

Welcome to Stetson University and the Department of Housing & Residential Life (HRL)!

We are excited you are joining us and hope your on campus experience is a positive one. Living on campus is a unique opportunity to meet and live with a wide variety of people from different backgrounds providing unlimited learning opportunities right where you live. In order to cultivate these opportunities, the following policies and procedures have been set for everyone living on campus in a residence hall, Greek Chapter House, and or University Village Apartment or other HRL operated building. We view our residents as adults and expect that they treat each other, university staff, & university property appropriately. This guide is designed to complement and support the Student Code of Conduct. A resident not following polices & procedures outlined may face judicial action and/or fines.

Abandoned Property & Storage

If a resident leaves items behind after a building has closed or has checked out of the room, a member of Facilities Management and/or HRL will remove the items which are considered abandoned and donate, recycle or dispose of them as necessary. HRL does not store items for any resident.

Alcohol (*See Student Code of Conduct*)

Bicycles

Bicycles/Motorcycles are not permitted in areas of public access, exits, stairwells, hallways or lounges and must be kept outside the building. Bicycles should only be secured to the bicycle racks provided.

Break Housing

All residential facilities are closed during the winter break, except Residence Hall A and the University Village Apartments. All residents are expected to leave the residence halls during the winter break. The Department of Housing & Residential Life will offer, for a fee equal to approximately 1 month's rent, winter break housing to those with an approved reason. Residents interested in staying over the winter break will need to contact HRL. All HRL operated buildings will remain open during other university breaks.

Candles/Incense

Candles incense, and or any other devices that produce an open flame are prohibited in any HRL operated building.

Check In/Check Out Procedures

Assignments: Each resident who lives on campus will be assigned a specific housing assignment. Assignments are based off of many factors including room/building preference, housing application date, roommate preference, and availability; preferences do not guarantee assignments.

Check-In can be a simple process. Assigned residents will present their housing assignment information and Stetson or government issued photo ID for confirmation. Keys/Access cards are assigned to residents only. Room inventory forms will be competed verify the condition of the living space at check-in; they are kept on file for the duration of a residents stay. By checking in residents agree to follow the policies laid out in this document as well as other campus policies including the student code of conduct.

Check-Out steps include the resident returning their room to original configuration, cleaning it so it is move-in ready, and following posted steps to turn in keys/cards, closing paperwork, etc. Failure to complete such steps may result in improper check-out fees.

Curtains

Curtains, unless marked flame retardant with a factory label (UL listed as flame retardant), are not permitted in any HRL operated building.

Damage

Damage done to university property may be charged to individual residents, residents of a particular room/suite/apartment assignment or to a community based.

Drugs (See the Student Code of Conduct)

Fire Safety

If you suspect or see a fire in the residential facilities you should:

- Pull the closest fire alarm as you exit the building.
- Don't put yourself or others at risk. Exit the building immediately based on the nearest evacuation route.
- Call 911 for the DeLand Fire Department (5-911 from campus phones)
- Once out of the facility stay away from the area immediately surrounding the building; proceed to the following designated areas. Do not reenter the building until the Fire Department has left the scene.

Fire Extinguishers

Extinguishers provided in HRL buildings can extinguish most types of fires. To use remember **"PASS"** & to stand at least 8-10 feet away from the fire so the force of the spray does not spread any burning materials. If you are not sure you can put out the fire, evacuate the building and let the fire department handle it.

Pull the Pin

Aim the nozzle at the base of the fire

Squeeze the handle

Sweep back and forth

Building(s)	Designated Meeting Area
Carson/Hollis Halls, Conrad Hall, Sorority Houses, Honors & Wellness House	front entrance of Sage hall
Chaudoin Hall	CUB Front Porch
Emily Hall	head towards the Rinker field
Frat House A, B, & C	cross Fraternity Row towards House D
House D & Frat House E	cross Fraternity Row towards the A, B & C houses
Gordis & Smith Halls	cross Minnesota Avenue and head towards the soccer fields
Nemec Hall & Res Hall A	cross Arizona Avenue and head towards Smith/Gordis halls
University Village Apartments	(Bldgs. 100, 400, & 500 cross Michigan Avenue) or (Bldgs. 200 & 300 cross Ohio Avenue towards the parking lot)

Fire Safety Tips:

- Fire drills will be held throughout the year. Drills must be treated as real fires.
- A chirping noise coming from your smoke detector indicates that your battery is low. Contact your RA/HR/GHM or the Work Desk for a replacement immediately.
- Fire evacuation procedures are posted on each floor. For your safety and the safety of others, familiarize yourself with them and follow them.
- Stay low to the floor to protect you from smoke and toxic gases.
- Check your door before opening it. If it is hot, do not open. If the door is cool and your path is clear to the exit, leave the building as soon as possible, closing the door behind you.
- If you cannot leave your room, do not panic. Sheets and towels placed at the base of the door will help keep smoke out of the room. Signal for fire fighters by hanging a sheet or blanket out of a window or use a flashlight, then stay low.
- Bring your keys; Wear a jacket and shoes; Take a large bath towel (to cover your face in the event of intense heat and/or dense smoke); Close your room windows; Leave the ceiling light on; Leave your room door closed but unlocked.

Fire/Life Safety Violations:

Tampering with fire safety equipment including detectors, pull stations, etc is prohibited. Residents must evacuate during any alarm. Parking in fire lanes is prohibited. Use and storage of fireworks is prohibited in and around all university housing facilities. Intentionally or unintentionally igniting a fire or any actions that result in fire or smoke is prohibited. Residents not following these policies may be subject to the judicial process which may result in immediate removal from housing.

Furnishings & Room Decorations

The University provides each resident with a bed, mattress, desk and chair, drawer space, and in some cases bookshelves, desk lights, nightstands and wardrobes. Residents are responsible for maintaining the condition of the furnishings in their room and in any common areas, such as lounges and lobbies. In order to allow students to create a personalized room environment, students are permitted to arrange furniture within a room in any reasonable manner, providing that all furniture is placed in its original location at checkout, and decorate their living space within certain guidelines below:

- No items may be hung from the ceiling; paneling, enclosed multi-level structures, and any construction which creates a fire, safety or health hazard will not be permitted; No items should cover light fixtures or fire/smoke detectors.
- Furniture must not block access to doors & windows.
- Furniture in the common areas is provided for the use of all residents and is not to be moved into residents' rooms.
- Residents posting items that target specific individuals in a harmful, harassing, or intimidating manner will be asked to remove the items; Alcohol beverage containers, signs, posters, flags, etc. that can be seen from outside the building are not permitted on HRL operated building's windows/sills.
- Beds which have been disassembled to allow for construction of a loft must be stored in the student's room. All University furniture must remain in the room & be reset to check-in configuration upon check-out. Residents should use stick tack or painters tape for posters, etc.; use of nails or tape that makes marks on the paint is prohibited.

- Lighting: Limit the bulb count to 100 bulbs & to bulbs that limit the amount of heat they produce. Turn decorative lighting off if you are not present or awake.
- No extension cords can be used unless equipped with an in-line fuse. Surge protectors should be used. No cords are permitted to pass through doorways.
- Within the buildings that are equipped with a sprinkler system, do not hang anything within a 2 foot diameter of a sprinkler head or within 2 feet of the ceiling. Do not hang anything from any fire protection equipment i.e. sprinkler heads, smoke detectors, etc.
- Rooms & corridors should have a clear unobstructed path of egress (exit). No personal items should be in the corridors, stairwells or other public areas.
- No trees/plants over 3 feet.
- No more than 10% of the area of room doors or corridors can be covered with NON-combustible items. Do not cover room numbers or name plates.

Grills

Residents are permitted to use pre-installed campus grills. No grills can be stored inside an HRL operated building. You must supply your own charcoal & clean it after each use.

Guest Policy

A guest is defined as any person not assigned to an HRL operated building but is visiting a resident assigned in such a building. Residents are consider 'hosts' and are responsible for the behavior of their guest(s) at all times and are required to escort them within the residential facilities at all times. This includes, but is not limited to meeting their guest at the door, walking to the host's room, walking their guest out of the building, or any other time the guest may need to walk around the building. Hosts are also obligated to inform their non-student guests of all University and Housing & Residential Life policies. Please note that non-student guests are subject to the same policies and procedures as are students. Guests may be required to leave if their behavior is deemed inappropriate by university staff.

Guests are permitted to stay in a resident's room up to but no more than three (3) consecutive nights per calendar month. All roommates must mutually agree to have overnight guests/visitors in the room. Violations of the Guest Policy may result in the termination of guest privileges. Residents are allowed to host a maximum number of guests based on the designed occupancy of the space and the path of egress. Resident hosts can have double the resident occupancy in guests in all HRL residence halls & apartments. Greek, Wellness, Honors & House D must see posted regulations in building.

Health & Safety Inspections

Residents are expected to contribute to the overall cleanliness of both their assigned room and floor/apartment that they reside in. Excessive garbage, unclean rooms, and any behaviors which contribute to health concerns are not acceptable. To help assist residents with maintaining a clean living environment, Housing & Residential Life staff will conduct health & safety inspections multiple times per year. When possible, advance notice will be given. Although residents are encouraged to be present for the inspection, it is not a requirement. If a resident is not present for the inspection, notice will be left if there are any concerns needing follow up.

Indoor Sports

Due to concerns for serious/minor injuries or damage to residents and facilities engaging in hall sports in any HRL operated building is prohibited. "Sports" include, but are not limited to, any competitive or non-competitive use of sporting equipment including balls, bats, bikes, boards, Frisbees, rackets, and other objects as well as racing, wrestling or other sporting activity.

Keys/Access cards/Lockouts

Residents are provided keys or access cards to their building & individual room. Keys/access cards are provided to assigned residents only; resident should never provide keys or access cards to other persons including their family, friends, or guests. Most buildings involve an exterior door key & an interior (room) key. Residents in Residence Hall A are issued an interior (room) key and an access card for access to the exterior doors.

If a resident loses any of the keys/access card:

1. Report the lost key(s)/access card to HRL main office in Nemec during normal business hours. A work order for a lock change and new set of keys will occur. The resident who lost their key(s) is responsible for notifying their roommate that the lock will be changed and they will need to get a new key once it is ready. If the access card is lost, it will be deactivated in the access program.
1. Once the lock has been changed and the keys made, they will be dropped off at HRL. HRL will contact the resident who reported the lost key(s) to let them know the new keys are ready to be picked up during normal business hours. Residents will pick up new access card at HRL offices in Nemec.
2. The resident who lost their key(s) will be charged for changing the lock and issuing new keys. An interior key costs \$50 and an exterior key costs \$25 so the total for a new set is \$75. An access card replacement costs \$50.

**If a resident had their keys/access card stolen and can produce a copy of the Public Safety and or Police Report, they will not be charged for new keys.*

Residential facility keys should not be commercially copied as the use of copy keys results in excessive wear and damage to the door locks; residents will be fined if found doing so.

Residents will be charged \$25 for the 4th and consecutive lock outs during any academic year (including summer). Multiple lockouts may be referred to the judicial process.

- *Weekdays (Monday – Friday 8AM -7PM):* Residents can come to the HRL office in Nemec and request a spare key. The resident will be issued the spare key and have 24 hours or by 9AM Monday morning, whatever occurs first, to return the spare key. Residents will complete a lockout form.
- *Everyday 7PM-8AM:* Please call the duty phone number for your building/area. The RA/HR/HM will document the lockout on a lock-out form.
- *Saturday & Sunday 7AM -7PM:* Please call the Head Resident lockout cell # at 386.956.4063; The Head Resident will document the lockout on a lock-out form. Plan to meet the head resident at the Nemec office.

Kitchens

Some of our buildings have community kitchens which are generally open use for residents. Residents are responsible for cleaning up after themselves completely including personal dishes, bowls, cups, pans, or utensils as well as the surface areas and equipment they use. Housekeeping staff will regularly check the area and do basic cleaning of the surface areas & equipment; not residents personal items. Students must label their individual items in the refrigerator & dispose of them on or before expiration dates. Stetson University is not liable for any food or items left in the kitchen. Abuse of these policies will result in the kitchen be locked up.

Apartment Kitchens should be completely cleaned regularly by residents of apartment. University staff is not responsible for cleaning apartment kitchens. If you are unsure about how to use any of the appliances provided, please contact your RA. Abuse of these policies may result in resident lease being revoked and being relocated to a location without an apartment kitchen. Residents are responsible for reviewing & following any posted polies/procedures in their individual kitchen.

Lofts

Residents may loft their beds with university approved loft kits. No personally owned and or made lofts will be allowed. Loft kits will be available at the start of the academic year during check in. Any resident wishing to loft their bed can request a kit at their building's check in table. Residents are responsible for disassembling the loft kit when they move out of the room. Residents who leave their loft kits assembled will face sanctions including, but not limited to, fines and revocation of lofting privileges. Residents lofting beds accept responsibility in ensuring they are set up correctly & safely.

Paint Policy

Residents are not permitted to paint their rooms. If a resident feels their room needs to be painted, they should email workdesk@stetson.edu and make the request for an assessment. Residents who paint their room will be charged to return the room back to its original color.

Pest Control

The University maintains a contract with a licensed pest control company to provide exterminating services in all HRL operated buildings. Individual residents may have their rooms treated at any time during the year. Residents requesting treatment for their room must email workdesk@stetson.edu. Residents requesting treatment of their room will be responsible for making their room accessible to be properly treated. This may require removal of clothes from dressers or closets, moving beds and stereo equipment away from the walls and covering all food. Resident rooms that have not been made accessible to the exterminator will not be treated.

Pets

Animals that can tolerate living underwater, for more than 10 minutes, will be allowed to live in a residential facility. These animals must be kept in an aquarium no larger than 10 gallons in size. Residents are not able to keep any animal(s) used for any academic related project in any residential facility. Residents found in violation of this guideline will be subject to a \$150 fine in addition to \$15 per day until the animal is gone. Residents residing in the Pet Friendly residence hall must adhere to policies and procedures outlined in the Pet Hall manual. Residents that may have a need for an animal that provides an essential life function and wish to bring their animal with them must submit their request to

Academic Resources Center at least 4 weeks in advance for consideration. Residents will be notified of a decision at least 2 weeks but no later than 4 weeks after submitting their request.

Pools

Residents are not allowed to have a pool or anything that resembles a pool in or around any residential facility. Residents wishing to use a pool are encouraged to go to the Hollis Center during normal operating hours.

Quiet & Courtesy Hours

Quiet hours are Sunday through Thursday from 10 pm – 9 am and Friday through Saturday from Midnight – 9am. During the established quiet hours, each resident is responsible for making sure that their noise is not at a level to disturb anyone else that may be studying or sleeping. During Final Exam week each semester, 24-hour quiet hours will be in effect for all residential facilities. 24-hour quiet hours will begin at 10pm the night before Reading Day and last until the buildings officially close.

Courtesy hours are in effect at all times; that is residents are expected to be considerate of others and to comply with any request for quiet. Residents should operate stereos, televisions and sound equipment with regard for the rights of others. Use of musical instruments in the residential facilities should respect these rights as well.

Roofs

Due to potential structural damage and safety concerns, residents are not allowed on any roofs.

Room/Suite/Apartment Mate Agreements

Following check-in, each resident will have the opportunity to develop a Room/Suite/Apartment Mate Agreement with the other resident(s) they will be living with. The Room/Suite/Apartment Mate Agreement form allows all residents to share their thoughts and develop mutual expectations about acceptable and unacceptable issues associated with living with another person. HRL strongly encourages that Room/Suite/Apartment Mate Agreements be developed and signed; all residents will be responsible for upholding their signed agreement. If changes are needed during the year, residents should request a meeting and revise their original agreement.

Roommate Conflict & Mediation

While many roommates live successfully in their assigned spaces with no major conflicts sometimes they do arise. Most conflicts come from high/unreasonable expectations, lack of openness to individual differences, issues with sharing, and poor communication. As an adult, it is important to recognize that we ask individuals to be open when issues begin to arise, consult their roommate agreement, and talk openly with their RA/HR/GHM. RA/HR/GHM are specifically trained to help residents with conflict mediation so that we can better understand & seek steps to improve the situation. Remember, we are asking residents with roommates to be civil with each other; not everybody needs/desires to be friends with each other. Moving rooms is not the answer, in most cases that is simply avoiding the issue. Do know that room change requests due to roommate conflicts most often will not be approved.

Room Searches

Stetson University does its best to provide every resident privacy with respect to their assigned space, however there are times when authorized personnel that have a reasonable belief that a violation of a University or HRL policy, local ordinance, state or federal statute is in progress, and/or for other emergency purposes exist, may enter and search the resident's room/apartment/suite. If the resident is present, they will be asked for consent to search the room. If consent is not given, requests to search a resident's room may be authorized by the Dean of Students or their designee. Once consent has been given or the search has been authorized, members of Public Safety will execute the search in the presence of HRL Professional staff. Once the search has been completed, Public Safety and/or HRL staff may remove any items found that violate University or Housing & Residential Life policies, local ordinances, state or federal statutes and leave a note informing the resident of the search and items removed.

Smoking Policy (*See the Student Code of Conduct*)

Solicitation (*See the Student Code of Conduct*)

Staff

HRL employs student & professional staff whom are specifically trained to assist residents in different areas. If residents are having an issue, have questions, or need assistance they should reach out to the appropriate staff person starting at the student staff who might more familiar with their individual situation.

Resident Assistant (RA) – trained student staff who live in an HRL Operated building who have responsibilities in leadership, community building, programming, mediation, general administration, and building/resident safety. The RA works as an integral member of the HRL team and utilize leadership and customer service skills as they assist residents on a daily basis.

Greek House Manager (GHM) – trained student staff who live in an HRL Operated building who have responsibilities in leadership, community building, programming, mediation, general administration, and building/resident safety. The GHM works as an integral member of the HRL team and utilize leadership and customer service skills as they assist residents on a daily basis. They are normally a member of a Greek community and are responsible for the residents of their chapter living on campus in the chapter's residence.

Head Resident (HR) – trained upper-class student serving as a peer advisor and educator responsible for a community of residents by assisting them and addressing their needs. They have responsibilities in leadership, community building, programming, mediation, general administration, and building/resident safety. The HR has an integral role in the development of the residential community and helps strengthen residents' communication and confrontation skills with the assistance of the RAs. The HR is a principal student leadership position within the HRL; therefore the HR will work to create a safe, secure environment that fosters the educational mission of the University and personal development of students through daily interactions.

2011-2012

Life in the Halls: A Guide to Residential Living

Residential Life Coordinator (RLC) – a trained full time live in professional staff member responsible for administering a residential program for an area of residence halls or apartments housing approximately 300-600 residents. The position includes supervision, student development and housing functions in an effort to provide a residential environment reflective of the University's values. The RLC directly supervises approximately 10-20 undergraduate staff members (RAs & GHM). The RLC coordinates and participates in departmental initiatives including but not limited to staff recruitment, training, programming, housing operations, technology, and fraternity and sorority affairs; participates in an on-call duty rotation for the campus for after hours crisis response; maintains liaisons with a variety of offices and academic departments; and assists with other departmental committees and initiatives as assigned.

The central office staff for the Department of Housing & Residential Life includes the Director, Assistant Director of Housing Operations, & an Administrative specialist. All can be contacted by emailing reslife@stetson.edu.

Weapons (See the Student Code of Conduct)

What to Bring/Not to Bring List

Please refer to the list provided on the Department of Housing & Residential Life website. Please be advised that this list is not all inclusive and the Department of Housing & Residential Life reserves the right to amend it.

Work Orders/Maintenance Requests

Work orders are the method for having maintenance and or housekeeping concerns addressed. They are submitted via email directly to workdesk@stetson.edu.