

2016-2017

# RESIDENT HANDBOOK



Housing and Residence Life  
Division of Student Affairs



**Greetings from the Director of Housing & Residence Life, Bob Boyle**

Dear Ospreys,

On behalf of the Department of Housing and Residence Life, WELCOME to campus living at the University of North Florida! Our department supports the educational mission of the University through the creation of a positive living and learning community. Our responsive staff strives daily to enhance student academic and personal development by fostering a sense of respect, celebrating diversity, encouraging personal and civic responsibility as well as providing leadership development opportunities to our residents.

Living on campus you will have the opportunity to learn, build lasting friendships and enjoy the benefit of your classes and numerous support programs located conveniently within the campus community. The satisfaction you gain from your on-campus living experience begins and ends with you and how you choose to participate in our community. I encourage you to get involved and to take advantage of the opportunities to interact with your fellow students as well as UNF faculty and staff members. Rest assured, your time living on campus puts you in the center of the action at the University of North Florida!

I hope you will embrace the new experiences, people, ideas and challenges you will face as you make the campus community your home. If my staff and I can assist you, please do not hesitate to reach out to us. Again, WELCOME to campus living at the University of North Florida!

Go OSPREYS!

Robert J. Boyle  
Director of Housing and Residence Life



**Greetings from Residence Hall Association (RHA) President 2015-2017, Alexis Williams**

Welcome!

Living on campus at the University of North Florida is an exciting and thrilling experience for every single resident. Our residence halls are not just buildings, but they are communities that foster growth and unity among students—students just like you. From making long-lasting friendships and memories to attending thought-provoking programs, UNF gives residents the opportunity to grow as individuals and meet great people along the way. The Department of Housing and Residence Life offers students several ways to get involved, such as RHA (Residence Hall Association), Area Council, or being a member of an LLC (Living Learning Community). From these organizations, students have the chance to have a voice within their residence halls, and have the freedom to effect change in their living spaces. It is important to Housing that residents feel heard; further proving that the residents are our top priority here. With all of that in mind, I hope you check out the opportunities Housing has available for you, and that your time living here at UNF is an unforgettable one!

Sincerely,

A handwritten signature in cursive script that reads 'Alexis Williams'.

Alexis Williams  
RHA President

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## Glossary of Terms

1. **Department of Housing and Residence Life** – Building 14B on the University of North Florida campus. Located between the Robinson Theater and Osprey Commons/Café.
2. **HRL Staff** – resident assistants (RAs), community assistants (CAs), learning community assistants (LCAs), residence life coordinators (RLCs), housing facilities staff, etc.
3. **Keys** – keys are the Osprey1Card (i.e., UNF student picture identification card) used as a key among other functionalities. These keys are used in Osprey Cove, Osprey Hall and Osprey Landing. Safelock keys are used in The Flats at UNF and Intellikeys are used in all other locations.
4. **Inspection of Rooms** – the Department of 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.
5. **University Staff** – staff members employed with the University of North Florida (e.g., University Police Department, Dean of Students, etc.).
6. **University Property** - items purchased by organizations at the University of North Florida including the Department of Housing and Residence Life.

## **Housing and Residence Life Regulations and Expectations**

**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.**

### **A1.0 Alcohol**

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 violation of both state law and University policy.

Alcohol-related conduct impedes building a strong community within our residence halls as it infringes upon the rights of others to a quiet, orderly living environment. 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.

- A1.1** Alcoholic beverages and non-alcoholic beer are not permitted in first-year residence halls, even if a resident is 21 years of age or older. Designated “dry” buildings include: Osprey Hall, Osprey Landing, Osprey Cove and Osprey Crossings.
- A1.2** Osprey Fountains, Village, and the Flats at UNF residents, who are of legal drinking age, may possess or consume alcohol in the privacy of their room /suite/apartment. This excludes exterior areas -- such as apartment balconies or building courtyards.

Residents of these Housing areas are prohibited from storing alcohol that belongs to others. If all of the residents in one suite or apartment are under the legal drinking age, it is considered a “dry zone”. No one, including of-age guests, may possess or consume alcohol.

Residents not of legal drinking age in these environments may not possess or consume alcohol, but may be present in the room. Guests of non-legal drinking age residents may not possess or consume alcohol in the room/suite/apartment.

- A1.3** Any device used to contain or consume large amounts of alcohol is not permitted in any room or area of University own housing. This includes but is not limited to: kegs, beer balls, beer taps, alcohol vaporizers, funnels, beer/alcohol pong, bong, etc.

Alcohol games (e.g., beer pong) are prohibited in residential areas.

- A1.4** Alcohol related paraphernalia, alcoholic beverage containers, and packaging are not permitted in “dry” rooms or any common areas. Alcohol related materials may not be used as decoration in any Housing area.

- A1.5** 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 residence hall lounges is not permitted.

## **A2.0 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 follow the proper use guidelines.

### **Approved Appliances:**

- A2.1** Refrigerators less than 4.5 cubic feet and microwaves less than 1500 watts are permitted. With the exception of the Village, each student is permitted to have a microwave and mini-fridge in their room.

For Osprey Village residents: 2-bedroom apartments are limited to two microwaves and two mini-fridges per unit as they come equipped with a full size refrigerator.

- A2.2** Small appliances without exposed heating elements are permitted in student rooms with proper usage.

- A2.3** 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.

The only exception is in Osprey Village and the Flats at UNF where residents can use them in their kitchen. Toasters, toaster ovens and George Foreman grills found plugged in within student rooms may be documented.



**Appliances that are Not Permitted:**

**A2.4** 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, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers, and smoke machines.

**A2.5** Charcoal and gas grills are not permitted to be used or stored in any of the housing areas including balconies and patios in The Flats at UNF and Osprey Village. 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:**

**A2.6** Rewiring of student rooms is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.

**A2.7** Residents and guests may not leave cooking food unattended in rooms, lounges, kitchens or grilling areas.

**A3.0 Air Handlers**

To ensure proper ventilation, residents must keep items, including furniture, at least 24 inches from the air handler.

**B1.0 Bicycles**

Residents are permitted to store their bicycle in their room/apartment with roommate consent. For safety concerns, bicycles may not be hung in or around any room, suite or apartment.

Bike racks are available at the parameters of residential communities. 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.).

**C1.0 Candles/Incense/Smell Goods**

Candles with or without a wick, wax warmers, and/or incense are not permitted to be used, stored or serve as decorations in rooms or apartments for fire safety purposes.

Other options are air freshener sprays, portable home fragrances, and plug in scents.

**C2.0 Cleanliness**

Residents are required to keep their assigned residential space in a clean and sanitary condition. Residential rooms will be checked periodically by HRL staff not necessarily with warning.

### **C3.0 Cohabitation**

Cohabitation is not permitted. Cohabitation is defined as: the housing of unauthorized individuals in the resident's apartment or room for more than three (3) consecutive days, or the sharing of a housing space by individuals including storage of another's belongings in one's room.

### **C4.0 Cooperation/Failure to Comply with University officials**

Failure to comply is defined as the refusal to cooperate with the request of any University staff member (including student staff, paraprofessionals, and professionals). The request may be communicated by word, letter or through email.

1. Providing false information, withholding information, or providing misleading information to any University staff.
2. Acting on behalf of another person, group or the University without authorization or prior consent.
3. Cursing, yelling or making obscene gestures toward staff.

### **D1.0 Damages/Vandalism**

If University property, facilities, or equipment are damaged, it is the resident's responsibility to report it to maintenance and student staff immediately. Residents are responsible for the condition of their housing space and for restitution to Housing and Residence Life for damage and/or loss of furnishings and physical structures.

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 and Weapons**

The possession and/or use of firearms, weapons, and dangerous materials for use or decorative purposes is not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from housing.

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.

### **D3.0 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. In the event of a resident complaint over a roommate's decoration, the Department of Housing and Residence Life will attempt to accommodate both parties and help to avoid conflict. This may include splitting up roommates into separate

residences; however, the Department will not take down, censor, or punish student decorations on the basis of their content. Please refer to the guidelines below when personalizing your space.

Extreme care should be taken when hanging posters and/or pictures. Use of 3M command strips, sticky putty and/or blue painters tape is encouraged to prevent wall damage. Command strips and such products should be left in place during the move-out process.

1. The use of paint, paper, chalk, or contact paper is not permissible on any surface in your residence hall. Staples or nails on doors, walls, ceilings, closets or any other surface are not permitted (i.e., cannot mount bicycles or surfboards).
2. Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans or room light fixtures at any time or fashion.
3. Live or cut trees are not permitted in resident rooms or apartments.
4. Smoke machines and strobe lights are not permitted.
5. Carpet may not be affixed to the floor surface.
6. 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.
7. Items may not be affixed to floor or ceiling (e.g., dancer poles). The Department of Housing & Residence Life must deem items as safe and not potentially damaging housing property.
8. 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.

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

#### **D4.0 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. We will not tolerate or ignore any form of behavior pertaining to harassment, intimidation, threats or physical abuse.

Disorderly and/or disruptive behavior includes: physical abuse, 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, the community, causes physical damage to property or interferes with the normal functioning or safety of the community.

#### **D5.0 Doors/Locks**

For personal and communal safety, residents are expected to lock their doors upon entering and exiting their assigned space. Attempting to gain entry without key access is not tolerated in the residential communities. If doors are found unlocked, University staff reserve the right to secure any doors in the residential communities. 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 M2.0 Message boards for additional information.

Fire doors, lounges, suite doors, house doors, room doors, or any other exterior doors may not be propped open in any area.

### **D6.0 Drugs**

The possession, distribution (i.e., delivery and sale) and/or use of controlled substances, illegal drugs and prescription drugs without a prescription are illegal and grounds for criminal prosecution and may result in immediate removal from Housing.

Drug paraphernalia, such as hookahs, pipes, bong, grinders and rolling papers are not permitted in the residential communities.

Depending on the individual circumstances that constitute the violation of this policy, including the suspicion of drug use based on odor, the University is prepared to take disciplinary action up to and including expulsion from the University.

### **E1.0 Elevators**

Residents are responsible for the proper use of community amenities, including the use of elevators located in the residential communities. Tampering with, damaging, misusing or rewiring elevators or elevator equipment, including falsely pressing the emergency alarm button, will not be tolerated.

### **E2.0 Equipment**

Gaming equipment is available to students for use in the Osprey Clubhouse game room (located next to the Clubhouse Welcome Desk). Equipment for this facility can be checked out by any student 24 hours a day with an Osprey 1Card.

The Osprey Fountains Swoop Zone (located across from the Fountains Welcome Desk) is available to Osprey Fountains residents only. Equipment for the Swoop Zone can be checked out by any Osprey Fountains resident 24 hours a day with an Osprey 1Card at the Fountains Welcome Desk.

The Flats at UNF (located at the community's Clubhouse) is available to the Flats at UNF residents only. Equipment can be checked out by any Flats at UNF resident 24 hours a day with an identification card at the Flats at UNF Welcome Desk.

The following applies to equipment checkouts:

- E2.0** Sitting, leaning or placing items on any of the pool, air hockey, shuffle board, foosball or ping pong tables is not permitted.
- E2.1** Damage or loss to games or equipment could result in charges to the student for repair or replacement.
- E2.2** Beverages and food should not be placed on top of gaming equipment.

### **F1.0 Fire Safety and Fire Safety Equipment**

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.

Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from Housing

- F1.1** During fire alarms, students and guests **MUST** leave the building immediately and report to designated safety locations. Students are not to re-enter the building until the Housing and Residence Life staff or the University Police Department.

Students and guests failing to vacate, or returning before cleared by HRL or UPD are subject to disciplinary action and/or a fine. *Staff may enter student rooms during fire alarms to confirm evacuation.*

- F1.2** 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.
- F1.3** Designated Emergency Exit doors in Osprey Crossings, Osprey Hall and Osprey Fountains are **ONLY** to be used during a fire alarm or other emergency.
- F1.4** Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately.

### **F2.0 Fires**

Setting a fire or setting fire to any university or personal property is not permitted. The only exception is grilling in designated areas. Please refer to housing resources for approved options for grilling.

### **F3.0 Furniture**

Residents are responsible for furnishings provided in their room and apartments. Furnishings may not be removed from assigned locations or placed on balconies. Students can add to the furnishings of their rooms. Students should be mindful of space limitations and safety concerns. Waterbeds, pools and Jacuzzis are not permitted.

### **H1.0 Harassment and Endangerment**

Behavior and actions that create an unreasonably intimidating, hostile, or offensive, living, educational or work environment for another person or group is not permitted. Behavior and actions that intimate, threaten, or harm the health, safety, or welfare of another person, group, or animal is not permitted. Students and/or guests who intimidate, threaten, or harm the health, safety or welfare of another person, group, or animal will be charged through the University/housing conduct system.

### **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 staff member.

### **K1.0 Keys**

Keys are distributed to each resident, which grants them entry to specifically assigned areas. Keys should only be in the possession of the resident to whom they are issued and should not be given to anyone else for any reason. Be aware that locks can be audited at any time to determine who has accessed or attempted to access a lock.

For your safety, residents are required to report a lost or stolen key immediately to the Department of Housing and Residence Life or The Flats Office. A replacement key carries a fee of \$40.

### **L1.0 Lighting**

Lamps and lighting should be UL approved. Halogen lamps, lamps with plastic shades, medusa style lamps and strobe lights are considered fire hazards. Storage or use of these or similar devices are not permitted.

### **L2.0 Lockouts**

Residents are given one complimentary lockout per semester or summer session for room or common area access (e.g., tower, house, floor, building, etc.). A lockout fee of \$25 will be assessed to the resident's student account **each time** thereafter. For lockout assistance, please see the Resource section.

### **L3.0 Lofts or Furniture Elevation**

Lofts or the elevation of furniture by use of wood, cinder blocks, bed risers or any other materials are not permitted in any room or apartment.

### **M1.0 Mail**

University mail and package delivery services are for resident personal use and should not be used to run a business or conduct illegal activity.

Tampering with mailbox locks or removing and/or opening mail addressed to others is not permitted.

Only authorized personnel are permitted to enter the mailroom sorting and distribution area.

### **M2.0 Message and Dry Erase Boards**

Message boards that are attached to the room door by magnet, 3M strips, or sticky putty that are smaller than 24"x14" are permitted.

### **M3.0 Mobility Devices (non-service) and Motorized Vehicles**

In an effort to promote safety in our community, non-service mobility devices (e.g., skateboards, hover boards, Segways, balance wheels, rollerblades, bicycles, motorcycles, scooters, or other self-balancing two-wheeled scooters, etc.) are not to be ridden in the residential areas, courtyards or near the entrances and exits of the residential areas.

Segways and hover boards are not permitted in the residence halls due to safety concerns.

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 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 the track and putting green are to be used by Osprey Fountains residents only.

Regardless of location, outdoor recreational spaces close at 10 p.m. Residents should discontinue use of the outdoor recreational facilities. See the courts for policies associated with these areas and the Residential Community Resource page.

### **P1.0 Painting**

Spray paint is a hazardous item which is not allowed to be stored in student rooms. Should spray paint be used without following appropriate procedures the offending party will be assessed a fine of \$500 plus the cost to remove any paint overspray or droppings that spread to nearby surfaces. For procedures information, please refer to the Resident Resources.

### **P2.0 Pets/Wildlife**

With the consent of your roommate(s), you may have a non-aggressive fish, in no more than a 10-gallon tank. Other pets/wildlife must be registered and approved with Housing and Residence Life.

- P2.1** Pets may not visit the residential community at any time. This includes rooms, courtyards, hallways, corridors, etc. Cost associated with the possession of an illegal pet (i.e., damaged furniture, cleaning, pest control) will be charged to the responsible individual(s).
  
- P2.2** The Flats at UNF, (with prior approval, documentation and appropriate fees paid) allows residents to have a pet reside with them in their assigned bed space. Housing and Residence Life reserves the right to limit the number, type, breed, and/or size of ANY pet that is approved to be in the community. Residents are solely responsible for any damages, flea treatments, deodorizing, and/or shampooing necessary as result of their approved pet. For any concerns about pets or pet ownership (i.e., treatment of animals, waste pick up, etc.) please contact The Flats at UNF main office.
  
- P2.3** Under no circumstances can residents or guests feed, touch, harass, injure or kill wildlife on campus (i.e., squirrels, geese, turtles, fish, ducks, rabbits, and raccoons). Beta fish wars are not permitted. For any wildlife concerns, contact the UPD at (904) 620-2800.

### **P3.0 Pools and Lazy River**

The Department of Housing and Residence Life provides the Osprey Clubhouse, Osprey Fountains, and The Flats at UNF's pools, lazy river, and spa as an amenity to residents. As such, residents using these complexes should treat them with respect for others to use in the same manner. The pools at the Fountains and Clubhouse and Lazy River are open from 7:00AM to 10:00PM each day and the Pool and Spa at The Flats at UNF are open from 7:00AM to Sunset.

Please be sure to not damage any of the pool equipment during your time in the pool (hanging on nets, destroying property, etc.) and also follow these rules:

1. Osprey Clubhouse is available for UNF students
2. Osprey Fountains pool and river are for Osprey Fountains residents only



3. The Flats at UNF pools and spa are for The Flats at UNF residents and accompanied guests only
4. No lifeguard on duty, swim at your own risk
5. No smoking in the pool or surrounding deck area
6. Shower before entering the pool
7. No person under the age of 17
8. Proper swim attire required at all times
9. No glass or animals in the pool or on the pool deck
10. Persons under the influence of alcohol or drugs may not use the pool
11. No running or horseplay in the pool area
12. Pool furniture must remain on the pool deck
13. Residence Life policies are in effect
14. NO DIVING or flips
15. Prolonged breath holding is dangerous and strictly prohibited
16. No chewing gum
17. Exit the pool if thunder is heard or lightning is seen
18. Persons with open wounds are not permitted in the water
19. Maximum pool load per pool
  - a. Osprey Clubhouse is 70 people
  - b. Osprey Fountains is 60 people
  - c. Osprey Fountains lazy river is 40 people
  - d. The Flats at UNF is 21 people
  - e. The Flats at UNF Spa is 7 people

For the lazy river

20. Water is flowing in a current
21. Proper flotation device mandatory

#### **P4.0 Projectiles**

The use and/or possession of slingshots, water guns, water balloons or other related items are not permitted without approval from Housing and Residence Life professional staff member.

Throwing or dropping objects from windows, balconies, stairways, etc., including water, food or trash, is not permitted.

#### **Q1.0 Quiet and Courtesy Hours**

While we encourage residents to express themselves in their rooms, please be courteous to members of our residential communities. Disruptive behavior and activities, such as yelling, loud music, or excessive noise from a sound system, do not promote an environment that fosters social engagement or academic excellence. Students and their guest(s) may be asked to leave common areas if they are being disruptive.

##### **Q1.1 *Quiet Hours***

Sunday – Thursday 11 p.m. to 9 a.m.

Friday – Saturday      1 a.m. to 9 a.m.

Quiet hours are enforced during the times listed above, regardless of holidays or semester breaks. During examination periods, quiet hours will be enforced in a 24 hour cycle to ensure other students, who are preparing for final examinations, are not disturbed.

### **Q1.2 *Courtesy hours***

Courtesy Hours are enforced 24 hours a day. Residents' noise level should not interfere with the academic pursuits of others in the residential community. A student's right to quiet overrules another student's right to make noise.

### **R1.0 Railings, Roofs and Stairwells**

Any form of presence (e.g., sitting, standing, climbing, jumping from or hanging) on railings, stairwell or roof is not permitted. 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: balconies, courtyards and/or railings.

The Flats at UNF and Osprey Village residents need to keep their porches/balconies free of clutter. The following items **are not permitted on the balconies in The Flats at UNF and Osprey Village:**

1. Electric lights--including holiday lights added to the balcony or railings
2. Housing furniture including chairs
3. Anything displaying alcohol or drug logos or promoting drinking or drug use
4. Shower curtains, blinds, extension rods or curtains
5. Storage bins, units or containers
6. Hanging clothes (swim wear and beach towels are allowed, but not hung from light fixtures)
7. Pets (including fish)
8. Trash, garbage cans, cardboard boxes and recycling
9. Appliances (refrigerators, microwaves, grills, etc.)
10. Tools or automotive supplies including tires and tire rims
11. Mops, brooms or cleaning supplies
12. Live or cut trees and dead plants
13. Wood -- including Greek letters
14. Exercise equipment
15. Surfboards, canoes and kayaks

16. Other items deemed inappropriate or improper by Housing and Residence Life staff or that block doors or windows.

Upon notification the item(s) requested must be removed immediately. Housing and Residence Life staff has the right to enter an apartment and remove item(s) from the balcony in the absence of the resident(s) if necessary.

## **R2.0 Restricted Areas**

Areas in the residential community that are restricted and not for general student use include: electrical/mechanical closets, air conditioning units, cable units, maintenance break rooms, and storage rooms. Students are also not permitted on any roof or overhang.

## **S1.0 Sales, Solicitation, Canvassing and Chalking**

Door-to-door solicitation, sales, surveys, canvassing, distribution of flyers or leaflets are not permitted in any area within the residential community. Flyers and other forms of publicity, such as chalking, may not be distributed or displayed 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.

## **S2.0 Self-Inflicted Harm**

We value the success of each of our students. Referral for a mandatory assessment and/or behavior contact may be required when residents endanger themselves due to misuse of prescription/over the counter drugs, and other harmful substances. Acts of self-mutilation or any behavior intended to hurt themselves is also grounds for a mandatory assessment.

## **S3.0 Smoking and Vaping**

**The Florida Clean Air Act, effective Oct. 1, 1993, prohibits smoking within any state university system educational facility, including residence hall rooms, apartments and facilities.** Smoking and vaping are not permitted in any of the residence hall rooms, apartments and facilities, including the Osprey Fountains porte-cochere, courtyards, elevators, stairwells, balconies (including The Flats at UNF and Osprey Village apartment balconies), lounges, patios, etc.

Please refer to the University Smoke-Free Campus Initiative policy  
[https://www.unf.edu/president/policies\\_regulations/01-General/1\\_0140R.aspx](https://www.unf.edu/president/policies_regulations/01-General/1_0140R.aspx) .

*UNF's campus is considered a smoke-free environment effective August 1, 2015.*

## **S4.0 Social Gatherings**

Due to student safety and shared residential space, the number of people allowed in a room/apartment, including residents of the room/apartment, must be limited as follows:

<u>Area</u>	<u>Maximum Occupancy Allowed</u>
Fountains Private	4 people
Hall	6 people
Cove/Crossings/Landing	6 people
Village 1 bedroom	6 people
Village 2 bedroom	8 people
The Flats at UNF for 2 bedroom	8 people
Fountains 4 bedroom	8 people
Fountains 6 bedroom	10 people
The Flats at UNF for 3 bedroom	10 people

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

### **S5.0 Sports**

For the safety of the residents and facilities, the use of athletic equipment, playing or participating in sports in the residential areas are not permitted.

### **T1.0 Theft**

Possessing and/or displaying stolen property is not permitted. This includes any business, highway, city, state, community or University sign or property that has been illegally obtained.

The University is not responsible for loss of or damage to student property.

Theft of personal property should be reported immediately to the University Police Department.

### **T2.0 Trash Removal**

Trash left outside apartment doors or balconies is not only an eyesore and a potential health concern for residents and their neighbors, but can also attract unwanted pests and rodents to the facilities. Residents are expected to remove trash and recycling from their room/apartment immediately. Recycle bins and dumpsters are provided in residential parking areas or the trash/recycle rooms in the facility (for the Osprey Fountains residents) for disposal. Trash removal may prevent health concerns developing in the area.

- T2.1** A minimum fee of \$40 will be assessed for removal of trash/recycling left in and/or outside of resident rooms, apartments, balconies, public bathrooms, lounges, lobbies or any other common areas.

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

### **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.

Illegal attempts or entry to any space in the residential community besides your assigned room are not permitted.

Residents are not permitted to host persons under a trespass notice. Individuals under trespass notice found trespassing will be arrested on sight.

### **V1.0 Visitation and Guests**

#### **VISITATION POLICY**

Residential communities have open room visitation with suite/apartment/roommate consent. The Visitation policy is a shared responsibility between the residents of a community and community staff. Students are encouraged to address violations in their area.

#### **GUEST POLICY**

Guests must be 18 years of age or older.

The host is responsible for their guest and the actions of their guest.

Guests must call their resident host from outside the building in order to gain entry. The resident host must escort their guest in the residence halls/apartments at all times.

The roommate's rights to privacy, sleep and study take precedence over the rights of a host to have a guest. The host must have verbal agreement from their roommate(s) to have a guest.

Overnight guests - A guest's stay is limited to no more than 3 nights in a row. Overnight guests must be registered by 10 p.m. Exceptions to this policy can be made by the director of Housing and Residence Life or their designee.

Guests may use only appropriately designated restrooms.

Registered sex offenders are never permitted to visit the residential areas.

Any violation of these policies can result in loss of visitation privileges and/or immediate room change.

**W1.0 Windows**

Residents may not display anything that can be viewed from the exterior of windows or window sills.

**W1.1** Windows may not be used as an entrance or exit to rooms/apartments.

**W1.2** Curtains equal to the length and width of the window attached with a tension rod are permitted. The length is based on the fire safety requirements and precaution for your safety.