



UNIVERSITY HOUSING & RESIDENCE LIFE

RULES & REGULATIONS

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**ARMSTRONG ATLANTIC STATE UNIVERSITY
UNIVERSITY HOUSING & RESIDENCE LIFE
RULES & REGULATIONS**

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ARMSTRONG ATLANTIC STATE UNIVERSITY UNIVERSITY HOUSING & RESIDENCE LIFE RULES & REGULATIONS

1. Movie-In and Move-Out.

- a. Residents must sign a Room Condition Report (RCR) at move-in before keys will be issued.
- b. Residents must report any and all damages and/or facility concerns not already documented on the RCR to the Department of University Housing and Residence Life within 48 hours of move-in so that the documentation on file can be updated. If no damages and/or facility concerns are reported **within 48 hours**, the resident is accepting responsibility for the condition of the unit.
- c. Residents are responsible for scheduling a move-out inspection with the central Housing Office before moving out of their assigned unit. All move-out inspections must be scheduled with the central Housing office during regular business hours (Monday through Friday between 8:30 am and 5:00 pm) a minimum of **48 hours in advance**. Residents failing to schedule a move-out inspection within the mandated time will be charged a **\$100.00 improper move-out fee**.
- d. Residents not prepared (i.e. all items have not been removed from the unit) at the time of their scheduled move-out inspection will be charged a **\$100.00 improper move-out fee**.
- e. Residents who do not move out by the last day of their contract (as stated in the University Housing Agreement) will be charged **\$150.00 per day** until a move-out inspection is completed.

2. Responsibility for the Apartment and Room.

- a. Failure to pay Housing fees by the published due date(s) will result in removal from Housing.
- b. The Resident is responsible for the condition of the assigned apartment and bedroom space and shall reimburse University Housing for all damages to the space and damage to or loss of fixtures, furnishings or properties furnished under the Housing Contract.
 - i. No alterations may be made to the area or furnishings provided by the University. All furniture in Resident's apartment and bedroom at the time of move-in must remain in the apartment for the duration of the resident's contract. The Resident may not remove, store, or trade furnishings from his or her assigned space. There is a **\$250.00 charge** for violating this policy.
 - ii. Additional furnishings brought into the unit by the Resident(s) must be freestanding and clear of all existing furniture, fixtures, and walls.
- c. When Resident moves out of unit proper move-out procedures must be followed.
 - i. A University Housing and Residence Life staff member will inspect and document the condition of the unit. The Student will not be billed by the staff member conducting the inspection.
 - ii. University Housing Professional Staff will apply charges to student accounts when deemed appropriate.

- iii. Residents vacating housing without proper procedures will be charged a **\$100.00 improper move-out fee**, plus the cost of replacement or repairs resulting from damages not documented at move-in on the Room Condition Report (RCR).
- iv. Cleaning, painting, carpet cleaning, etc. charges will also be assessed as necessary.
- d. Apartments are to be occupied only by the Resident(s) assigned to that space and are not to be occupied by or loaned to other residents or non-residents.
- e. Waterbeds and other water-filled furniture are not permitted in any University housing facility.
- f. A Resident's unit shall be used solely as a private residential dwelling and not for other purposes.
- g. Soliciting, canvassing, or the use of University Housing as a location for selling and advertising is prohibited.
- h. Assigned room and/or apartment will be considered abandoned if payment has not been received and the Resident(s) cannot be reached and/or contacted by University Housing and Residence Life Staff. The Department of University Housing and Residence Life will dispose of any and all abandoned property. All items left in University Housing at move-out or at the end of the housing agreement will be considered abandoned.
- i. University Housing Reserves the right to use any vacant room to house another residential student. This does not release the former resident from their financial responsibilities according to the Housing contract.

3. Keys.

- j. University Housing and Residence Life Staff will issue keys to Residents upon move-in. Keys must be returned when student moves out of unit.
 - i. If a key is lost or not returned at the move-out inspection, or if a temporary key is not returned within the stated time, the lock will be re-cored and new keys will be made.
 - ii. The cost for these services (**\$75.00 for apartment entry doors, \$75.00 for bedroom doors, and \$25.00 for mailboxes**) will be charged to the student account of the Resident(s) responsible. These charges are subject to change.
- k. Improper use and/or abuse of temporary key/lockout policy may result in judicial action and/or an administrative re-core.
- l. All keys are property of the University. Unauthorized duplication of keys will result in disciplinary action.

- 4. **Responsibility for Communal Property.** (Including, but not limited to, hallways, baths, stairwells, elevators, lounges, study rooms, utility rooms, breezeways, courtyards, and conference rooms.) Residents are expected to take every precaution to assure that communal property is not abused. **In buildings or areas where the University has determined that there is abuse or destruction of University Housing and Residence Life property and the responsible individual(s) cannot be identified, all residents may be held responsible for paying a fee to repair and/or replace damaged items.**

5. Assignment Changes.

- a. Students may submit requests for housing assignment changes during designated periods. Residents are responsible for paying a **\$100.00 assignment and/or room change fee** prior to relocating to a new assignment.
- b. Once a housing assignment change has been approved, the student will be given 48 hours from the time they are notified of their new assignment to pick up their keys. Once the student has picked up the keys, they will be given 72 hours to move into their new unit.
- c. Residents who attempt to move to a new bedroom and/or apartment without approval from University Housing and Residence Life will be charged a **\$250.00 improper-move fee**.

6. Inspections and Access.

- a. The Department of University Housing and Residence Life reserves the right to enter student rooms under certain circumstances including, but not limited to:
 - i. inspections for safety, health, general housing policy compliance
 - ii. cleaning
 - iii. inventory
 - iv. epidemics or other emergencies
 - v. pest control
 - vi. occupancy verification
 - vii. general repair
- b. Reasonable effort will be made to give prior notice. However, advance notification is not required.
- c. Searches involving a suspected violation of University and/or University Housing and Residence Life policy or state or federal law will be permitted by the appropriate University official.

7. Firearms, Explosives, Fireworks, and Flammables

- a. The possession or use of any other item dangerous item as identified by University Housing and Residence Life and/or the University is strictly prohibited and may result in removal from University Housing and/or disciplinary action from the University. Residents may also be subjected to criminal prosecution for possession of said items.
- b. Prohibited items include, but are not limited to, the following:
 - i. candles
 - ii. firearms
 - iii. bows and arrows
 - iv. paint-ball guns
 - v. air-soft guns
 - vi. aerosol guns
 - vii. slingshots
 - viii. explosives
 - ix. fireworks
 - x. halogen lamps

- xi. gas and/or charcoal grills
- xii. incense
- xiii. flammable fluids
- xiv. dangerous chemical mixtures
- xv. propelled missiles
- c. Possession of candles in Resident(s) unit will result in an immediate **\$50.00 candle fine**. If the candle is found in a common area of the apartment, each resident of the unit will be billed \$50.00.

8. Fire Safety.

- a. Evacuation of University Housing Buildings is mandatory when a fire alarm sounds.
- b. Sounding of false fire alarms or tampering with fire fighting or safety equipment to include extinguishers, fire sprinklers, connecting pipes, EXIT signs, smoke detectors, and the alarm system is prohibited.
- c. Those suspected of such offenses are subject to criminal prosecution, removal from University Housing and disciplinary action from the University, and may be required to pay fines and/or restitution.

9. **Restricted Areas.** The roofs, ledges, attics, storage closets, and mechanical/electrical equipment rooms of all University Housing-owned buildings are restricted areas for all Residents. Violators of this policy will be subject to disciplinary action.

10. Pets.

- a. The only pets permitted in University Housing properties are fish. Aquariums for fish are limited to a ten-gallon capacity.
- b. Those violating this provision will be charged a **\$250.00 pet fine**, will be required to remove the pet, and may face disciplinary action. If the pet is found in the common area of the apartment, each resident of the unit will be billed \$250.00.
- c. Additional fees for any required cleaning and/or pest extermination related to a violation of the pet policy will be charged to the Resident.

11. Alcohol.

- a. In accordance with University policies, alcoholic beverages are not permitted in University Housing properties. No alcoholic beverages (including empty, partially full or full containers) may be brought to, stored, displayed, or consumed in any residential community to include the parking lots and adjacent University Housing property, regardless of the age of the Resident(s).
- b. Possession, consumption, or displays of alcohol or alcohol containers by any person, regardless of age, is not permitted in any University Housing Property. Examples include: alcohol bottles, alcohol cans, alcohol boxes, or specialized alcohol glasses (shot glasses, pint glasses, wine glasses, margarita glasses, etc...), even for decorative purposes.
- c. Violations will be referred to the Judicial Affairs Program and the Armstrong Atlantic State University Police Department when applicable.

12. Smoking.

- a. Smoking is not permitted in any residential community building or within twenty (20) feet of an exit and/or entrance. An automatic fine of **\$50.00** will be charged to any student(s) smoking next to or inside any residential building.
- b. Cigarette butts should be properly disposed of and are not to be thrown on the ground in any residential community.
- c. Students who violate the above stated smoking policy may be referred to the Judicial Affairs and/or have charges placed on their account.

13. Controlled Substances.

- a. The manufacture, distribution, sale, possession, or use of marijuana and/or other controlled substances and drugs is prohibited.
- b. Any person who is found guilty of the manufacture, distribution, sale, possession, or use of illegal and controlled substances, or dangerous drugs as defined by the Armstrong Atlantic State University Student Code of Conduct, or as defined by Local, State, and/or Federal laws will be referred to the Judicial Affairs Program and/or the Division of Student Affairs, and will face suspension and/or disciplinary action from the University. Residents will also be subject to criminal prosecution.

14. Internet Connectivity and Usage.

- a. The Internet connection provided by University Housing and Residence Life is to be used for educational purposes only. Unapproved file sharing is prohibited. Any Resident found to be abusing Internet privileges may have his or her Internet Privileges revoked.
- b. The downloading of copyrighted materials may subject the Resident to criminal prosecution.
- c. The Armstrong Atlantic State University Computer and Information Services (CIS) Department provides Internet Service to the Compass Point Community. Residents of Compass Point should submit Internet Issues to the Compass Point Office and/or the CIS Helpdesk.
- d. Comcast provides Internet Service in the University Crossings, University Terrace 1, and University Terrace 2 communities. Residents of those communities should submit Internet Issues/concerns through the online work request system or Central Housing and Residence Life Office.

15. Guests and Visitation.

- a. Guests are defined as family members, friends or other persons related to or affiliated in any way with the Resident. Residents are responsible for the behavior and actions of their guest(s) while they are in a University Housing and Residence Life residential community, and must inform them of the policies and protocols of the Department of University Housing and Residence Life, and the Armstrong Atlantic State University Code of Student Conduct.
- b. Residents are restricted to a total of 8 guests in an apartment at any given time. Any group large than 12 should reserve a space in the Compass Point Clubhouse.

- c. Overnight guests of the opposite sex are not permitted. Same gender overnight guests are only allowed with the consent of the other roommate(s). Such guests are only permitted to remain a total of 2 nights at any one time, and no more than a total of four nights of overnight visits per month. Each resident is restricted to a maximum of 2 overnight guests at any given time.
- d. Guests who violate the visitation policy are subject to criminal prosecution.

16. Incident Reports. An incident report will be written to document an infraction of Housing or University policy. These reports are issued by Community Assistants or others designated by the Department of University Housing and Residence Life. Infractions of University Housing policies may be dealt with administratively or through a student judicial system.

17. Responsibility for Information. Residents are responsible for all policy and procedural information posted on bulletin boards and/or disseminated through University Housing and/or University publications, mass emails, and newsletters.

18. Other Policies. The Department of University Housing and Residence Life reserves the right to prohibit any item or activity deemed by the Department and/or University to be harmful, unadvisable, or not in the best interest of the University or its students. Residents are required to know and comply with all policies and regulations contained within the Code of Student Conduct, and other University Housing and Residence Life and/or University publications.

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STANDARD HOUSING FINES

Note: Additional Fines and Fees may be assessed as necessary

- Improper Move-Out Fee- \$100.00
- Per day fee for failure to move out by the last day of the Housing contract- \$150.00
- Removal, storage, or trading of furniture in an assigned space- \$250.00
- Replacement of front door key- \$75.00
- Replacement of bedroom key- \$75.00
- Replacement of mailbox key- \$25.00
- Assignment/Room Change Fee- \$100.00
- Improper move-fee- \$250.00
- Candle Fine- \$50.00
 - \$50.00 charged to each residents of unit if in common area
- Pet Fine- \$250.00
 - \$250.00 charged to each residents of unit if in common area
- Smoking Fine- \$50.00