

**SAINT LEO UNIVERSITY
GUIDES TO RESIDENTIAL LIVING
2017-2018**

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GUIDES TO RESIDENTIAL LIVING

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UNIVERSITY CAMPUS RESIDENTIAL HALLS GUIDES TO RESIDENTIAL LIVING

All students and their guests, regardless of residential status, are expected to comply with the Guides to Residential Living (included below).

1. RESIDENCE HALL HOUSING TERMS

All residential students are bound by the conditions of the Residence Hall Housing Agreement and specific building guidelines/requirements. Students must be enrolled as a full-time undergraduate student at the University Campus to be eligible to live on campus. Students falling below the full-time level may be required to leave the residence halls. Full-time is defined by a minimum load of twelve semester hours. Requests for housing of graduate students are based on availability and will be approved on a case by case basis, provided the graduate student is enrolled full time as defined by his/her program and meets all other housing terms. All residential student(s) are required to provide proof of meningitis and hepatitis B vaccines (recorded on the Immunization Form) and submitted to the Health Center. Additionally, all students must comply with the Statement of Criminal Records located in the Residence Hall Housing Agreement. (Note: Saint Leo's residence halls are designed for traditional age students. All requests for housing made by a student who is 28 years of age or older at the time of the request must be submitted to the Director of Residence Life for approval.)

2. OCCUPANCY

- a. All University campus students with less than 90 credit hours must live on campus. Exceptions to the policy include:
 - i. Senior status, defined as completion of 90 semester hours or four years of full-time enrollment;
 - ii. 23 years of age or older;
 - iii. Married; or living locally while pregnant or with minor children;
 - iv. Military Veteran with two years of active service;
 - v. Living at home with legal parent(s), legal guardian(s), or in family owned property (Note: leasing/renting property does not constitute ownership);
 - vi. Medical documentation substantiating the existence of a disability that cannot be reasonably accommodated in residential housing (requires ADA Coordinator approval);
 - vii. Internship or student teaching responsibilities that require the student to be away from the Saint Leo campus.
- b. Students found in violation of this policy will automatically be billed for the cost of a standard double room and the standard meal plan.
- c. Students who are released from these Housing Terms and Conditions will be charged a pro-rated fee for housing based upon the date room key(s) are returned. Meal charges will be pro-rated based on the date of cancelation/meal plan change request.

3. MEAL PLAN ASSIGNMENT

Students residing in the following buildings are required to have the Unlimited Meal Plan: Alumni, Apartment 5, Apartment 6, Benoit, Henderson, Marmion, Roderick, and Snyder.

Students residing in Apartments 1 – 4 and East Campus have the option of a 5, 10, or Unlimited Meal Plan. Only students residing in East Campus are not required to have a meal plan. Please note that students residing in these residence halls are automatically assigned to the Unlimited Meal Plan unless specific meal plan is requested. Commuter students are permitted to purchase the 5, 10, or unlimited meal plans through Residence Life, however the commuter meal plan/blocks must be purchased at Trane Stop. Please be advised that meal plans for commuter students do not carry over from Fall to Spring semester.

4. ROOM ASSIGNMENT POLICY

Initial room assignments for entering students are made by Residence Life. Attempts are made to honor mutual roommate requests and hall preferences; however, in accordance with the residence hall housing terms, housing staff reserve the right to change room assignments when necessary. All rooms/buildings are designated same gender based upon the location of room assignment (i.e. Snyder – females, Apartment 1 – suite designates gender).

5. ROOM CONSOLIDATION POLICY

In order to accommodate requests for campus housing, students living alone in double rooms/suites may be required to move together into one room/suite. If space is not needed, the option to keep this room with a vacancy for the current semester only will be offered at an increased rate. Residence Life will help you to determine the nature of available space. If it is determined by Residence Life that residents are rejecting all potential roommates regardless of compatibility, students will either be billed an increased rate or consolidated.

6. ROOM CHANGES

- a. Room and roommate change applications are available from Residence Life fourteen (14) days after the first day of classes; prior to that time, no room changes are permitted. It is the responsibility of the student who initiates the room change to inform his/her roommate that she/he would like to move. You must first speak with your RA before requesting a form. No room changes will be approved until this occurs.
 - i. Pick up a room transfer request form from Residence Life.
 - ii. Complete the form and secure the appropriate signatures to indicate that the move is mutually agreeable. Residence Life will assist in locating available space.
 - iii. Turn the completed form into Residence Life. If approved, notification of transfer approval will be given to the resident.
 - iv. Make the move within 48 hours after receiving transfer approval. The move entails checking out of your current room with your Resident Assistant, completing the room condition report and turning in your room key into Residence Life within 48 hours.
- b. After the first room change in an academic year, there is a \$50.00 administrative charge for subsequent changes.
- c. Students who do not follow this procedure may have their requests for a room transfer denied. Students who transfer rooms without written approval of Residence Life may be required to move back to their original rooms, and a \$75.00 fine in addition to the administrative charge and/or disciplinary action will occur. End-of-the-semester room transfers must be completed BEFORE the students leave for vacation. If this is not done, the request for a room transfer will be denied.
- d. Students may be reassigned to a new room as a result of a conduct sanction or administrative action.

7. QUIET HOURS POLICY

- a. Consideration of others and mutual respect are among the most important ingredients for successful residence hall living. Noise levels which negatively affect study, sleep, or other activities will not be tolerated regardless of the time of day. It is the responsibility of all residents to be considerate of fellow students living in close quarters so that an environment conducive to academic success and personal happiness is maintained.
- b. Minimum Quiet Hours have been established between 10:00 p.m. - 8:00 a.m. Sunday - Thursday, and 12:00 a.m. - 8:00 a.m. on Friday and Saturday. Consideration Hours are in effect during the periods not designated

as Quiet Hours. Resident groups, in conjunction with the residence hall staff may decide to impose more restrictive Quiet Hours as the need/interest arises. 24 hour Quiet Hours are in effect during final exam periods.

- c. Musical instruments (electric guitars, drums, etc.) are not to be played in residence hall rooms at any time.
- d. Speakers are not to be placed in and played through open windows.
- e. Repeat offenders, after notification from the Director of Residence Life may have their housing privileges revoked immediately for further violation of the noise policy.

8. FIRE SAFETY

- a. Student rooms are equipped with individual smoke detectors. If you hear a smoke detector activated in a student room, contact Campus Security and Safety immediately (x8333) to investigate the alarm. Hot air, smoke, or aerosols directed toward the detector will set off the alarm. Power tools are not permitted to be used indoors. With the exception of apartments with kitchens, electrical kitchen appliances including popcorn poppers, hot plates, frying pans, toasters/ovens, and indoor grills (e.g. "George Foreman" type) are not permitted. The only UL approved cooking/kitchen appliances that are permitted in the residence halls without kitchens are microwave ovens, coffee makers, hot air popcorn poppers, and blenders. All residence halls are furnished with either a micro-fridge or refrigerator and microwave. Although you may bring your own, the University supplied appliances must remain in your room and may not be stored elsewhere. Prohibited devices will be confiscated and stored temporarily until they can be removed from campus.
- b. Devices using an open flame such as candles with wicks (flameless candles are permitted), camping stoves, grills, fondue pots, incense, and gas lanterns are not permitted in or around the residence halls.
- c. Students responsible for false alarms, either through negligence, vandalism, or a prank will be responsible for the fine imposed by the Fire Department, a \$500 University fine, applicable expenses (clean up, recharging a fire extinguisher, etc.) and subject to disciplinary action and/or arrest.
- d. No containers of flammable liquids or volatile toxic materials like gasoline or kerosene are permitted in residence halls.
- e. When a building alarm sounds, all residents must vacate the residence hall. Rooms may be inspected by Campus Security and Safety, Residence Life, and Emergency Personnel. No one may reenter the hall until the official present has secured the building and given permission for residents to return. In conjunction with the Fire Department and Campus Safety, scheduled fire drills will occur at least once each academic semester.
- f. No student may disengage or reset any alarm enunciator panel. This is the responsibility of the University official present.
- g. No student may tamper with and/or misuse any fire safety equipment including, but not limited to, alarms, alarm covers, hoses, and extinguishers. Due to the seriousness of this offense (felony), all reported cases of misuse will be reported to local law enforcement.
- h. Nothing may be hung from the fire suppression system (sprinklers) due to flooding hazards. Students will be held financially responsible for any repairs, replacement or cleaning of University and student property for negligence.
- i. Items, including furniture and lofts, may not interfere with access to room doors, windows, and fire suppression systems (sprinklers).
- j. Flammable items such as paper, drapes, or tapestries may not be used as wall and/or ceiling coverings. Students who want to personalize their room with their own curtains may do so only if the curtains are made of or treated with flame retardant material.
- k. Halogen floor lamps are not permitted as they pose a severe fire safety risk due to the intense heat generated by the high wattage bulb.
- l. Decorations, including Holiday trees/branches, shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match or must be treated with flame retardant material. Due to fire hazard, only artificial holiday trees are permitted in the residence halls. All holiday

decorations must comply with all fire safety guidelines and should not cause permanent damage to buildings, fixtures, or furnishings. All holiday decorations must be removed prior to hall closing at the end of the semester.

- m. The Florida Fire Prevention Code and State of Florida Electrical Code only permit extension cords with integrated UL approved surge protectors (internal breaker – on/off switch or GFI) for use within the residence halls. All other types of extension cords are prohibited.

9. DECORATION OF ROOMS

- a. Students may not paint their room.
- b. Waterbeds are not permitted in the residence halls due to the weight and the high risk of water damage.
- c. University furnishings may not be removed from any student room.
- d. Room care and general housekeeping are the responsibility of room residents, and reasonable care of the rooms and University furniture is expected. Fines for room changes or housing terms termination may occur for careless or deliberate mistreatment of University furniture or uncleanliness.
- e. Room modifications including, but not limited to, the installation of window air-conditioning units, ceiling fans, dimmer switches, door locks, or removal of University carpet is prohibited.
- f. University-owned, loft-able furniture must be left in standard configuration upon check out.
- g. With the exception of the supplied loft-able furniture, constructed lofts are not permitted in residence halls. All bed frames and mattresses MUST be kept in the room and may not be removed from the room or stored anywhere outside the room. Students having unapproved lofts in their room and/or students who have removed any University furnishings from their room will be subject to a minimum \$100 fine per resident, removal of the loft, replacement of missing furniture, and disciplinary action.
- h. Decorative alcoholic container(s) (i.e. empty bottles, cans) or paraphernalia (boxes, containers, etc) are not permitted in any student room or apartment.
- i. Metal-tipped darts and dartboards are prohibited.
- j. Outdoor TV/Radio antennas or dishes are not permitted. Tapping into cable TV/dish systems is considered as theft and will be dealt with as such. Students will be fined a minimum of \$100 per person and disciplinary action will occur.

10. WINDOW POLICY

- a. Window screens and blinds are not to be unhooked or removed from the windows for any reason. All windows must remain closed when air conditioning units are operating in the residence halls.
- b. Signs, posters, flags, and other items referencing alcohol, drugs and/or determined to be inconsistent with the University's Core Values or offensive may not be visible from or hung outside residence hall windows.

11. PETS

Pets other than fresh or saltwater fish only in small aquariums (limited to 20 gallons) are not permitted in the residence halls. An initial fine of \$100.00 will be assessed and if the pet is not removed within 24 hours an additional \$25.00/per day fee will be imposed. Students are also responsible for the actions of their guest and will be held accountable if a guest brings a pet inside a residence hall. Resident(s) will be responsible for any extermination costs incurred.

Domestic, exotic, and poisonous pets are prohibited including, but not limited to: cats, dogs, rodents, reptiles, birds, etc. A separate University pet policy exists for full-time, live-on, professional staff members and for students approved through the Office of Accessibility Services.

12. PERSONAL PROPERTY

The University is not liable for damages to or theft/loss of personal property, for the failure/ interruption of utilities or for injury to persons. It is recommended that students provide their own personal property insurance or that they are covered under their parents' homeowner's insurance policies. The University will not issue refunds for the failure or

interruptions of utilities.

13. UNIVERSITY FURNITURE AND BUILDINGS

- a. University furnishings may not be removed from any student room/apartment. Violators will be fined a minimum of \$100 for each missing item, required to return the furniture within 24 hours to the room and be subject to disciplinary action. Upon re-inspection, any student who has missing room furniture will be charged for replacement furniture at the current market value (regardless of condition).
- b. University-owned furniture has been placed in the lounges and common areas for use by all residents and guests of the University and may not be removed for personal use. Any student who has University-owned lounge/common area furniture in his/her room/apartment will be fined \$100.00 and required to return the furniture within 24 hours to the lounge/common area and be subject to disciplinary action.
- c. Students are not permitted on the roof of any campus building or to access/exit any building through a window (except in the case of an emergency).
- d. Students/Organizations are not permitted to do any renovations, construction, or modification to any buildings or surrounding grounds without prior approval from the Residence Life and Plant Operations Offices.

14. SAFETY

- a. All entrance/exit doors of all residence halls will be kept locked 24 hours a day, 7 days a week. Security violations, including propping open doors to residence halls and/or interior fire doors, are serious offenses because they jeopardize the safety and security of the residence hall. Violators will be subject to disciplinary action and possible immediate termination of their housing terms. In cases of abuse or excessive problems, upon posted notification, building common damage account will be assessed \$50.00 per infraction for propped doors.
- b. Students should never leave their personal belongings unattended in common areas of the University (laundry room, lobby, study lounge, café, etc). The University is not responsible for damages to or theft/loss of personal property. Please refer to Section 12 "Personal Property" under the Guides to Residence Living.
- c. Students should lock their doors for their own safety and security of personal belongings. Thefts do occur, and unlocked doors contribute to theft. The University has installed peep holes and dead bolt locks in all student room doors for your safety. Students should always carry their room and entrance keys/ID with them. Lost or stolen keys/ID should be reported to the offices of Residence Life and Campus Security and Safety immediately. Students should make arrangements to meet delivery personnel at the entrance of their building. Additionally, students should not open doors or allow entry to individuals who do not possess an entrance key/ID.

15. ROOM KEYS

- a. Lost/stolen keys should be reported IMMEDIATELY to the offices of Residence Life and Campus Security and Safety. Lending/giving keys is prohibited. Students will be charged a fee for core lock change and new keys.
- b. Lost/stolen ID cards for the Card Access system need to be reissued at Trane Stop. Students will be charged for a replacement card.

16. ROOM CHECK OUT PROCEDURES

- a. Residents must leave their rooms "broom clean" and free of any trash or other personal belongings/furniture/lofts when they move out of a room (during or at the end of the year).
- b. Students, who have room damages, fail to properly clean their rooms and/or fail to return their keys at time of departure will be billed by Residence Life. When appropriate, bills will be split between roommates.

- c. Specific instructions for the end-of-semester and/or end-of-year check out are distributed to all resident students before closing. A Residence Life Staff member must inspect your room prior to your departure. Failure to adhere to these guidelines will result in a minimum of a \$50.00 improper check-out fine.

17. DAMAGES, REPAIRS, AND BILLING PROCEDURES

- a. Damage to residence halls and individual residence hall rooms should be reported to Residence Life.
 - i. Students are responsible for locking their doors after final check out to ensure there are no thefts/vandalism in their rooms after they leave.
 - ii. Students will be financially responsible for any and all furnishings missing or damages in their rooms after they move out.
 - iii. If damages are found in a student room, the amount will be placed on student(s) account and will be split between roommates (where applicable).
- b. Students are responsible for care of assigned rooms and furnishings. Charges may be assessed for damages to, unauthorized use of, or alterations to rooms, furnishings or buildings and for special cleaning necessitated by improper care of rooms or furnishings.
- c. Students are responsible for care of public areas and furnishings. Public areas are defined as hallways, stairwells, lounges, kitchens, bathrooms, etc. "Common-Billing" charges may be made to residents of a section, wing, floor, or entire building (as appropriate) for damages and/or vandalism, to public areas of a residence hall. Common damage charges will be divided equally amongst residents of a particular area. This is part of the Housing Terms. Information on damages and vandalism in a residence hall should be given to a member of the Residence Life staff.
- d. Billing will occur within three (3) weeks of the end of each semester (last day students permitted on-campus), when the Residence Life office will be posting damage charges to student accounts.

18. ROOM ENTRY

When the appropriate University Officials plan to seek access to a student room in a residence hall for improvement or repair, attempts will be made to notify occupants in advance, although there may be entry without notice where life, limb or property are jeopardized, or there is reasonable suspicion that University policy or law is being or has been violated. All visible violations of State, Local, and Federal Laws or University policy will be documented.

19. MISSING STUDENT POLICY/PROCEDURE

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Saint Leo Campus Security and Safety at (352)588-8333. Saint Leo Campus Security and Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by Saint Leo University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Saint Leo will notify that individual no later than 24 hours after the student is determined to be missing.

A student who wishes to identify a confidential contact can do so through the Saint Leo University Office of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Saint Leo Security determine that the student has been missing for 24 hours, or if special circumstances dictate Saint Leo will notify P.C.S.O. and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the student is under the age of 18 and is not an emancipated individual, Saint Leo will notify the student's parents or legal guardian immediately after Saint Leo

Security has determined the student has been missing for 24 hours.

20. LIFE SAFETY INSPECTIONS

Life safety inspections will be conducted periodically throughout each semester. Every residence hall room must be checked for potential health and safety violations by a member of the Residence Life staff. Staff will post signs stating the date and time of these inspections at least 24 hours in advance of the inspection. Staff however, are authorized to conduct life safety inspections in the absence of the residents. A resident assistant will follow-up within 24 hours to make sure the violation has been corrected. Future violations will be processed through the conduct system.

21. WET ROOM TERMS

In accordance with the University's alcohol and guest policies, students may apply for and agree to the terms and conditions of a "wet room" terms when all the occupants of the room are over the age of 21. Additionally, alcohol may only be present if everyone (residents/guests) in the room/suite/apartment are 21. "Wet room" terms must be obtained and approved by Residence Life, and must be displayed in the room (typically students place on refrigerators). Violation of the "wet room" terms may result in the termination of this privilege.

23. ADA HOUSING ACCOMMODATION POLICY

Saint Leo University Office of Residence Life is committed to achieving access and does not discriminate against persons with disabilities. This policy derives from the University's commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities and services and addresses reasonable accommodations.

For more information or questions regarding this policy, please contact or visit Accessibility Services at <http://www.saintleo.edu/resources/accessibility-services.aspx>.

24. BICYCLE POLICY AND REGISTRATION

- a. Bicycles on campus must be registered. Permits are available free of charge and can be obtained in Residence Life at any time during the semester. You will need the bicycle serial number (located on the frame) and your student/employee ID to register the bicycle.
- b. Unregistered bicycles will be removed and stored at the owner's expense. Unregistered bicycles will be tagged with a registration reminder notice no less than 14 days before they are to be removed. Bicycles that have been removed by Residence Life will be stored for 30 days; after 30 days the confiscated bicycles will be considered abandoned and will be disposed of.
- c. Bicycles must be stored in student rooms or bicycle racks. Residence Life will attempt to contact the owners of bicycles stored, locked or abandoned in areas other than student rooms and bicycle racks (such as light poles, fences, stairwells, hallways, lounges, etc.). If the bicycle is not registered, it is subject to the same removal process listed above in Section b.
- d. The University is not responsible for any damages to bicycles or bicycle locks.
- e. Bicycles may **not** be stored on campus during the summer unless the student or employee is a summer resident or summer employee of Saint Leo University.