Amplified Equipment

Students may store instruments or amplified equipment in their assigned room. Students playing instruments, radios, sound systems, 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.

Courtesy Hours

In order to maintain a living, learning environment in residential communities, an atmosphere conducive to study and sleep must exist. At no time should a resident's noise level interfere with the academic community. Disruptive activities in rooms, courtyards, balconies, stairways, 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 hours are in effect at all times.

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.

Occupancy Verification (No Show)

RAs will make contact with each resident to verify occupancy within Housing & Residence Life. “No Shows” are reported to the Central Housing Office by the second day of classes each semester. This process requires each occupant of a unit to check-in online or sign a roster sheet verifying the resident has checked into their assigned space. When completed, the Residence Life staff forwards the roster information to the Central Office staff. Any resident that does not sign in is considered a “No Show.” If a “No Show” student assigned to a space has not notified the Central Housing Office regarding their arrival plans, the unit may then be considered available for reassignment to another student. The Central Housing Office Staff will try to all reasonable efforts to make contact with the assigned resident. Not all residents arrive at the same time. Because a room does not appear to be occupied does not mean it is a vacant room.

Parking and Vehicle Maintenance

1. All resident vehicles must possess valid parking permits, appropriate for the community to which the resident is assigned. Permits may be purchased through Parking Services.
2. Designated parking lots adjacent to Housing & Residence Life are reserved for residential students. All vehicles must be parked in parking lots and not on grass, sidewalks 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.
3. Motorcycles and mopeds are prohibited inside residential communities. Parking lot space is available in close proximity to residential communities. Parking vehicles, including motorcycles or mopeds, beneath building overhangs or inside residential communities is prohibited. Storage or parking of these vehicles is allowed only in designated parking lots. Motorcycles and motorbikes must follow parking regulations.
4. In the event of a room/building change, the resident is responsible for updating their parking permit.
5. Residents are prohibited from utilizing exterior faucets, hoses or other utility resources for personal use or to clean/maintain vehicle.
6. Repairing or engaging in maintenance work on motor vehicles is prohibited in or around residential communities.

Pest Control

If you notice ants or other pests in your living area, please go to submit a work order request online through the housing portal found on My.UWF.edu by searching Housing. Scroll down to the Maintenance Work Order Request section. If it is a matter that needs to be addressed immediately and is after business hours please contact your RA or HD for assistance. In addition, Pest Control staff performs routine pest control measures. The Pest Control staff may enter Housing & Residence Life units without notice to the resident. Biting insects, including mosquitoes, may be present near Housing & Residence Life areas. Residents are encouraged to take every precaution possible to prevent insect stings and bites.

Pets/Animals

We encourage all residents to review the official UWF animals on campus policy, which can be found on the [Student Accessibility Resources website](#)

Housing General Policy

Possession of pets or animals, other than fish, is prohibited unless approved through HRL’s Pet Friendly process (Village East) or as an accommodation through Student Accessibility Resources (SAR). Fish may be maintained as pets, as long as they are kept in one fish tank which is no larger than 10 gallons. Residents are responsible for maintaining the tank and are responsible for any and all damage caused by the fish or the tank.

Residents are responsible for the care of any approved animals on campus. This includes over university holidays & breaks. Housing Staff will not take care of any animals, and residents may not give their keys/nautilus card to students to care on their behalf.

Residents shall not keep, permit or allow any guests to keep, permit or allow any unapproved pets or other animals in or around any area of the community at any time. This applies in all cases, even if the resident is “keeping” the pet for a friend or the pet is just “visiting” with the resident or resident’s guests.

Any unapproved animals found in the residential community or on the grounds will require the immediate removal of the pet by the resident. Residents will be asked to remove the pet from our residential communities humanely and given options via their student email on how to address the situation further. Any cost associated with the possession of an unapproved pet will be charged to the responsible resident(s) or in some cases to all residents of the room/apartment, (including, but not limited to damaged furniture, cleaning, painting, pest control, etc.).

Residents who do not address the situation via the options given and continue to violate this policy are subject to \$150 fee for having the animal on campus and an additional \$25 a day for each day the animal is here from the first day until our Housing and Residence Life staff verify that the animal has been removed. Residents found in violation of this pet/animal policy will be assessed all related fees and referred to the Office of Student Rights & Responsibilities if continued violations occur

Assistance or Service Animals

Any housing accommodations related to animals must first be [submitted and approved by UWF's Student Accessibility Resources \(SAR\) office](#) before an animal is allowed in the residence hall. All SAR approved animals are expected to follow [University Policy, UWF Assistance Animal Rights and Responsibilities](#) in relation to their approved Assistance or Service Animal. Residents who violate those guidelines will be reported to the Office of Student Rights & Responsibilities for review and possible action if necessary.

Postings

Students and/or student groups/organizations who would like to post notices, flyers, and other informational items may seek authorization from the Department of Housing and Residence Life in Building 19. Bring copies of the posting to the Department for approval at least two weeks before desired posting date. All postings are reviewed on a case by case basis. Postings must contain the contact information of the sponsoring student organization and event date. Approved flyers will be stamped and given to Housing staff to be posted. Flyers advertising events with alcohol, drugs, or sexually explicit materials will not be permitted to be posted. All items posted must be in compliance with the University Posting Guidelines and Policies. 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.

Prohibited Items

Residence Life staff will request the resident remove any unauthorized item or University Police may remove the item until the resident finds arrangements for the items outside of Housing & Residence Life, (see Removal of Unapproved Items).

1. External antennas of any type are prohibited. This includes satellite dishes.
2. Alcohol: Hard liquors, beer kegs, funnels, drinking games and beer/water pong setups are not permitted in or around residential communities. Collections or displays of empty beer or alcohol bottles, cans, containers/packaging or other such items are not permitted in residential community areas.
3. Possession of candles, open flames, incense, hot plates, space heaters or other heating units with an open flame or heating element are prohibited.
4. The use or storage of flammable fluid, hazardous liquids or chemicals is not permitted in Housing & Residence Life.
5. For list of kitchen items see: *Cooking, Cooking Appliances, and Cooking Spaces*
6. Natural cut trees, branches, or greens. Artificial trees or plants taller than 3 feet.
7. Possession of alcohol stoves or propane grills, hibachis, and gas grills in student living areas and surrounding areas is prohibited.
8. 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. Housing & Residence Life 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.

9. Painting Resident Rooms/Personalizing Resident Rooms/Room Modification: Residents are not allowed to paint their rooms/apartments. Wallpaper and borders are prohibited. The use of nails, screws, or adhesive products which damage wall, floor, and ceiling surfaces are 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. Resident students are asked to use blue painter's tape or *3M Command* strips to hang posters, pictures and other decorative objects. shelves, TV mounting hardware 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.
10. Pets/Animals: See *Pets* above for more specifics
11. Personal, portable, or full size washers, dryers, or dishwashers
12. Wireless Routers and Servers
13. Halogen and Lava Lamps
14. Hookah pipes
15. Weapons, including but not limited to: non-kitchen knives, firearms, explosive devices, bows & arrows, brass knuckles, paintball guns, fencing equipment, and other weapon-like devices. See University policy related to weapons.
16. Darts/Dart boards and other items which have potential to cause property damage
17. Additional Air Conditioning units or space heaters
18. Scuba tanks and equipment/spearguns
19. Hoverboards
20. Unapproved Extension Cords (See Extension Cord Policy)

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

Sitting, standing, climbing, or hanging from a railing or roof is prohibited. Bikes, banners, signs, clothing, plants, or other items may not be hung from railings, balconies, roofs or windows. Stairwells should not be blocked by items at any time; this includes trash, boxes, bicycles, etc. Spray painting on any of these surfaces or areas, including grass or sidewalks near residence halls is not allowed. Items placed on balconies, porches or patios should remain and stay on the concrete portion of the space and not spread to the grass or other common grounds around the space.

Throwing or propelling any object or trash from/toward a window, ledges, roof or balcony or within the courtyards adjacent to Housing & Residence Life is prohibited.

Removal of Unapproved Items

1. The following items are subject to removal:
 - a. Items that are prohibited by or otherwise violate Department of Housing and Residence Life or University regulations or policy.
 - b. Items that are illegal to possess.
 - c. Items that pose danger to the safety of residents or the residential community.
 - d. 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 disciplinary action or both. Illegal items will be reported to and confiscated by the University Police.
2. Residents will be asked to immediately dispose of or remove any item(s) in violation of the Department of Housing and Residence Life or University regulations or policies. All removal notices will be followed up by Housing staff.
3. Items which cause an immediate fire safety hazard (examples: extension cords, candles, & cooking appliances) will be removed from the room & labeled. Residents will be notified via email to retrieve their

items within five days and must not return items to the room. Items not retrieved are subject to our *Abandoned Property* policies.

Room Change

Living with peers can be both a wonderful and challenging experience. Occasionally, conflicts may arise with a roommate. In these cases, our staff can help find resolution options. Residents may be asked to participate in a room mediation with their roommate(s)/suitemate(s) as an alternative or precursor to a Room Change. Residents can also work with our RAs to find conflict resolution options such as a Roommate Agreement. As a last resort, a resident who wants to transfer to a different room must officially request a Room Change. A Room Change Request Form can be completed online via our housing website. Room Changes will be reviewed after the 10 Business Day Housing Freeze at the beginning of each semester. Room Changes involve a conversation with and the approval of Housing staff. There is no guarantee Room Change requests will be approved. There are times when the department may be unable to accommodate a Room Change unless it is determined to be an emergency by the department. When a Room Change request is 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 timeframe may result in the revocation of Room Change approval or additional rent charges being assessed. A resident's outstanding Housing balance may impact a resident's ability to receive a 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 for 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, including 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 staff or other University officials possess cause to believe that a violation of university regulations exists.
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 the summer months.

When possible all Housing staff will leave a notice that they have entered a resident's room if the resident is not present. Housing staff is trained to always lock the door upon departure of a resident's room.

Roommate Bill of Rights

The Roommate Bill of Rights is a list of responsibilities of and between Housing & Residence Life residents. Enjoyment of life in a residential 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 reasonably clean environment.
2. The right to expect that each roommate(s) will respect each other's personal belongings.
3. The right to study and sleep without undue disturbance from noise, guests of roommate, or similar disturbances.
4. The right to freely access one's room and facilities without pressure from a roommate/suitemate.

5. The right to expect that guests will respect the rights of the host's roommate(s)/suite mates 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 Housing & Residence Life.
6. The right to expect reasonable cooperation and equitable use of common area appliances (microwave, fridge, etc.), cabinet space and storage, cable/internet, and other features that came with the room, suite, or apartment
7. The right to a fair degree of personal privacy.
8. The right to be free from intimidation and/or physical harm.
9. The right to a safe and secure living space.
10. The right to address issues and concerns with the University Residence Life staff. Residence Life staff are available for assistance with roommate/suite mate conflicts.

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 to keep you and your belongings safe:

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 opened.
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 a day, 7 days a week.
10. Avoid dark paths or shortcuts. Always use public walkways.
11. Carry identification at all times.
12. Let your roommate(s)/suite mate(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 a member of the Residence Life staff immediately.
14. Do not leave valuables in plain sight (i.e. money, credit/debit cards, jewelry, wallets, IDs.)
15. Record serial numbers of all valuables (cell phone, computer, gaming systems, bike, etc.).
16. Use the University Police Department's engraving service to put identifiable information on all valuables.
17. Make sure your belongings are covered against fire, theft, and other types of loss by your insurance policy.
18. If an exterior door is propped open, close it. If the door lock does not work properly, contact a Residence Life staff member immediately to report it.
19. Do not allow anyone without keys and ID into any Housing & Residence Life community.

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, cryptocurrency mining, marketing, or telemarketing activities in their units or

within any public area of the Housing & Residence Life facilities. See the University Student Handbook for further details regarding Selling, Advertising, and Soliciting.

Sexual Misconduct

The University and the Department of Housing and Residence Life are committed to maintaining a community 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](#)

Smoking and Tobacco

In an effort to protect the health of the University of West Florida community, UWF became a tobacco free campus in August 2016. The Tobacco-Free Campus Policy applies to all employees, students and visitors and prohibits the use of all tobacco products on all university-owned properties, including but not limited to, all recreational facilities, residential facilities and parking lots. All events occurring on campus or on campus property are subject to the Tobacco-Free Campus Policy.

For the purpose of the policy, "tobacco" is defined to include any tobacco product or derivative, including but not limited to any lit or unlit cigarette, cigar, pipe, bidi, hookah, and other non-combustible tobacco-free products such as e-cigarettes. The policy also includes forms of smokeless tobacco and any nicotine delivery device that has not been approved by the FDA for cessation.

The Tobacco-Free Campus Policy prohibits smoking as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco on UWF property.

Exclusions include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Residents may be fined \$50.00 for violating the smoking policy in residential areas. In addition, a cleaning fee may be assessed should additional cleaning due to smoking be necessary.

Storage

The Department does not have space for storing resident belongings, excess room furniture, boxes, or other items. Residents will be charged a removal fee for any items left in the room/unit upon checkout. Abandoned items will be disposed of according to the abandoned property policy.

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. Information will be sent to all spring semester residents about summer housing and information will be posting to the housing website as well. Please contact the Central Housing Office for additional information or questions regarding summer housing.

Ten Day Housing Freeze

The first 10 business days after Housing & Residence Life opening (check-in/move-in) are considered the 10 Day Freeze or the Room Freeze. No room changes or moves are permitted during this period except in emergency situations. Not all residents arrive at the same time or on a designated move in day. The Housing & Residence Life staff requires this time to permit new residents the opportunity to receive a room assignment prior to approving any room changes. (See Room Change Section)

Trash/Littering

Trash is to be placed, by the resident, in designated bins, containers or placed in the dumpsters located outside each residence area or trash chutes. Garbage may not be left in hallways, lobbies, lounges, entrances, stairways, 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. If trash is left outside a unit, the residents of that unit will be billed a removal fee. 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.

Trespassing

Individuals who are not authorized, licensed, or invited to enter Housing & Residence Life 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 Housing & Residence Life. Knowingly hosting a person or persons under trespass notice is prohibited.

Weapons, Firearms, Explosives

Possession, storage, decorative use, 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, fencing equipment or other related items or items which may be considered weapons are prohibited.

Weather

Please be prepared with a plan for tropical weather that could shut down the university. Residents are asked to communicate this plan when they complete their housing contract and verify at check-in and when campus is closing. A student shelter is available on campus for students who do not have another location to evacuate to during a university closure. The shelter is only temporary. In cases where the campus is closed for an extended period of time, students are responsible for finding alternative locations to live until the campus is safe to reopen. Detailed information can be found on our website and will also be communicated to the residents by the hall staff.

General Tornado and Severe Weather Procedures:

Students, faculty and staff should follow the procedures below in the event of a tornado or severe weather warning.

1. Notifications will be made to the campus community by the use of all available emergency notification systems including but not limited to the emergency siren systems, email and website.
2. When a tornado or severe weather approach, your immediate action may mean life or death.
 - a. Seek inside shelter in a steel-framed or reinforced concrete building of substantial construction. Stay away from windows.
 - b. Modular buildings are particularly vulnerable to overturning during strong winds, for example building 46.
 - c. Whenever possible, go to an interior hallway on the lowest floor.
 - d. Seek shelter under a sturdy/heavy table if possible.
 - e. Avoid auditoriums or other structures with wide, free-span roofs. If a building is not of reinforced construction, go quickly to a nearby reinforced building, or to a ravine or open ditch and lie flat.
 - f. In open country, move away from the tornado path at a right angle. If there is no time to escape, lie flat in the nearest depression such as a ditch or ravine.
 - g. Most tornadoes track southwest to northeast. This means seeking shelter in the northwest corner of a building is going to be the safest location.
 - h. Report any injuries or damage to the UPD as soon as possible.

For more information visit

<https://uwf.edu/offices/environmental-health-safety/building-emergency-coordinator-program/severe-weather/>

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. If there is an air conditioning unit directly underneath your window, residents are asked to not put anything directly on or in front of the unit as it can affect air quality and damage the unit. Windows in Pace and Martin must remain closed at all times and the official Housing window sticker on these windows must remain sealed. Residents may be subject to a Housing & Residence Life fine of \$50 and disciplinary action if their window seal is tampered with or broken. If the window is not properly sealed upon check in, it is the responsibility of the residential student to contact their RA.

If you have any questions about any of the items in the Housing & Residence Life Handbook please contact a Housing Staff member in your community, email housing@uwf.edu or call the Housing Central Office at 850.474.2463.

The Department of Housing & Residence Life reserves the right to add, remove, or alter these policies and guidelines at any time and will always keep a copy of the handbook online for interested parties.

These policies were last updated July 17, 2020.