# Section 1- Departmental & HRL Staff Information

The Department of Housing and Residence Life (HRL) is located in Building 14B, next to the Andrew A. Robinson Jr. Theater. Office hours are 8am to 5pm, Monday through Friday.

The Welcome Desk is located in the lobby of Osprey Fountains and is staffed by full time employees, 24 hours a day/7 days a week including nights, weekends and holidays. Residents may contact the Welcome Desk at any time by calling (904) 620-5000.

**Department of Housing and Residence Life Mission**  
The Department of Housing and Residence Life at the University of North Florida supports the educational mission of the University through the creation of a positive living and learning community with the best facilities, services, programs, and customer service for our students. Our responsive staff strive daily to enhance student academic and personal development by fostering a sense of respect for self, others and the community, placing an emphasis on diversity, encouraging personal and civic responsibility, while providing opportunities for leadership development.

**Philosophy of the Department of Housing and Residence Life**  
The primary purpose of the residence halls is to support the educational mission of the University of North Florida. Staff members at the Department of Housing and Residence Life actively strive to help each resident grow and develop personally, allowing each resident the opportunity to experience a variety of ideas, personal lifestyles, and diversity of human experience. On-campus residence halls no longer mean dormitories – they are living-learning centers for today’s students. Your residence hall will be your home, a place to relax and enjoy yourself. It is important, however, that an atmosphere for studying be maintained. You will find living on campus unlike any experience you have had, because you must be cognizant of what you are doing and how it may affect others who are living around you. Your acceptance and respect for the diversity found among your peers, and your regard for standards of good citizenship will assure that this positive atmosphere is achieved.

It is the University’s philosophy that students are responsible adults. This means you, the student, are responsible for knowing and abiding by not only the University but also the Housing and Residence Life rules and regulations. It is the responsibility of the Department of Housing
and Residence Life staff to enforce these regulations. By asking the question: “How does what I am doing affect others?” you will help build a community of residents who regulate themselves.

It is the desire of the Department of Housing and Residence Life staff to facilitate personal development and learning of residents. Through programming, workshops, activities of interest, and by advising and counseling residents, we hope to assist you in your personal growth. We encourage you to stop by and talk to your Resident Assistant (RA). The RA staff are helpers, facilitators, consultants, and role models. They can help you find solutions to problems or answer questions about campus life. They can also help you to make your experience on campus a rewarding one by encouraging developmental, educational, and social involvement.

When you occupy a residence hall at the University of North Florida, you become a member of a unique community. Learn from this community and give something back. You will have the opportunity to meet people of all races, religions, cultures, and backgrounds in your community. This diversity of culture has much to offer, and you have much to share. Learn to appreciate the “uniqueness” of the people who live around you. Learn from them, share your life with them, and by the time your stay with us is complete, you will be a different person.

The Residential Community
The residential community at the University of North Florida (UNF) is not only made up of students from all races, religions, cultures and backgrounds, but also consists of students of varying ages and students that attend classes here at UNF.

Minor students, meaning students under the legal age of 18 years old, have the opportunity to reside in UNF housing while taking classes at either UNF. When a minor student signs a UNF housing contract in conjunction with a parent or legal guardian they will be acknowledging that they understand and agree to specific terms and conditions. These terms and conditions can be found on the Minor Students in the Residence Halls waiver that all minor students in conjunction with their parent must sign before being allowed to reside on campus.

Student Confidentiality
The Department of Housing and Residence Life recognizes that involving parents in the educational process contributes to the overall success of students. Though parents and/or legal guardians play a significant role in their students’ success, state and federal student confidentiality laws including FERPA govern the contact that Housing and Residence Life staff members can have with parents and/or legal guardians.

Parental Notification Policy
According to the Federal Educational Rights Privacy Act (FERPA), parents may be informed of alcohol and drug violations if the student is under the age of 21 and UNF determines that the student has committed a disciplinary violation with respect to such use or possession. Notifications will be handled according to state and federal laws governing confidentiality of student records.
Other than incidents involving drugs or alcohol or other health and safety concerns, Housing and Residence Life staff members are limited in the information that can be shared with parents and/or legal guardians without first receiving student consent.

Situations in which UNF may contact parents or legal guardians if deemed necessary:
- Emergency medical treatment
- Self-destructive behavior
- Student health concerns (eating disorders, medication imbalance, suicidal ideations, etc.)

Situations in which UNF may not contact parents or legal guardians include:
- Student Accounts
- Student Conduct violations unrelated to use of alcohol or drugs.


**Missing Residential Student Policy**
A University residential student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to: a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare. Designated emergency contacts under this policy shall remain confidential and are only available to University administrators on an as needed basis. For more details regarding procedures, please see [http://www.unf.edu/housing/resources/Missing_Student.aspx](http://www.unf.edu/housing/resources/Missing_Student.aspx).

**Department of Housing and Residence Life Staff**

The Department of Housing and Residence Life is made up of a variety of administrative, professional and student staff members. These staff members work together to serve the residential community in a variety of ways. For departmental staff information you can visit [http://www.unf.edu/housing/About_Staff.aspx](http://www.unf.edu/housing/About_Staff.aspx).

**House Director:**
The House Director (HD) is a University of North Florida employee. The House Director is provided an apartment within the residence and is responsible for building over sight. The HD is trained through Housing and Residence Life (HRL) and serves in an on-call rotation for the Fraternity & Sorority Life Village. The HD meets with the House Manager weekly and attends monthly meetings with the chapter President and Office of Fraternity and Sorority Life. The HD also attends weekly meetings with HRL. The House Director will hold residents accountable to the Fraternity & Sorority Housing Handbook and will assist with the registration process for social events.
**House Manager:**
The House Manager (HM) is a full-time undergraduate student member of the chapter, who must live in the house. This person can be elected or appointed depending on the chapter. The House Manager is responsible for meeting weekly with the House Director to address any issues within the residence. The HM will create cleaning schedules for residents and be the main point of contact between the House Director and the chapter. The House Manager will go through training each semester and will be able to submit facilities requests. Ultimately, the HM will work with the House Director, cleaning and maintenance staff, and residents to maintain a healthy living environment.

**Residence Hall Communities**

**Building Positive Roommate Relationships**
Living with a roommate can be a rewarding yet challenging experience. To start the year, residents should get to know their roommate(s) by communicating openly. Roommates should discuss a cleaning schedule, conditions for sleeping and studying, guidelines for borrowing personal items, and times for visitors. If you are experiencing difficulty with your roommate and/or need assistance with setting the above guidelines please contact your RA. Self-help resources are also available at http://www.unf.edu/housing/resources/ (e.g. Roommate agreements, roommate bill of rights, etc.).

For a listing of programs and activities please visit:
http://www.unf.edu/housing/getinvolved/Programs-Activities.aspx.

**Expectations for Residents**
As members of our residential community, residents need to confront each other about policy violations or inappropriate behaviors. Residents who are uncomfortable confronting a situation may contact Housing and Residence Life staff to assist. Residents should also feel comfortable contacting the University Police Department at (904) 620-2800 when a major situation arises. Residents should hold each other accountable for the quality of their living environment.

**Opportunities for Involvement**
The Department of Housing and Residence Life seeks to foster students’ leadership skills through training, conferences, and other programs by providing residents with the opportunity for leadership development. The Resident Assistants, Executive Board Members of the Residence Hall Association (RHA), and members of the National Residence Hall Honorary are examples of student leadership positions available in Housing and Residence Life.

**Residence Hall Association (RHA)**
RHA is an organization formed to serve as a liaison between residential students and the Department of Housing and Residence Life. RHA is governed by elected student leaders that aim to improve the on-campus student experience by providing leadership opportunities to residents and guidance to Area Councils. RHA advocates for resident needs and organizes
campus-wide events. All students living on campus are automatically members of RHA and are welcome to attend all meetings and activities. RHA also sends delegates to state, regional and national conferences. For more information about how to get involved in RHA, visit their web page at http://www.unf.edu/groups/rha, e-mail RHA at unfhra@gmail.com, visit their office in T-108 or contact a Resident Assistant, Coordinator, or stop by the Housing Office located in building 14B.

National Residence Hall Honorary (NRHH)
The purpose of NRHH is to recognize dedicated and caring residents who are committed to recognition, service, leadership, and scholarship. NRHH recognizes positive contributions to the campus community through the Of the Month (OTM) awards program. NRHH members are considered to be the top 1% of student leaders on campus. To qualify, the requirements are as follows: must have lived in the UNF residence halls for at least one semester prior to induction; must have made positive contributions to their residential community; must be in good standing with both University Conduct and Housing and Residence Life Conduct prior to induction; and must have at least a 2.75 cumulative GPA on a 4.0 scale. For more information about NRHH, please visit the NRHH Web page at http://www.unf.edu/groups/rha/nrhhindex.html or contact a Resident Assistant, Coordinator, stop by their office in T-108 or the Housing Office located in building 14B.

Top 10 Ways to Be Safe On Campus

Crime can happen on campus just as it can happen in the greater community. Don’t take chances and don’t take your safety for granted. You can protect yourself against crime by taking these simple precautions:

1. Keep your apartment/room/car door locked at all times.
2. Always look through the peephole or ask who it is before you open the door to someone knocking.
4. Always close and lock your apartment/room windows when you leave. Do not leave any valuables within the reach of an open window.
5. Keep your keys safe. Do not lend your keys out to anyone and don’t leave keys lying around.
6. If your key is lost or stolen, report it to the Housing Office or Welcome Desk immediately.
7. Have your keys out before you get to your room/apartment door or your car.
8. Always report any suspicious activity or persons to the University Police Department (UPD 904-620-2800 or 911).
9. Avoid walking alone, especially at night.
10. Always use public walkways and avoid dark paths, shortcuts, or the nature trails after dark.
11. Carry identification at all times.
12. Let your roommate(s) know where you are going and when you expect to return.
13. If you are the victim of a crime, report the incident to UPD immediately.
Blue Light Emergency Phones
Emergency Phones, identified by a blue light, are posted in various locations around campus. If you have concerns for your safety or are in danger, simply push the red button and speak into the intercom. The phones are connected directly to the University Police Department.

Community Safety Rangers
In the evening hours when classes are in session, Community Safety Rangers patrol the pathways between the main campus and Parking Lots 14 and 18.

The Community Safety Unit was created and implemented to enhance security on campus. The unit is typically comprised of part-time safety rangers, who are primarily responsible for patrolling the parking lots and the library at night. The safety rangers also assist police officers in traffic control, working events on campus and test all emergency phones on campus to ensure they can connect to the Police Communication Center.

While safety rangers are not police officers and cannot write state citations; they do wear uniforms to clearly identify themselves as members of the UPD and are equipped with bikes, police radios and reflective gear. Safety Rangers have successfully passed a background check, are CPR certified, trained in UPD rules and regulations, first-aid and radio communication.

Safety Escorts
Police officers are available 24 hours a day to provide safety escorts to any member of the university community. To request an escort you may contact UPD at (904) 620-2800 or by using a Blue Light Emergency Phone.
Section 2 – Housing & Residence Life Rules & Regulations

Individuals with signed Housing Contracts and their guests are responsible for abiding by all Federal, State and university policies, which include the following Department of Housing and Residence Life rules and regulations. These rules are published to provide residents with general notice of expected conduct. They should be read broadly and are not designed to define misconduct in exhaustive terms. Residents are responsible for being familiar with and abiding by policies contained within the UNF Student Conduct Code. Violations of any Housing and Residence Life policy and standard of conduct governing residential housing on campus, or violation of the Housing Contract shall be considered a violation of the Student Conduct Code and may result in disciplinary action, including, but not limited to the immediate termination of the Housing Contract (removal from housing).

Residents who choose to be present during policy violations and/or have knowledge of policy violations may be documented by Housing and Residence Life staff, University Police Department, or other university officials, and may be found responsible for the violation(s) being documented.

A 1.0 Alcohol Policy
In the state of Florida, the legal age for possession and/or consumption of alcohol is 21. Residents and guests under legal age, who consume, possess, buy, serve or sell alcoholic beverages, or individuals who sell to or serve minors are in violations of both state law and University policy and are subject to potential consequences with all entities.

A 1.1 Alcoholic beverages are permitted in the residential areas (i.e., bedrooms), if all residents of the room are 21 years of age. If alcoholic beverages are being consumed in a residential area (i.e., bedrooms), then every person in the room must be 21 years of age.

i. Sorority women are not permitted to have alcohol in their residence, regardless of age, per NPC Unanimous Agreements.

ii. If the organization has its own risk management policy that speaks to alcohol within a residential facility, then the members must follow the more stringent policy.

Providing alcohol to a person, roommate or otherwise, who is not of legal drinking age will result in both students being referred to University or Housing Conduct as well as possibly being issued a Notice to Appear from UPD.

A 1.2 Kegs, beer balls, beer taps, alcohol vaporizers, bulk quantity and/or any common source of alcohol are not permitted in any room or area of University owned housing. In addition, any device designed to consume large amounts of alcohol or to rapidly consume alcohol, including but not limited to funnels, beer/alcohol pong, bongs, and luges, may not be possessed or used in any area of the house.
A 1.3 Empty alcoholic beverage containers or packaging are not permitted in rooms or common areas. Shot glasses, wine glasses, beer mugs, etc. used for alcohol are considered alcohol containers and must be removed or disposed of immediately. Alcohol containers or packaging may not be displayed as decoration in any areas of housing (even if resident is 21 years of age or older). Empty containers can lead to a trash problem and create a breeding ground for insects and pests. They may also be considered acceptable evidence of consumption.

A 1.4 Possession of open containers of alcohol (including alcohol contained in cups, bottles, etc.) or consumption of alcoholic beverages in public areas, such as parking lots, balconies, courtyards, and lounges is only permitted during registered social events.

A 1.5 Alcohol-related conduct which infringes upon the rights of others to a quiet, orderly living environment, impedes building a strong community within our residence. Consumption of alcohol, legal or otherwise, neither removes nor absolves a resident from their responsibility to observe University regulations. A resident may be immediately removed from Housing if they violate the alcohol policy or if they pose a danger to self, others, or the environment when under the influence of alcohol.

A 1.6 Residents are prohibited from storing alcohol that belongs to others. Resident alcohol cannot be stored in common areas (i.e., kitchen refrigerators).

A 1.7 Social events must be registered and follow the Social Event Guidelines. The Social Event Guidelines are provided through OFSL. Chapters will be provided training on the Social Event Guidelines once a semester. Failure to attend the training will result in the organization unable to hold social events at the residence until the next training opportunity.

Alcohol Violations
Alcohol violations include but are not limited to and/or consumption; hosting a party involving the illegal use of alcohol; and/or intoxication (to be determined by physical observation or BAC test, if available). Serious alcohol violations are those determined to be life-threatening to the resident, threatening to the community, or involving other significant violations of the UNF Code of Conduct or the law (i.e., felony violations of the law involving alcohol).

If the University Police and/or staff determine that a resident is unable to stay on-campus in our Residence Halls (i.e., incoherent, vomiting/need medical attention, unresponsive, uncooperative, etc.) the resident will be transported off-campus and the documentation regarding the incident will be forwarded to the Office of Fraternity and Sorority Life and University Conduct. The resident will be responsible for the cost(s) associated with this transport (i.e., hospital visit, Gateway Services, emergency transport, jail, detox, etc.). Residents need to be aware that these costs may not be covered by insurance and may exceed $1,000.00. Residents’ Housing Contracts may be immediately cancelled as a result of this type of incident.
A2.0 Antennas and Satellite Dishes
External antennas and satellite dishes of any type are not permitted.

A3.0 Appliances
Care should always be taken not to overload electrical circuits. Residents should not connect multiple extension cords or leave appliances unattended under any circumstance. Always unplug appliances after use and always follow the proper use guidelines.

Approved Appliances:
A3.1 Refrigerators less than 4.5 cubic feet and microwaves less than 1500 watts are permitted.
A3.2 Small appliances without exposed heating elements are permitted in student rooms with proper usage.
A3.3 Toasters, toaster ovens and George Foreman grills are permitted in the residence halls, but should be utilized in designated cooking lounges and not in student rooms. Toasters, toaster ovens and George Foreman grills found plugged in inside student rooms may be documented.

Appliances that are Strictly Prohibited:
A3.4 Any appliances with an open flame, open heating coils or open heating element is not permitted including, but not limited to burners, griddles, any infrared appliance, and hibachis with propane, hot plates, space heaters, electric skillets, soup warmers, s’more makers, deep fat fryers and smoke machines.
A3.5 Charcoal and gas grills are not permitted to be used or stored in any of the housing areas. Students may utilize the charcoal grills located within the various housing areas and on campus at their leisure. Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

Other Restrictions:
A3.6 Rewiring of student rooms is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.
A3.7 Residents and guests may not leave cooking food unattended in rooms, lounges, kitchens, or grilling areas.

A4.0 Air Handlers
Residents must keep items, including furniture, at least 24 inches from the air handler.

B1.0 Bicycles
Bicycle racks are provided throughout housing areas and should be used whenever possible. Residents are permitted to store their bicycle in their room/apartment with roommate consent.
For the safety, bicycles may not be hung in or around any room or apartment. Bicycles may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles or on landscape vegetation (i.e., trees, bushes, etc.). UPD will remove as discovered and hold in the campus Lost and Found.

C1.0 Cable
Residents experiencing issues with their satellite service should submit an on-line Maintenance Request via the Housing and Residence Life website (http://www.unf.edu/housing/resources/Maintenance_Request.aspx ). Any alteration, damage or misuse of existing cable jacks is not permitted.

C2.0 Check-In/Check-Out Policy
It is the residents’ responsibility to check-in and check-out of the room assigned on the designed days and times.

C3.0 Candles/Incense
Due to the potential risk of fires in the building, candles with or without a wick, and/or incense are not permitted to be used, stored or serve as decorations in rooms or apartments.

C4.0 Cleanliness
In an effort to create a healthy environment residents are required to keep their assigned room in a clean and sanitary condition. Cleanliness includes but is not limited to washing dishes, putting food away, regularly washing laundry, and disposing of personal trash. Students are expected to dispose trash in appropriate receptacles on campus.

Housing and Residence Life staff performs health and safety inspections throughout the year. Inspections will include the exteriors of university furnishings and the interiors of refrigerators.

Residents may or may not be present during these inspections. Notification will be sent to the residents at least 48 hours in advance to the start of health and safety inspections. If a room does not meet Housing and Residence Life cleaning standards, the residents will have 24 hours to thoroughly clean the room/apartment and dispose of waste in the proper manner. If residents cannot do so within 24 hours, and the custodial staff is required to clean the room, each resident will be billed for the cost. Repeat occurrences will result in further action for residents of the room.

C5.0 Cohabitation
Cohabitation is not permitted. For the purpose of on-campus housing, cohabitation is defined as: the housing of unauthorized individuals in the student’s apartment or room for more than three (3) consecutive days, or the sharing of a housing space by individuals of the opposite sex-including storage of another’s belongings in one’s room.

C6.0 Cooperation/Failure to Comply with University Officials
Failure to comply with a University Official includes:
   1. Refusal to cooperate with the request of any University official, including paraprofessional or professional staff members while performing their job.
2. Disregard for the Housing and Residence Life Conduct System, failure to attend a scheduled meeting and/or comply with the requests, decisions, or sanctions rendered by a Conduct Hearing Administrator or Panel Board.
3. Providing false information, withholding information, or providing misleading information to any University official.
4. Acting on behalf of another person, group, or the University without authorization or prior consent.
5. Cursing, yelling or making obscene gestures toward staff.

**D1.0 Damages/Vandalism**

Each resident is responsible for the condition of their housing space including any damage to housing property or facilities. Residents are responsible for restitution to Housing and Residence Life for damage and/or loss of furnishings and physical structures caused by the resident or their guests. Should damage occur, it is the resident’s responsibility to report it to maintenance and the RA immediately. Upon checkout, the room or apartment must be in the same condition as when the resident first occupied it (as noted on the room condition form).

**D1.1** Residents, guests and/or student groups are held responsible for damage caused to common areas or general residential areas and will be billed for such damages – this includes replacement, clean-up and labor costs.

**D1.2** In the event of damage, which is not assignable to an individual or group, members of the room, wing, floor, house or building may be assessed a Community Damage Fee.

**D2.0 Dangerous Materials & Weapons**

In order to ensure the safety of residents, the possession, storage, and/or use of firearms, is not permitted. Weapons and dangerous materials are also not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from Housing.

**D2.1 Dangerous Materials**

Dangerous Materials are defined as but not limited to ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches, and dangerous chemicals) or other dangerous articles or substances.

**D2.2 Weapons**

University of North Florida is a “school” based on the established definitions in Section 790.115, Florida Statutes. Except as specifically provided in Section 790.06(12)(a)(13), Florida Statutes, students must not have any type of weapon or destructive device as defined in Section 790.001, Florida Statutes, in their possession and cannot store such weapons or destructive devices in their vehicle while on any University property or University-controlled property.

**Weapons in Vehicles** - Students may not carry firearms, destructive devices and other weapons on campus or store such items in vehicles parked on University or University-controlled property.
Section 790.25(5), Florida Statutes, authorizes persons 18 years of age or older to possess a concealed firearm or other weapon in a private conveyance for self-defense if the weapon is securely encased and not readily accessible for immediate use. Section 790.115(2)(a), Florida Statutes, prohibits possessing weapons or firearms on school property. Although s. 790.115(2)(a)3, Florida Statutes, provides that a person may carry a firearm in a vehicle pursuant to s. 790.25(5), it provides that schools may provide written and published policies waiving the exception.

In accordance with the foregoing, the University of North Florida specifically waives the exception provided in Section 790.115(2)(a)(3), Florida Statutes, meaning that UNF students must not have any type of defined weapon in their possession and cannot store a weapon in their vehicle while on any University or University-controlled property. A weapon or destructive device as defined in Section 790.001, Florida Statutes, could include non-lethal weapons such as pellet guns, knives, metallic knuckles, slingshots, billies, tear gas guns, chemical weapons or device, or other objects defined as a deadly weapon.

Additionally, the University of North Florida invokes the exception in Section 790.251(7)(a), Florida Statutes, which exempts school property from the operation of Florida’s Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008. This policy does not apply to University police officers, municipal, county, federal or other state law enforcement officers while on or off duty or acting in an official capacity, since they are required to possess weapons and uphold the law.

D3.0 Data Port
Any alteration, damage or misuse of existing data ports and/or cable jacks is not permitted. If the data port is damaged and the residents are experiencing trouble with their internet service, they should submit a Housing Work Order to have the data port checked/repaired. Residents can submit a Housing Work Order by visiting http://www.unf.edu/housing/resources/Maintenance_Request.aspx. If there is no visible damage to the data port and you are experiencing problems with your internet service contact Information Technology Services by phone at (904) 620-4357 or if possible online at http://help.unf.edu.

D4.0 Decorations
Residents are encouraged to decorate their rooms and apartments in a way that are pleasing and comfortable to them. However, residents are encouraged to be respectful of roommates and community members when decorating. Some words, symbols, images, etc. may offend others and/or damage your character. The Department of Housing and Residence Life will review resident or staff complaints due to offensive or questionable decorations. Appeals of decisions are at the discretion of the Director of Housing and Residence Life and/or their designee. Residents decorating their room/apartment should follow the guidelines below:

1. Extreme care should be taken when hanging posters and/or pictures. Use of sticky putty and/or blue painters tape is encouraged to prevent wall damage. The use of 3M command
strips or like products of different brands is not recommended in any housing area on any surface. If products of this nature are left in the room residents will be charged a minimal fee for removal by one of our facilities staff members. Additional information on proper removal can be found at http://solutions.3m.com/wps/portal/3M/en_US/Command/home/us_en/how_use/.

2. Residents are not permitted to paint, paper, and chalk or panel the walls, woodwork, or ceiling, nor refinish any of the furniture. Staples or nails on doors, walls, ceilings, closets or any other surface are not permitted (i.e., cannot mount bicycles or surfboards).

3. Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans or room light fixtures at any time or fashion.

4. Contact paper is not permitted on any surface.

5. Use or installation of wood paneling, wood structures (including lofts) and/or tile is not permitted. Shelves or other items are not to be attached to walls or ceilings.

6. Duct tape is not permitted to be used on any surface in any housing area.

7. Plastic tape around windows or closet areas is not permitted.

8. Live or cut trees are not permitted in resident rooms or apartments.

9. Smoke machines and strobe lights are not permitted.

10. Carpet may not be affixed to the floor surface.

11. Windows and the exterior of doors should be kept free of writing, signs, stickers, window clings, and other personal possessions and window or door accessories.

12. Residents may not display anything that can be viewed from the exterior of room/ apartment doors, windows, or balconies.

**Common Areas:** Decorating of residence hall lobbies, bulletin boards, or lounge areas is not permitted without prior approval from Housing and Residence Life staff.

*Damages resulting from the use of tape, glue, paste, nails, tacks, chalk, staples, plant hangers, picture hooks, and screws to the walls, furniture, doors, wood-work, or glass will be charged to the resident(s) of that room, suite or apartment.*

**D5.0 Disorderly/Disruptive Behavior**

Maintaining a community environment conducive to learning, academic success, good citizenship, and positive relationships is dependent upon the cooperative efforts of the community members. Any student, who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action.

Disorderly and/or disruptive behavior includes: the use of offensive or abusive language, intimidation, inappropriate behavior or a pattern of behavior (either in a succession of closely related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals, animals, and/or the community, causes physical damage to property or interferes with the normal functioning or safety of the community.

**D6.0 Doors/Locks**

Residents are expected to lock their doors. Pounding on, tampering with, pulling or ripping open without key access exterior doors, wing doors or House doors to gain entry is not permitted. For safety reasons, University officials reserve the right to lock any doors in the residence areas
found unlocked. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents the locking or unlocking of doors. Blocking exits (doors or windows) is not permitted and may result in immediate removal from Housing. Locks may not be added on any doors in rooms/apartments, nor may they be changed or replaced.

Only Housing and Residence Life approved door decorations and properly affixed message boards are allowed on your exterior room/apartment door. Postings are at the discretion of Housing and Residence Life. Reference M 2.0 Message boards for additional information.

**D7.0 Door Propping**
Fire doors, lounge doors, suite doors, house doors, room doors while residents are not in their room or any other interior or exterior doors may not be propped open in any area. Staff members are exempt from this policy while performing departmental duties.

**D8.0 Drugs**
The possession, distribution, delivery, sale, and/or use of controlled substances are illegal and grounds for criminal prosecution as well as immediate removal from Housing. The possession, delivery, distribution, sale and/or use of prescription drugs without a prescription as well as the possession, distribution, delivery, or sale of illegal drugs is not permitted. This includes, but is not limited to, the possession of drug paraphernalia, such as hookahs, pipes, bongs, whippets, and rolling papers. This also includes the suspicion of drug use based on odor. Depending on the individual circumstances that constitute the violation of this policy, the University is prepared to take disciplinary action up to and including expulsion from the University.

**E1.0 Elevators**
The bell-shaped alarm button in the elevator is to indicate an emergency. Tampering with, damaging, misusing or rewiring elevators or elevator equipment is not permitted. Jumping, spitting, littering, urinating and/or smoking in the elevators are also not permitted. Using this button for non-emergencies is not permitted.

**E2.0 Endangerment**
Physical violence toward another person, group, or animal, and/or actions that endanger the health, safety, or welfare of a person, group or animal are not permitted. Interference with the freedom of another person or group to move about in a lawful manner is not permitted.

**F1.0 False Barriers**
No type of room divider (fabric or otherwise) should obstruct access or view of a student room and/or the entrance/exit to a student room.

**F2.0 Fire Safety and Fire Safety Equipment**

**F2.1** During fire alarms, students and guests MUST leave the building immediately. Students are not to re-enter the building until instructed to do so by the Housing and Residence Life staff or the University Police Department. Students and guests refusing to vacate, or returning before they are told to do so by a University Official, are subject to disciplinary action and/or a fine from the police. *Staff may*
enter student rooms during fire alarms.

**F2.2** Any student who activates a false alarm or tampers with fire and/or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers, and door alarms) places the lives and safety of fellow students in danger. This is one of the most severe violations of University policy. Any student who misuses fire or fire safety equipment is subject to severe University disciplinary action and prosecution under Florida Statutes including restitution of cost to replace equipment. Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removed from Housing.

**F2.3** Designated Emergency Exit doors are ONLY to be used during a fire alarm or other emergency.

**F2.4** Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately. Removing or interfering with the use of fire safety equipment, such as fire extinguishers and smoke detectors, is a third degree felony under Florida Statute 806.10 and is prohibited. Falsely setting off fire alarms is prohibited by Florida Statute, section 806.101, and is a misdemeanor.

**F3.0 Fires**

Setting a fire or setting fire to any university or personal property is not permitted in the housing areas. The only exception is grilling in designated areas. Students found in violation of this policy are subject to disciplinary action including immediate removal from Housing and/or restitution for damage to property.

**F4.0 Furniture**

Rooms and apartments are furnished. Residents are responsible for furnishings provided in their room. Furnishings may not be removed from assigned locations.

**F4.1** Waterbeds, pools, and Jacuzzis are not permitted.

**F4.2** Students are discouraged from bringing in additional furnishings due to space limitations and safety reasons. Housing and Residence Life staff reserve the right to have students remove personal furnishings from a room or limit the size allowed if those furnishings are believed to pose a safety risk, create roommate conflicts, impede movement within the room, or pose a fire hazard.

**F4.3** Community or lounge furniture may not be removed or relocated. If community or lounge furniture is found within a room, the residents will be charged a minimum $25 charge for its relocation and are subject to disciplinary action. This includes community furniture that is rearranged, stacked or otherwise tampered with. UPD may also be contacted and the student could be charged with theft.
H1.0 Harassment
Behavior and actions that create an intimidating, hostile, or offensive, living, educational or work environment for another person or group is not permitted. Behavior and actions that threaten, harm, or intimidate another person, group, or animal is not permitted. This may include, but is not limited to, verbal, written or electronic communication, gestures, or other behavior.

I1.0 Identification
Residents and their guests are required to carry a University ID card or another picture identification card at all times. This ID must be presented upon request of a University official, including Housing and Residence Life staff. Presenting a false name and/or ID or impersonating a University official is not permitted.

For more information about Osprey 1cards visit:
http://www.unf.edu/anf/auxiliarservices/Osprey_1Card/_Home_Osprey_1Card.aspx

I2.0 Inspection of Rooms
Housing and Residence Life staff reserves the right to inspect rooms at any time to uphold Housing and Residence Life policies, for necessary repairs, cleanliness, and health and safety checks. Warnings may not necessarily be given on the date and time of room inspection.

K1.0 Keys
Keys are assigned to each resident, which grants them entry to authorized areas. Keys should only be in the possession of the resident to whom it was issued, and should not be given to anyone else for any reason. All keys issued to residents are the property of the University of North Florida. Be aware that locks can be audited at any time to determine who has accessed or attempted to access a lock.

There may be times when the Intellikey system does not function properly (i.e., keys may need to be reprogrammed unexpectedly). During these times, it is necessary for residents to come to the Housing Office to have their key reprogrammed or contact the Welcome Desk after normal business hours for assistance.

K1.1 Residents are required to have a key (and present it upon request from Housing staff). A key is issued to each resident at check-in. Residents are required to report a lost or stolen key immediately to the Housing Office so a new key can be issued. A replacement key carries a fee of $40.

K1.2 Returning a key to a staff member or leaving a key in the room does not cancel a Housing Contract.

K1.3 Using your key to try to gain access to any Intellikey lock not assigned to you is not permitted.

L1.0 Lamps/Lights
The use or possession of floor lamps with plastic shades, medusa style lamps, strobe lights,
halogen bulbs or any other lamp that is identified as a fire hazard is not permitted in the residence halls/apartments.

L2.0 Lockouts
Residents are given one complimentary lockout per academic year or summer session for room or common area access. A lockout fee of $25 will be assessed to the resident’s student account each time thereafter. When a resident is locked out of the areas they have access to, they should do one of the following:
   1. Find an RA in your housing area
   2. Call the Welcome Desk anytime during the day or night at (904) 620-5000.
   3. Contact the Department of Housing and Residence Life during business hours (8am – 5pm, Monday – Friday) at (904) 620-4663.

L3.0 Lofts
Lofts are not permitted in any room or apartment in the residential area. Residents are not permitted to elevate furniture by use of wood, cinder blocks, bed risers or any other materials.

L4.0 Lounges
Lounge space is available in most of the residence halls for resident use. Most lounges are open 24 hours a day/7 days a week, however some may have restricted hours due to registered events. Housing and Residence Life reserves the right to close the facilities at any time. The following is in effect for residents using residence hall lounge space:

L5.1 Food and beverages are permitted in the lounges. Students are responsible for damage or cleaning charges due to spillage, etc.

L5.2 Students are responsible for following courtesy and quiet hour regulations. Music may be played at a low level and must be free of explicit, sexual or offensive lyrics or innuendos.

L5.3 Use of profane, offensive or harassing language is not permitted.

L5.4 Running, rough housing and other personal conduct endangering the safety of self or others is not permitted.

L5.5 Gambling, betting and/or similar activities are not permitted.

M1.0 Mail
Residents are required to check their Housing mailbox and UNF email at least one time per week for formal communication from the UNF community. Each student is assigned a Housing Box upon arrival on campus. The mailing address format for students living is:

RESIDENT'S NAME  
11800 UNF Drive, #______  
Jacksonville, FL 32224
On traditional business days mail is placed in resident mail boxes by 5:00 pm daily.

**Packages** - Students receiving packages are notified via e-mail when a package is available for pick-up. Photo identification is required for pick-up. Packages are returned to sender if not picked up by the 14th day after delivery.

**Mail Forwarding** - The Department of Housing and Residence Life delivers mail to students currently living on-campus. At the conclusion of a resident's housing contract, the resident is responsible for forwarding their personal mail. This includes, but is not limited to, notifying family, friends, and financial institutions; including banks and credit card companies, phone companies and magazine/periodical publishers. The Department of Housing and Residence Life will not hold or forward unclaimed mail.

Tampering with mailbox locks or removing mail addressed to another person is not permitted. Mail addressed to anyone other than the current occupant of the box should be returned to the mailroom. Only authorized personnel are permitted to enter the mailroom sorting and distribution area. Acceptance of mail can be restricted if deemed necessary by Housing and Residence Life staff.

**M2.0 Message & Dry Erase Boards**
Message boards that are attached to the room door with sticky putty that are no larger than 24”x14” are permitted.

**M3.0 Motorcycles or Other Motorized Vehicles**
Motorcycles, motorbikes, scooters, and any other motorized vehicle must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner’s expense. Riding or storage of motorcycles, scooters, or other motorized vehicles in residential courtyards and enclosed areas is not permitted.

**O1.0 OspreyNet / Residence Hall Network Use**
Every room in the residence halls is equipped with OspreyNet access, which is a high-speed Internet connection. OspreyNet is provided by UNF’s department of Information Technology Services in cooperation with University Housing.

**Policy Key:** Resident students are required to install a policy key (they are prompted to do this after establishing a connection and opening a web browser). The policy key will check that anti-virus and anti-spyware programs are installed and up to date, and “automatic operating system updates” are enabled. If these services are not present, the computer will be quarantined and pointed to remediation web sites for updating. The policy key will also look to make sure the computer does not have Peer to Peer software/services running or a router connected. When policy key requirements are met, network access is allowed. After initial installation, if the policy key is deleted from the computer, it will need to be installed again before the computer has Internet access.

Resident students may wish to install an anti-virus application (Symantec Endpoint Protection) if they don’t have up to date anti-virus and anti-spyware already running on their computers.
Symantec Endpoint Protection is free to UNF students and protects against malware (malicious software). It is available during the OspreyNet registration process (when they first try to access the network).

**Wireless:** UNF’s wireless networks support 802.11 A/G/N standards. Computers, portable devices, and mobile devices that are compliant with these standards will be able to use the campus wireless networks.

There are five wireless networks available to students. The networks with “Secure” in their names use encryption, and are therefore the preferred networks. These networks will require the student to log in using their UNF ID and Password. The networks without the word “Secure” in their name have limited access and may only be used to connect to web pages. The Guest network is also available for use by visitors. See summary chart below:

<table>
<thead>
<tr>
<th>Name of Wireless Network</th>
<th>Available For:</th>
<th>Login Required</th>
<th>Uses Encryption</th>
<th>Policy Key Install Required</th>
<th>View Public-accessible material only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest</td>
<td>Students, faculty, staff, and visitors</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Fountains-Secure *</td>
<td>Students in Fountains</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Fountains</td>
<td>Students in Fountains</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>UNF-Res-Secure *</td>
<td>Students in Villages, Hall, Cove, Landing, and Crossings</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>UNF-Res</td>
<td>Students in Villages, Hall, Cove, Landing, and Crossings</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Preferred network to use.

**Main Campus**

The preferred wireless network available on the main campus is named ‘unf-secure’. The ‘unf-secure’ wireless network requires user authentication (login) and encrypts all information a user transmits. Access to most UNF applications and services is possible from the ‘unf-secure’ wireless network.

If a device does not work with ‘unf-secure’, an alternative is to use the wireless network named ‘guest’. The ‘guest’ network only allows access to the Internet and to publicly-accessible services on campus. Authentication (login) is not required and information transmitted is not encrypted. It is truly wild and woolly.

Students should enjoy wireless coverage in all areas of Greek Housing.

**O2.0 Outdoor Recreational Space (volleyball, tennis, basketball, putting green and running track)**

Outdoor recreational space within the housing areas is intended for use by residential students only. All outdoor equipment should be used as intended without intentional abuse (hanging from volleyball net, hanging from basketball rim, etc.).

Osprey Fountains volleyball, tennis and basketball courts as well as track and putting green are to be used by Osprey Fountains residents only.
Regardless of location, outdoor recreational spaces close at 10 pm when the lights go out. At 10 pm residents should discontinue use of the outdoor recreational facilities.

The following is in effect while using the outdoor recreational spaces:

1. Residence Life policies are in effect
2. Proper attire required at all times
3. No person under the age of 17
4. No smoking
5. No animals
6. No glass
7. 1 hour limit on courts
8. No consecutive play if others are waiting
9. Soft sole shoes required on putting green
10. No horseplay or disruptive behavior
11. Music levels must be kept at an acceptable level
12. Alcohol is not permitted

P2.0 Pets/Wildlife

With the consent of your roommate(s), you may have non-aggressive fish in your room or apartment. Housing and Residence Life staff reserves the right to require immediate removal of any pet and/or pet habitat, and to charge residents for costs incurred in removal of the pet(s) and the costs associated with housing the pet. University staff and/or an outside agency can remove the pet at any time. If a pet is discovered in a room or apartment, Maintenance or Housing and Residence Life staff will assess the room or apartment and bill for cleaning, and/or extermination and/or carpet replacement. With advance permission with Housing Assignments office, students with disabilities may have a service animal.

P2.1 Fish tanks should have no more than a ten-gallon capacity.

P2.2 Pets may not visit the residential community including rooms, courtyards, hallways, corridors, etc. at any time. Any cost associated with the possession of an illegal pet (i.e. damaged furniture, cleaning, pest control) will be charged to the responsible individual(s).

P2.3 Any pet related items, including pet food, toys, habitats, etc., for any restricted pets are not permitted.

P2.4 Feeding stray animals (geese, ducks, rabbits, raccoons, cats, dogs, etc.) is not permitted within the residential areas.

P2.5 Under no circumstances can residents or guests touch, harass, injure, or kill wildlife on campus (i.e. squirrels, geese, turtles, fish, ducks, rabbits, raccoons). No beta fish wars are permitted. For any wildlife concerns, contact the UPD at (904) 620-2800.
Choosing to violate the pet policy may result in immediate room transfer or removal from Housing.

P3.0 Projectiles
Throwing any object or trash, including food, is not permitted. The use and/or possession of slingshots, water guns, water balloons, or other related items are not permitted without permission. Spitting, spraying water, urinating, dropping or throwing objects from windows, balconies, stairways etc. is not permitted.

Q1.0 Quiet Hours/Courtesy Hours
Loud talking or music (including bass), bouncing a ball, or other disruptive activities in rooms, courtyards, balconies, lounges, stairwells, hallways, or lobby areas not permitted. Stereos, radios, TVs, instruments/equipment and other sound systems should not disturb others. Failure to comply or continued disturbances may result in the immediate removal of any of the above items from the residential community.

Q1.1 Quiet Hours
Sunday – Thursday 11:00 p.m. – 9:00 a.m.
Friday – Saturday 1:00 a.m. – 9:00 a.m.

Quiet hours are enforced at these times regardless of holidays or semester breaks. During examination periods, 24–hour quiet hours will be enforced. Students may be asked to leave common areas when noise is disruptive.

Q1.2 Courtesy hours are enforced 24 hours a day. Residents’ noise level should not interfere with the academic pursuit in the residential community.

Q1.3 Amplified and Other Instruments
Students living on campus are entitled to an environment conducive to sleep and study. Amplified instruments prohibit students from sleeping and studying and are therefore not allowed to be used in individual student rooms, apartments, or public areas. Drums may not be played in any room, apartment or public area. Other instruments must be played at a level unable to be heard outside the room. Amplifiers may be stored, but not used.

R1.0 Railings, Roofs and Stairwells
Climbing, jumping from, or hanging from a railing, stairwell or roof is not permitted. Sitting or standing on a railing, stairwell, or roof is not permitted. Clothing, bikes, banners, signs, plants, grills, trash and/or other items may not be hung or placed outside of rooms/apartments including: balconies, roofs, and/or windows. Items may not be hung that obstruct the view or access to the balcony.

Clothing should be dried via a dryer in a laundry room or on a clothing rack which should be placed in your room/apartment. Under no circumstances can a clothing line be constructed outside your room/apartment, this includes, but is not limited to: courtyards, and/or railings.
R2.0 Residential Space Use and Reservations
Spaces within the UNF Residence Halls are for use by residents only. Reservation Requests for groups not affiliated with UNF Housing and Residence Life will not be approved. Students should utilize the Student Union to better serve their needs which is open to all UNF students - http://www.unf.edu/studentunion/Reservations.aspx
.

Housing & Residence Life welcomes the opportunity to collaborate with student organizations / groups to provide activities and events for our residents.

R3.0 Restricted Areas
Some areas in the residential community are restricted and not for general student use. These include electrical and mechanical closets, air conditioning units, cable and telephone units, maintenance break rooms, and storage rooms. Housing and Residence Life may designate other areas as restricted. Students are not allowed on any roof or overhang.

S1.0 Sales, Solicitation, Canvassing, and Chalking
Door-to-door solicitation, sales, surveys, and canvassing are not permitted in any area within the residential community. Door-to-door distribution of flyers or leaflets or the placement of these items on doors or cars is not permitted. The exception to this policy is for Housing and Residence Life staff. Flyers and other forms of publicity may not be distributed without the consent of the Director of Housing and Residence Life, or designee. Students may not engage in any sales or business activities in their room or within any public area of the residential community.

S1.1 Advertisements in the residential community must be pre-approved, including student groups, events, or sale of personal items that may benefit others in the community (such as textbooks). Approval can be sought at the Housing Office.

S1.2 Sidewalk chalking by groups or individuals must be pre-approved for the residential areas by a Residence Life Coordinator or Senior Staff.

S2.0 Self-Inflicted Harm
Referral for a mandatory assessment and/or a behavior contract may be required when residents endanger themselves due to misuse of prescription drugs, over the counter drugs or other substances; acts of self-mutilation or any behavior intended to hurt themselves; or threats of endangering behavior.

S3.0 Skateboards, Indo Boards, Rollerblades, Bicycles, and Scooters
Skateboarding, rollerblading, bicycling, motorcycles and scooters are not permitted in the courtyards or near the entrances and exits of any of the residential areas. Residents are not allowed to skateboard, Indo Board, bicycle, rollerblade or use scooters in any of the rooms/apartments, hallways, balconies, elevators, lounges, or lobbies. Residents will be asked by Housing and Residence Life staff members to cease such activities at any time in the residential areas. Ramps of any kind are not allowed in the Residence Halls. Students are not allowed to skateboard, Indo Board, bicycle, rollerblade or use scooters in any way that impedes the flow of traffic.
S4.0 Smoking
The Florida Clean Air Act, effective October 1, 1993, prohibits smoking within any state university system educational facility, including residence hall rooms, apartments and facilities. Smoking and all devices used for smoking (i.e. hookahs, pipes, etc.) are not permitted in any of the residence hall rooms, apartments, and facilities, including the Fountains porte-cochere, all courtyards, elevators, stairwells, lounges, patios, etc. Residents may currently smoke only outside of buildings, at least 25 feet away from all entrances and windows or in designated areas. Residents must properly extinguish the cigarette and dispose of the cigarette butt before entering the Fountains porte-cochere, courtyard areas and/or interior buildings/apartments. Throwing cigarettes on the ground is considered littering. Ashes can be viewed as evidence of smoking in a student room.

S5.0 Social Gatherings
Social gatherings, parties, and meetings in individual rooms are subject to Housing and Residence Life and FIPG policies. The staff reserves the right to disperse a gathering in any location at any time within the residential community when residents or guests are in violation of any FIPG, University or Housing and Residence Life policy.

The number of people allowed in a room is 4 people per room.

Approved and advertised Housing and Residence Life events are not subject to the above conditions. Requests for space use can be submitted a request with our Maintenance work order system at http://www.unf.edu/housing/resources/Maintenance_Request.aspx.

S6.0 Sports
In order to create a safe living environment, playing or participating in sports in the residential areas, including, but not limited to, rooms, hallways, courtyards, lounges, lobbies, and parking lots is not permitted. The use of athletic equipment (such as footballs, basketballs, Frisbees, etc.) in rooms or apartments is not permitted due to the disruption and damage caused.

T1.0 Theft
Any student who takes University property for personal use will be reported to the University Police Department and appropriate disciplinary action will be taken. Taking furniture from a common area of any University building may subject the individual to re-location fees and/or University Conduct. Theft of personal property should be reported immediately to the University Police Department.

Although the University takes normal precautions to safeguard property, the University is not responsible for loss of or damage to student property. It is strongly recommended that each resident secure insurance coverage for all items of personal property and keep their doors locked at all times.

T1.1 Being in possession of and/or displaying stolen property is not permitted. This includes any business, highway, city, state, community, or University sign or property that has not been legally obtained.
T2.0 Trash Removal
Residents are expected to remove trash and recycling from their room/apartment immediately and dispose of it in allocated recycle bins and dumpster areas.

T2.1 A minimum fee of $40 dollars will be assessed for removal of trash/recycling left in and/or outside of resident rooms, apartments, public bathrooms, lounges, lobbies, or any other common areas. All residents of the room/apartment may be charged.

T2.2 Community charges may result if common area trash/recycling cannot be linked to a specific room or individual.

T2.3 Please make sure to separate trash from recycling items. Once trash is put into recycling containers it contaminates the whole recycling bin and has to be thrown out.

T3.0 Trespassing
Guests, residents, or individuals who are not authorized, licensed, or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so. Those soliciting are considered to be trespassing. Residents hosting persons under a trespass notice is not permitted. Illegal attempts or entry to any space in the residential community besides your assigned room are not permitted. Individuals allegedly involved in situations may be issued a trespass notice, which states they are not to return to campus and/or and Housing Areas, by University Police or authorized staff at any time and without warning. Individuals under trespass notice found trespassing may be arrested on sight.

V1.0 Visitation Policies/Guests

V1.1 Visitor Escort Policy
Residents’ guests MUST be escorted by a current housing resident at all times. Unescorted guests are required to leave the residential area.

V1.2 Guest Responsibility
Students are expected to have guests only with the consent of their roommate(s). Students hosting guests, both University affiliated and non-University affiliated, are responsible for their guests while they visit the residential community, and will be held accountable for the actions of their guests. Residents are expected to accompany their guests within the residential areas at all times, including in student rooms. Residents are not permitted to assign, sublease, or allow the use of any assigned space to another person and/or guests.

V1.3 Each apartment or room will determine its own informal policy on visitors and guest privileges. All individuals who visit the UNF residential areas must respect students’ rights to privacy and security. **Guests of the opposite sex are not allowed as overnight guests in residence hall areas, (no exceptions).** If a
situation is identified, all residents involved will be required to meet with their RA or a member of the Housing and Residence Life staff to resolve the visitation issues. Housing and Residence Life staff reserves the right to limit and/or discontinue visitation privileges to any resident and/or room if residents are unable to reach a reasonable agreement within the UNF Housing and Residence Life visitation policy. **Registered sex offenders are never permitted to visit the residential areas.**

V1.4 **Overnight Guests/Visitation Hours**
Students may have overnight guests in their rooms or apartments, as long as there are no objections from the other roommate(s), suite or apartment mates.

Each resident, with permission from his/her roommate(s), may host overnight guests a maximum of 20 cumulative nights per semester.

Any one approved guest may stay on campus up to three (3) consecutive nights in a row and no more than twelve (12) of the allotted 20 cumulative nights per semester, again with the prior approval of roommate(s), suite or apartment mates. Violations of the consecutive or cumulative policy may result in a financial assessment and/or disciplinary action for the responsible resident and/or guest. The Housing and Residence Life staff reserves the right to request a guest leave the residential community at any time.

**Overnight Guest Registration**
Overnight guests must be 18 years of age or older. Overnight guests must be registered by 10:00 p.m. Registration of overnight guests is coordinated through the RA or the Welcome Desk. Exceptions to this policy can be made by the Director of Housing and Residence Life or his/her designee.

**Visitation Hours**
At 12:00 a.m. on weeknights (Sunday-Thursday) and 2:00 a.m. on weekend nights (Friday and Saturday), any guest(s) who is not an approved, registered overnight guest must leave student rooms/apartments. A guest is considered any person who is not assigned to a particular room, including other residents who live in the same Housing area. **Visitation hours are from 9:00 a.m. – 12:00 p.m. Sunday- Thursday and 9:00 a.m. - 2:00 a.m. Friday and Saturday.**

V1.5 **Restroom Facilities**
Floor restrooms may NOT be used by persons of the opposite gender than the building’s residents. Persons needing restroom facilities must use restrooms on a floor assigned to their same gender or use the guest restroom on the first floor (by the laundry room).

Any violation of these policies can result in loss of visitation privileges and/or immediate room change.
W1.0 Windows
Nothing may be displayed in windows, which includes; signs, pictures, banners, empty bottles, and similar objects. Residents may not display anything that can be viewed from the exterior of windows or window sills. Nothing may block or impede access, exit, or view to the room. This is to ensure the health and safety of students and rescue personnel in the event of an emergency. Residents will be held accountable for any damages to the windows. Window damages can range from $500.00 to $2000.00.

W1.1 Windows may not be used as an entrance or exit to rooms/apartments. Students may not sit in, stand in, or lean out of windows.

W1.2 Rooms come equipped with window screens. At no time should the screens be removed from the window.

W1.3 Curtains equal to the length and width of the window are permitted.
Section 3 - HRL Conduct Process

Housing and Residence Life Conduct Process Purpose
The Housing and Residence Life Student Conduct System serves to protect individual rights, while developing good citizenship, and providing procedural fairness to residents documented for violating established standards of conduct in the residential community. The Housing and Residence Life Conduct process is separate from the University Conduct Process, and as such, is in support of the Housing Contract and the Department of Housing and Residence Life. Housing and Residence Life staff reserves the right to forward any disciplinary case to the University Conduct Process.

Housing and Residence Life Rules and Conduct Procedures

Student Rights Pertaining to Student Conduct Process
The following information is provided to offer a basic overview of your rights and responsibilities during the Student Conduct process. For further information, please refer to the UNF Student Handbook at http://www.unf.edu/student-affairs/Student_Handbook.aspx.

Student Rights during the Student Conduct Process:
- You have the right to a fair and impartial hearing.
- The charged student is not responsible pending the hearing and the outcome of the hearing.
- Evidence may be presented on your behalf and you may bring witnesses related to the incident. Character witnesses are permitted in writing only.
- You may inspect or question evidence or witnesses presented in support of the charges.
- You may have an advisor of your choice present at the hearing. The advisor may consult with you, but cannot speak for you in the conduct hearing.
- The student does not have to answer questions that would incriminate themselves.
- The decision of “responsible” or “not responsible” on the charges shall be based on the evidence presented at the hearing.
- The formal hearing outcome decision(s) shall be furnished in writing within two (2) weeks of a hearing.
- Your housing status shall remain unchanged pending the hearing final decision in the matter except in cases where health, safety, or general welfare of you or the Department of Housing and Residence Life necessitates other action.

Procedural Due Process for the Housing and Residence Life Conduct System
The following procedures constitute the requirements and limitations of procedural due process under the Housing and Residence Life Conduct Process:

1. The charged resident shall receive notification of the charge(s), date, time, and place of hearing at least 48 hours prior to the hearing.
2. Whether a resident is in violation of the standards shall be based on information shared during the hearing, in addition to any incident reports.

3. Should the charged resident receive proper notice and fail to appear at the hearing, the Hearing Administrator may proceed with the hearing and take action based on the information available at the hearing, and/or forward the case to the University Conduct System, and/or place a hold on the student’s account.

4. If, in the course of the hearing, it is determined that the charged resident is responsible for violations connected with the same incident other than those cited in the original charges, the Hearing Administrator may issue disciplinary sanctions based on those findings.

5. The charged resident will be given the opportunity to respond to the information during the hearing.

6. The charged resident shall receive written notification of the decision of the hearing within two (2) weeks.

7. A resident may be accompanied by one advisor. The advisor will not be permitted to participate directly in the hearing and will be available only to respond to questions the resident may have.

8. Deviations from these procedures shall not necessarily invalidate a hearing or the decisions of a hearing.

**Housing and Residence Life Hearing Administrators**

Professional staff members from the Department of Housing and Residence Life are designated as Hearing Administrators and are authorized to conduct hearings. This includes the Director of Housing and Residence Life, Associate Directors, Assistant Directors, and Residence Life Coordinators.

**Hearings**

Conduct hearings will follow requirements and established procedures for the Department of Housing and Residence Life.

**Sanctions**

In considering the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual resident and/or groups or organizations found to have violated the Housing and Residence Life Rules and Policies:

1. Written Warning
2. Community Service Hours – assignment to complete tasks under the supervision of a University department or outside agency
3. Educational activities – attendance at educational programs, preparation of bulletin boards, reflective papers, interviews with appropriate officials, planning and implementation of educational programs, or other educational activities.
4. Counseling assessment – referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues
5. Visitation restrictions – limit or loss of visitation privileges
6. Restitution
7. Fees
8. Probation – A period of time during which a resident is expected to demonstrate appropriate changes in behavior. Any further violations of the Rules and Conduct Procedures may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probation period include, but are not limited to: participation in student activities, participation in leadership positions (RA/RHA), entrance into residence halls or other areas of campus, or contact with another specified person(s).

9. Change in residence hall/apartment assignment
10. Exclusion (either temporary or permanent) from University residence halls/apartments. If a resident’s Housing Contract is terminated as the result of disciplinary action, the resident will remain fully responsible for all rent due for all signed Housing Contracts.

**Conduct Appeal Process**
Residents may appeal Housing and Residence Life Conduct decisions in accordance with the following provisions:

1. Residents are entitled to one appeal per incident.
2. Residents electing to appeal a Housing and Residence Life Conduct decision must file a written appeal within five (5) business days of being given notification of the decision of the original hearing. Appeals must be submitted to the Director of Housing and Residence Life or his/her designee.
3. Only appeals based on severity of sanctions, violations of due process, (as explained above) and/or the availability of new pertinent information will be considered. Written appeals must state specific grounds for the appeal.

**Failure to Complete a Sanction**
Failure to complete a Housing and Residence Life Conduct sanction(s) may result in a hold being placed on your student account, and/or more severe disciplinary action being taken, and/or immediate referral to the University Conduct System.

**Housing and Residence Life Conduct Records**
Housing and Residence Life Conduct records are retained by the Department of Housing and Residence Life and shared with other University Officials as needed. The Housing and Residence Life staff reserves the right to forward any individual and/or conduct case to the University Conduct System.
Section 4 - HRL Contract, Terms & Conditions

By accepting a Housing Contract, the Department of Housing and Residence Life agrees to provide a space (on a space available basis) on campus and to provide the services detailed in the Contract Terms and Conditions. Assignments are made for the Fall/Spring terms, and separately for the summer terms. Even though every effort is made to satisfy particular preferences, the Department of Housing and Residence Life makes no guarantee as to a particular assignment location, roommate assignment, or other such preferences. Assignments are made without regard to race, religion, national origin, sexual orientation, or disability. By signing the Housing Contract, the student agrees to abide by all obligations in the Contract Terms and Conditions, make all required rent payments, maintain proper care of the facilities, and abide by the policies set forth by the Department of Housing and Residence Life. Housing and Residence Life reserves the right to change or cancel the student’s room/apartment assignment in the interest of order, discipline, health, safety, security, maximum utilization of facilities, or for the occupant’s failure to pay rent.

A student may also be required to change housing locations as the result of disciplinary action and/or such disciplinary action may necessitate the termination of the Housing Contract. If a resident’s Housing Contract is terminated as the result of disciplinary action (at any point during a semester or summer term), the resident will still be fully responsible for rent due for each signed Housing Contract. As a condition of this termination, the former resident is not permitted to visit any of the residential areas nor be in any housing designated parking lots. He or she is not permitted to use the Housing and Residence Life Post Office.

- Note: Please read materials distributed to you. You will be held responsible for knowing policies and procedures and adhering to them.

Assignment Procedure
Room assignments for first-year students are generally made on the basis of their Priority Date. A resident’s priority date is the date on which the completed Housing Contract, the $200 prepayment of rent and the $100 non-refundable processing fee are received by the Department of Housing and Residence Life. Building preferences, roommate choices, smoking/non-smoking preference, and the availability of accommodations are taken into account at the time of assignment. No preferences are guaranteed. Submitting a Housing Contract means you are willing to live in any of the Housing facilities and are willing to share a room/apartment.

Enrollment Requirement
Housing and Residence Life does not require students to live on campus. However, to be eligible to live on campus, an applicant must be accepted and be enrolled in a minimum of six (6) credit hours at the University of North Florida during the Fall/Spring semesters and three (3) credit hours for the summer semester. This enrollment must continue each semester of occupancy to remain eligible to live on campus. Exceptions may be granted by the Director of Housing and Residence Life or his/designee. Housing Contracts may be made available to FSCJ students on a space available basis.
ELIGIBILITY FOR RESIDENCE: The University’s Department of Housing and Residence Life (“Department”) restricts all on-campus housing to currently registered students at the University. On-campus student housing is not available to students who have dependents living with them.

Vacant Spaces
Vacant spaces may be filled at any time by the assignment of new or transferring students. Residents must ensure that the unassigned space is available and clean at all times for occupancy. Failure to make a room available for immediate occupancy may result in fees for Housing and Residence Life staff to move belongings, fees for cleaning, and/or assigning the current resident a private room (and assessing the private room/apartment rate to the resident).

Room Assignment Sign-Up Process
There is a priority sign-up process for the following Fall/Spring semesters. This process allows current residents the opportunity to sign up for housing for the next academic year (Fall/Spring). New students will be assigned to the remaining spaces.

Check-In
Residents are required to check-in, or their spaces may be reassigned. When residents check-in, they will receive a key, information on how to complete their Room Condition Form (RCF) and other pertinent information from the Department of Housing and Residence Life.

Room Condition Form (RCF)
The Room Condition Form (RCF) is required each time a resident checks in to a new room. This online form provides residents the opportunity to record the condition of the room at the time of check-in. It is the resident’s responsibility to survey and compare the condition of the room on the Room Condition Form with their own observations of the room and either make necessary adjusts or confirm the condition of the room.

Early Check-In
On rare occasions, residents may be approved to check-in prior to the published check-in dates. Residents who receive written approval of early check-in from Housing (fall, spring, and/or summer) will be assessed an additional fee based on their assigned location.

Consolidation
During the year, vacant spaces may exist within rooms. Housing and Residence Life reserves the right to consolidate rooms by requiring residents without roommates to move into other rooms with vacancies. All empty spaces must be available for immediate occupancy by new and transferring residents at all times. Housing and Residence Life will determine who needs to move. Failure to consolidate properly may result in a minimum improper check-out fee of $40, daily rental charges, and/or disciplinary action. Rooms may be consolidated to a private room with appropriate charge applied.
**Room Change Requests**
Residents are encouraged to meet with their RA regarding roommate conflicts. However, if a resident wants to request a change in assignment they need to do the following:

1. Make an appointment to meet with your Coordinator.
2. Inquire within the Housing Office.

**Housing Intersession**
The Intersession Program is not guaranteed but may be offered by the Department of Housing and Residence Life. The Intersession Agreement is for a designated period, either between the end of spring term and the beginning of Summer A term or Summer B term and the beginning of fall term. Intersession fees are **NOT** included in the spring or Summer B rental rates. An additional Intersession fee will be assessed per resident if the resident chooses to remain on campus or to leave his or her personal property in a room during the designated break.

To be eligible for the Intersession program, you must be a current resident for the term that is ending AND you must have paid or deferred your rent for the upcoming term. If Intersession is offered, residents must move their belongings to a temporary assigned space for this Intersession period as soon as their assignment is available.

Intersession Housing is not available to freshmen starting at UNF during the Summer B term. These freshmen may be permitted to store personal items in a room on-campus, and will assess a storage fee.

**Liability**
For the protection of personal belongings, students are encouraged to maintain insurance on those items that are brought to campus.

The Department of Housing and Residence Life is not liable for damage to or loss of personal property, or failure or interruptions of facilities. The University is insured under the State of Florida’s self-insurance trust fund, which only provides liability for damages or injury caused by negligence on the part of the university or its employees while working within the scope of their employment. Neither the Department nor the trust fund will reimburse for losses created by theft, fire, water damage, mold, unforeseen accidents and/or injuries, or other circumstances that may occur.

Residents are encouraged to secure their own personal property loss insurance. To obtain insurance, try the following steps:

1. If you are a dependent, check with your parent’s or guardian’s insurance company (home owner’s insurance or renter’s insurance) to see if your personal property can be included on their current plan while you are at school.
2. Compare insurance companies that provide student personal property insurance plans. Ask if the insurance plan includes replacement cost value or only actual cost value (including depreciation).
3. Contact Housing and Residence Life at (904-620-4663) or http://www.unf.edu/housing/resources/ under “Tips & Advice” for more information.

Unauthorized Occupancy and Sub-Leasing
Any unauthorized occupancy violates the UNF Department of Housing and Residence Life Housing Contract. This restriction includes any alterations to housing assignments without the consent of the Housing and Residence Life staff. Sub-leasing in any form (including unauthorized room changes) is strictly prohibited. Storing personal property for others is also not permitted. Violations to this policy may result in contract termination, immediate removal from housing, disciplinary action, and/or University Police Department involvement if deemed necessary. Housing maintains full control of occupancy within residential facilities.

Closing a Facility
If it becomes necessary to close an apartment, suite, room, floor, or to completely vacate a building, the Department of Housing and Residence Life will determine the appropriate steps that are necessary. If such action is warranted, the affected residents will be notified and given special priority for alternative housing accommodations.

Check-Out
Residents must check-out of their rooms or apartments within 24 hours after their last exam, or by the end of the Housing Contract, whichever comes first. Failure to do so may result in improper check-out charges and additional daily fees.

Residents who withdraw from the University must notify Housing in writing and are required to check-out within 24 hours of withdrawal. Failure to do so may result in improper check-out charges, and additional daily fees.

Each resident will be expected to follow the communicated check-out guidelines and procedures.

After a resident leaves, the room is inspected by a staff member. If there are any damages/charges, a charge invoice is mailed to the resident. If there are no charges, the resident will NOT receive any information regarding the check-out; check-out paperwork will be placed in the resident’s housing file. Once a student sees a charge on their mywings account they can file an on-line petition http://www.unf.edu/housing/ to remove or lower non-rental charges on their student account.

Each resident who checks out is responsible for the cleanliness of the room. Trash and any personal items must be removed prior to check-out. Residents are charged for remaining items that need removal. The room must be in clean condition and possess the required furniture. Failure to clean the room will result in cleaning charges that are posted under the cleaning standards.

- It is important that all residents follow check-out procedures to decrease the possibility of incurring charges.
- Residents are NOT permitted to use Portable Storage Units or similar storage rooms.
Late Check-Out
On rare occasions, residents may receive approval by the Associate Director to check-out beyond the published check-out date. Residents who receive written approval to check-out beyond the established check-out date will be assessed an additional fee based on their assigned location. Residents who fail to check-out on the established check-out day and are not approved for late check-out (by the Director and/or his/her designee) will be assessed a daily additional fee based on the assigned location plus the $40 improper check-out fee and any other fees associated with the improper check-out.

Break Periods
Upper-class residents (non-first-year students) assigned to Osprey Cove V building, Osprey Fountains and Osprey Village may remain in housing facilities at no additional charge during Winter break.

First-year students regardless of housing area are not permitted to remain in housing facilities during Winter break. First-year residents, including FSCJ students, are responsible for making their own living arrangements during Winter break.

All students are permitted to remain in housing facilities during Spring Break.

The Department of Housing and Residence Life reserves the right to close facilities as needed.

- **Note:** The Welcome Desk (904) 620-5000 is staffed during University holidays and breaks. UPD (904) 620-2800 is also available to assist residents during this time.

Removal/Termination of Housing Contract
The Director of Housing and Residence Life or his/her designee reserves the right to remove and/or cancel a Housing Contract at any time.

Reasons for such a termination may include, but are not limited to:

1. Failure to pay rent on by the deadline.
2. Failure to remain formally enrolled in UNF.
3. Involvement in actions or activities detrimental to the health, safety, welfare or security of yourself or other residents.
4. Engaging in conduct that is disruptive to the residential community.
5. Failure to comply with Housing and Residence Life policy, a University policy (including the Computer and Network Use Policy) a Federal or State Law (including, but not limited to the use of alcohol marijuana and/or other drugs).
6. Failure to comply with the terms and conditions of the UNF Housing Contract.

Request to Cancel Housing Contract
In order to request to be released from a Housing Contract, a resident must complete a Contract Cancellation Form at the housing website: http://www.unf.edu/housing/. Unless the Contract is canceled prior to established deadlines as set forth in the Contract Terms and Conditions, the
Housing Contract may not be terminated without approval of the Director of Housing and Residence Life or his/her designee.

Receiving approval to be released from the Contract is **NOT** automatic; in fact, Contract releases are rarely granted. If a resident moves out without approval, the resident’s obligation to pay rent will continue as long as the resident is enrolled at UNF during the Contract period. A resident is not released from their contractual obligations without written notification from the Department of Housing and Residence Life that the cancellation request has been approved and resident has completed check-out procedures with the RA (removal of items from room, completed RCF, and returned key). Residents should not sign any off-campus agreements until they have been notified in writing by The Department of Housing and Residence Life that they have been released from their on-campus Contract.

**Cleaning Standards**
Residents are to have their apartments, suites and/or rooms thoroughly cleaned in accordance with the established cleaning standards. If an apartment, suite and/or room is not cleaned to the outlined standards, all residents of the room, suite and/or apartment may be held equally responsible for the charges associated with the extra cleaning. Failure to thoroughly clean the room, suite and/or apartment to the specified standards will result in a cleaning charge from the list below and possible disciplinary action. Other cleaning charges may apply at the rate of $20 per hour.

**Cleaning Standards**

**Vacuum**
The carpet in the room must be thoroughly vacuumed.

**Cleaning of Housing Furnishings**
The interior and exterior of the desk, dresser, chairs, and bed frame are to be cleaned and wiped dry so that dirt and dust are removed.

**Cleaning of Wall, Window, and Door Surfaces**
The baseboards in the room are to be wiped down. Walls are to be cleaned as to remove any tape, dirt, or marks. Spider webs are to be removed from ceiling areas. Room blinds, windows, and windowsills are to be cleaned. Both sides of the room door must be cleaned of tape residue marks.

**Removal of Trash and Garbage**
Trash, recycling, personal belongings and other garbage must be removed from the room.
Common Area Damage

Damages, additional cleaning, or vandalism to the common areas (hallways, lounges, community baths, courtyards) of the residential facilities that cannot be assessed to an individual will be charged to all residents in that area. Examples include but are not limited to excessive trash, rearranging or stacking of furniture, pranks involving food and/or liquid, damage to community furniture, damage to elevators, and damage to fire safety equipment. Residents are responsible for paying any common area damages billed to them while a member of the residential community. Please help us prevent these types of charges by respecting Housing and Residence Life property. You can also help by reporting persons responsible for common area damage to Housing and Residence Life staff or to the University Police Department.
Section 5 - Facilities and Services

Fire Alarms/Fire Equipment
Each housing area is equipped with a fire alarm system that is regularly inspected. Smoke detectors are located in every room. Scheduled fire drills are conducted once a semester. In case of smoke or fire, the alarm will activate and residents must evacuate the building.

Laundry Facilities
Each of the residential areas has their own laundry facility run by MacGray. The Landing, Cove and Crossings have one laundry room per building. Osprey Hall and Osprey Village have one central Laundry facility each. Osprey Fountains has one laundry room for each floor. MacGray also has a service called Laundry View, an online site that will show you the status of washers and dryers in your building’s laundry facility.

For machine service or to report a malfunctioning machine, call MacGray 1-800-432-9323 and identify the machine by its number, or report problems by visiting the following website: http://www.macgray.com/laundrylinx. This website will also allow you to register to get text alerts when your laundry is done (See the signs in your building’s facility to learn how to get text message alerts.)

Washers and dryers work off quarters or the Osprey1Card. Money (Ozzie Bucks) can be added to your student accounts via the web www.osprey1card.com, the phone, the mail, or in-person at the Cashier’s Office. Misuse of laundry machines, including, but not limited to removal of items, use of machines without paying, or attempted removal of money is prohibited and will result in disciplinary action.

Lock/Key Operation
A resident must use his or her key in doors to which the key is assigned access within the first 5 days after it has been issued. If a key is not used in doors to which it is assigned during this activation period, the key will no longer acknowledge access to doors that were not activated. If a resident discovers that their key does not access the appropriate doors, they need to visit the Housing Office to have the key reactivated.

Keeping track of your key is important in maintaining a secure environment. If you have problems with your key, visit the Housing Office. Listen to the beeps before turning the key. The combination of beeps will provide information about the status of your key.

- Two beeps: Access denied.
- Four beeps: Low Battery. Put in a maintenance request or report this to the Housing Office at (904) 620-4663.

Lost or stolen keys should be reported to the Housing Office or the Welcome Desk (after hours) immediately so that the key can be disabled and the security of your room will not be compromised. A fee of $40 will be assessed to replace a lost or stolen key.
**Maintenance Issues**
When a maintenance problem occurs, a resident should fill out a work order request at [http://www.unf.edu/housing/resources/Maintenance_Request.aspx](http://www.unf.edu/housing/resources/Maintenance_Request.aspx). If a resident does not have access to a computer they can visit the Housing Office, or call the Housing Office (904) 620-4663. Work orders are responded to on a priority basis. Once a maintenance request is filed, maintenance personnel will enter the room any time between 9am and 9pm Monday through Friday and 9am and 4pm Saturday and Sunday. Residents need not be present for work to be performed. Students should notify the Housing Office if the request is not completed within one week. Any maintenance emergency should be reported to the Welcome Desk at (904) 620-5000.

**Parking/Cars**
The Department of Housing and Residence Life assumes no responsibility for damages that may result to any cars or personal property stored in cars parked in the Housing parking lots. Damages should be reported to University Police (904) 620-2800 immediately. Parking lots adjacent to housing complexes are for the residents of that complex. Residents must park their cars in the specified lot of their complex (Housing A permits, Housing B, Housing F, etc.). Cars may NOT be parked on the grass or sidewalks at any time in the residential community. Cars parked in Housing lots must have a valid UNF parking decal. Boats and other recreational vehicles may not be parked in Housing lots. Unregistered cars may be ticketed or towed at the owner’s expense. Unauthorized vehicles and/or inoperable vehicles also may be towed. Guests of residents must pay for a temporary parking permit at one of the ticket booths, located at either entrance to campus or in Lots 18 and 53. Guests must park in the lots designated on their guest parking permit or they will also be ticketed.

**Pest Control**
Professional exterminators treat areas regularly in order to control pests. Residents can help in this effort by following sanitation guidelines. When a continual or extreme problem with pests exists, residents should fill out an online work order request at [http://www.unf.edu/housing/resources/Maintenance_Request.aspx](http://www.unf.edu/housing/resources/Maintenance_Request.aspx). If a resident does not have access to a computer they can visit the Housing Office, or call the Housing Office (904) 620-4663 for special treatment. In cases where pest issues arise due to unsanitary conditions created by the residents, a charge could be assessed for the special pest treatments needed.

**Courtesy Phones**
Courtesy phones are installed throughout some complexes and they may be used to call four-digit campus numbers (those preceded by 620), or dial 9 and the seven digits that make up local calls.

**Television/Satellite**
Television sets are located in common lounges and kitchens.

Residents may bring their own TVs for use in their rooms. Digital cable service is provided in every room and apartment, but requires a digital cable-ready TV with a QAM tuner (and/or an analog TV with a digital-to-analog converter box) as well as a coax cable.
When connecting your digital TV to the available cable outlet for the first time it will most likely be necessary to run the television’s set-up and/or channel search function. Most television set-up and/or channel search functions are accessible via the television’s main menu function.

If you experience individual cable problems please submit an on-line Maintenance Request via the Housing and Residence Life website (http://www.unf.edu/housing/resources/Maintenance_Request.aspx).

UNF Housing and Residence Life Channel Line-up can be viewed at http://www.unf.edu/anf/its/services/Television_Lineup.aspx

**Interruption of Services**

Be advised that throughout the year there may be a need to interrupt services (water, electricity, cable, phone, Ethernet connection, etc.). When the Housing Office has adequate notice from outside agencies (JEA, etc.) emails will be sent to notify residents about the interruption of services at the earliest opportunity. There may be times that the Housing Office will be unable to notify prior to interruption (emergency situations, weather related, etc.). Interruption of services will not result in any refund of rent.
**Section 6 – Emergency & Crisis Information**

In the event of a University-wide crisis or emergency, Housing and Residence Life relies on the University Police Department and the University Crisis Management Team to direct all related activities.

**Fire and Facility Evacuation**

At the start of each semester/term, Housing and Residence Life educates students about fire alarm procedures by conducting fire drills. At least once during the first week of each term, a Fire Drill for each building occupied by residents is scheduled. All reports of drills, false alarms, and actual fire situations are available for review by the Fire Marshall during periodic inspections.

**Severe Weather and Natural Disasters**

Severe weather includes thunderstorms, high winds, tornadoes, and hurricanes. A weather watch indicates the possibility of severe weather. When a warning is issued, this means severe weather is likely and has been sighted in the local area.

If the UNF Crisis Management Team decides to evacuate a residence hall(s), the Director of Housing and Residence Life is responsible for notification of evacuation to campus residents. Campus residents who have special needs and/or need transportation to designated shelters will be assisted by Housing and Residence Life staff. Relatives of campus residents are not notified by the Housing Office. It is the responsibility of campus residents to notify relatives when it is possible and appropriate. Housing and Residence Life staff will notify residents in the safest and fastest way possible as outlined under the communications section.

**Hurricane Information**

**Preparing for a Hurricane**

For updates about campus status concerning hurricanes contact 904-620-1000 for more information. Other sources you can check are the University Webpage [www.unf.edu](http://www.unf.edu), the Student Update/Campus Update (Student’s UNF Email), and [www.Floridadisaster.org](http://www.Floridadisaster.org).

Residents and staff living on-campus may be required to evacuate if more than a Category 1 Hurricane Warning is announced.

1. Residents with transportation should leave campus.
2. Residents without a place to evacuate will be directed to the UNF shelter.
3. Residents with vehicles should remove them from the campus because of possible damage to the vehicles resulting from flooding or park vehicles on the third level of the UNF parking garages.
4. Residents should inform their RA as to their evacuation plan (i.e., location and phone number).
Before you evacuate, there are preparations you should take to protect your room or apartment and personal property. When a hurricane watch is issued, you should:

1. Provide your contact information to your RA.
2. Fill your car with gas. If the storm strikes, service stations will be inoperative due to flooding and power outages. Check your battery, oil, water and tire pressure.
3. Refill prescription medication.
4. Check batteries for your radio and flashlights. Have extras on hand.
5. If you have a bicycle on campus, bring it indoors to a designated area.
6. Do not tape your windows. Tape will not prevent windows from breaking.
7. Turn your refrigerator to the coldest setting. Unplug all other appliances.
8. If you live on the first floor, do not leave anything on the floor in case of flooding.
9. Disinfect your bathtub and sink, and plastic containers, then fill with water. It is important to have a good water supply since the water main may be broken during the storm and water maybe in short supply.
10. Pull in loose items from balconies, stairways, and courtyards.

**Evacuation**

Before leaving your room or apartment, if evacuation is necessary, you should:

1. Provide your contact information to your RA
2. Take important papers with you (birth certificate, passport, drivers’ license, etc.).
3. Unplug appliances except refrigerators and move them off of the floor if possible.
4. Lock doors and windows.
5. Take supplies or items you may need during a hurricane.
6. Proceed to your shelter destination with extra care as traffic will be heavy and moving slower than usual.
7. Listen to the radio and follow routes recommended by authorities. Watch for hazards such as downed electrical lines, debris, floodwater, washed out roadways and bridges.
8. If you leave campus before an evacuation is called, you must inform your family or friends AND your Resident Assistant.

**Shelter Supplies**

If evacuating to a public shelter, it is important that you bring some basic items with you. You should bring supplies that will sustain you for a minimum of 48 hours which include: water, non-perishable food, prescription medication, sleeping gear, flashlight and extra batteries, change of clothes, personal hygiene items (toothbrush/paste, hairbrush, shampoo, soap, etc.).

**Shelter Transportation**

Residents are responsible for finding transportation to a shelter. Shelter transportation may not be provided.
After the Hurricane
For updates about campus status after a hurricane contact 904-620-1000 for more information.

1. Do not leave the shelter or your emergency accommodations until the “ALL CLEAR” has been given. Follow instructions from Civil Defense or Division of Emergency Management Personnel broadcast over the radio.

2. Use caution in returning to campus. Don’t sightsee. Avoid downed or dangling power lines, standing water near fallen wires, and broken glass.

3. Be particularly careful of snakes, animals and insects that may have been driven to high ground by water.

4. Report serious utility problems such as gas leaks, broken water main and live power lines as soon as possible.

5. Open windows and doors and let air circulate.


7. Thoroughly inspect electrical appliances before using them.

8. Conserve refrigeration by opening the refrigerator door as little as possible while electrical power is disrupted.