

**The University of West Florida**  
**Housing & Residence Life Handbook**  
**Updated May 2023**

Hello and welcome!

The Housing and Residence Life staff welcomes all new and returning residents into campus housing as we begin the academic year. We are glad you have chosen to make UWF your home and to be part of our on-campus community at the University of West Florida!

Residents living on campus receive opportunities to reach their highest potential as responsible members of their residence hall community. This requires a commitment to the Standards of Community Living that exist to maintain an atmosphere supportive of your academic goals. Please familiarize yourself with these standards. The Standards of Community Living provide you with guidelines and policies to help acquaint you with your residential community, the Department of Housing and Residence Life and expectations for community living. Your choice to live on campus is a great decision. The entire Housing and Residence Life staff hopes you have a successful year in and out of the classroom. Living on campus is an important part of your university experience and we are available to assist you throughout the year.

By living on campus, you greatly increase your opportunities to become engaged in the UWF community. You will be close to your classes, the library, the University Commons and every other campus location. You can be involved in many recreational and student life activities occurring on campus every day. Also, Residence Life sponsors hundreds of programs right in the areas where you live. Join the Residence Hall Association (RHA), find a volunteer opportunity in the community, attend an athletic event or participate in the many programs offered by Residence Life and the Campus Activity Board! If you're unsure of ways to become involved, speak with your Resident Assistant (RA) to join in the fun and excitement of campus life.

We're glad you're here. Have a great year!

S. Leigh Prouty  
Director, Department of Housing and Residence Life

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## **Mission Statement**

Housing and Residence Life is committed to providing residents a culture of care through services that engage them in an inclusive community while fostering academic success and developmental growth.

## **Roommate Bill of Rights**

The Roommate Bill of Rights is a list of responsibilities of and between Housing and Residence Life residents. Enjoyment of life in a Housing and Residence Life community will depend to a large extent on the thoughtful consideration that is demonstrated towards other residents, particularly one's roommate(s). Residents who sign a roommate agreement need to know that these documents are intended to promote communication and require the cooperation of all roommates in order to be successful.

1. The right to a reasonably clean environment.
2. The right to expect that each roommate(s) will respect each other's personal belongings.
3. The right to study and sleep without undue disturbance from noise, guests of a roommate, or similar disturbances.
4. The right to freely access one's room and facilities without pressure from a roommate/suitemate.
5. The right to expect that guests will respect the rights of the host's roommate(s)/suitemates and other residents. Guests and hosts are mutually responsible for the conduct of the guest, even if the term "guest" refers to another resident of Housing and Residence Life.
6. The right to expect reasonable cooperation in use of the suite/apartment appliances, cabinet space and storage, cable/internet, and other features that come with the room, suite, or apartment.
7. The right to a fair degree of personal privacy.
8. The right to be free from intimidation and/or physical harm.
9. The right to a safe and secure living space.
10. The right to address issues and concerns with the University Residence Life staff.

## **Housing & Residence Life Staff**

See [housing.uwf.edu](http://housing.uwf.edu) for staff contact information

## ***Resident Assistants (RA)***

A Resident Assistant (RA) is an undergraduate student leader specifically selected and trained to work with students establishing a residential community. The RA is here to help residents with the transition and ongoing challenges students face when attending college. The RA can assist with maintenance work requests, roommate conflicts and other issues of concern. The RA is a great resource person who can help answer

questions about the University and surrounding community. Throughout the course of the year, the RA will plan various programs and activities with and for the residents. An RA is on duty to respond to emergencies during evening and weekend hours and RA on Duty information is posted at each Area Office.

### ***Student Desk Assistants (SDAs)***

Student Desk Assistants are student staff employed by Housing and Residence Life to manage the desk, answer questions, and help build community. The SDAs are a wealth of information and can tell you about upcoming programs, help you with maintenance work requests, and direct you to the appropriate person or resource for other issues.

### ***Hall Directors (HD)***

Each area is staffed by a live-in graduate Hall Director (HD). The HD supervises the RAs and SDAs, assists with day-to-day operations of the area, guides students in the development of programs, performs student outreach and follow-up, advises the Community Council, and participates in the on-call rotation.

### ***Residence Life Coordinators (RLC)***

Each area is staffed with a full-time, Residence Life Coordinator (RLC). Residence Life Coordinators have completed advanced degree/work experience and have previous experience working in Housing and Residence Life. The RLC supervises the HDs and the student staff members in their areas. RLCs oversee the day to day operations of the area, assist student staff and residents in the development of programs, build community, handle student conduct matters, perform student outreach and follow-up, and participate in the professional staff duty rotation. The Residence Life Coordinators also oversee collateral assignments, responsibilities, and projects for the department.

### ***Central Housing Office***

This is the main office for the Department of Housing and Residence Life. It is located in the front part of Building 19. It houses the offices of the Director, Assistant Directors, Business Coordinator, Office Administrator, Graduate Programming Assistant and Central Housing Student Desk Assistants. The Student Desk Assistants will help you with questions you have in regards to living on campus, your housing contract, and other administrative issues. They can direct you to the appropriate person for other issues, as well. The Housing and Residence Life Central Office main phone numbers are 850.474.2463.

### ***Housing Facilities***

Housing Facilities include the Superintendent, Maintenance Specialists, Landscaping and contracted custodial services with the Superintendent providing oversight to these

areas, including the supervision of staff. The Superintendent also has responsibility for long-term and short-term facility projects and participates in university-wide committees. The Housing Facilities staff provides maintenance and custodial services for Housing and Residence Life. Maintenance Staff are staffed on-campus Monday through Friday from 8:00am – 9:00pm. We also provide after-hours services for emergencies seven days a week. These times vary during holidays and break periods.

### ***Assistant Director for Housing Administration***

The Assistant Director for Housing Administration is responsible for overseeing the contracts and assignments process, marketing, assessment, technology initiatives including Housing IT and website, and the overall customer service experience in the Central Housing Office. The Assistant Director for Housing Administration directly supervises Central Housing Office Administrative staff. In addition, the Assistant Director for Housing Administration participates in University-wide committees.

### ***Assistant Director for Finance & Facilities***

The Assistant Director for Finance & Facilities is responsible for overseeing all financial aspects of the department, Housing Facilities, maintenance and projects, and contracted vendors providing service to Housing, including custodial and repair services. The Assistant Director for Finance & Facilities directly supervises the Business Coordinator and Maintenance Superintendent. Additionally, the Assistant Director for Finance & Facilities participates in University-wide committees.

### ***Assistant Director for Residence Life***

The Assistant Director for Residence Life is responsible for overseeing the Residence Life Team and the daily operations of the residential communities. The Assistant Director directly supervises the Residence Life Coordinators and provides leadership in staff training and development, programming and policy development, and Residence Life processes. The Assistant Director works closely with the Office of Student Rights & Responsibilities in regards to the student conduct process. In addition, the Assistant Director for Residence Life participates in University-wide committees.

### ***Director of Housing & Residence Life***

The Director of Housing and Residence Life provides vision and direction for the Department of Housing and Residence Life and oversees all services provided by the Housing and Residence Life operation. The Director's responsibilities include budget planning and management, supervision of staff, facilities management and long-term projects, policies and protocols, assessment and strategic planning, as well as division and University initiatives.

## **Housing & Residence Life Community Offices**

The main function of the Community Office is to provide information and assistance to students and visitors. These offices are staffed by full-time professionals, graduate assistants, and student assistants. Community Office hours may be limited during holidays, break times, and the summer semesters.

Argo Hall	850-473-7316	argohall@uwf.edu
Martin Hall	850-473-7260	martinhall@uwf.edu
Pace Hall	850-473-7310	pacehall@uwf.edu
Heritage Hall	850-473-7312	heritagehall@uwf.edu
Presidents Hall	850-473-7737	presidentshall@uwf.edu
Village East Apartments	850-857-6280	villageeast@uwf.edu
Village West Apartments	850-857-6218	villagewest@uwf.edu

## **Housing & Residence Life Terminology**

**Host:** The host is the resident of the residence hall/student apartment with whom a guest is visiting.

**Housing Room Change Freeze:** The room change freeze is a two week/10 business day period beginning at the start of each semester on the first day of classes. During this time period, Housing is assessing bedspace and availability from students who did not move in and students who moved into an incorrect bedspace.

**Incident Report:** An incident report is used to document a variety of situations. Incident reports are used by Resident Assistants to document policy violations, crisis situations, reported information from residential students, impactful facilities events, and roommate conflicts. An incident report can also be submitted by a student.

**Living Learning Communities (LLCs):** Residents will have the option of living in one of our living learning or themed communities. Our communities consist of different living options to fit our students' interests. All of the Living Learning Communities provide our residents with learning opportunities outside of the classroom. Our living learning and theme communities include:

- Martin Hall: Argo First (First Year Experience)
- Presidents Hall: STEM LLC
- Pace Hall: Kugelman Honors LLC

**National Residence Hall Honorary (NRHH):** NRHH is a leadership based honorary student organization composed of the top 1% of exemplary residential students who value service and recognition. Membership is nomination based and approved once per semester.

**Non-resident Guest/Visitor:** Any person who does not live in any UWF Housing living community.

**Open Housing:** “Open housing” is commonly referred to as co-ed, gender-inclusive, or gender-neutral housing and allows residents to live with any other residents within a room, apartment or suite. Residents must request this option by contacting the Central Housing Office staff in order to be eligible,

**RA on Duty:** A Resident Assistant (RA) is on duty in each residential area any time the Central Office is not open. RAs are on duty on weekdays from 5pm-8am and weekends/holidays from 5pm-5pm/24 hrs the following day. The name and duty telephone number of the RA on Duty is posted at Community Office locations. The RA on duty conducts nightly rounds of the residential community.

**Residence Hall Association (RHA):** RHA is a student organization for residents living in Housing and Residence Life communities that provides programming to students living on campus and provides feedback to the Housing Staff on resident concerns. Each residential community has a Community Council (CC). The CC representatives relay important information discussed at RHA to other residents. RHA representatives vote on behalf of the best interest of the organization as well as their residential community.

**Resident Guest:** A resident who is visiting another person’s room within a community.

**Room Condition Report (RCR):** The Room Condition Report is completed by hall staff prior to a resident moving into a bedspace. This form documents the condition of the room and furniture prior to and upon arrival. Pre-existing damage cannot be noted on the RCR after 48 hours of the resident residing in the room and it is important to immediately notify hall staff of any existing damage that has not been documented. The resident and Housing staff complete this document again at the time of check-out.

**Roommate Agreement:** The Roommate Agreement is a mutually discussed agreement between each resident living in a shared traditional, suite, or apartment. This form allows residents to state preferences and standards for their individual and shared spaces. These preferences may include guests, cleaning, personal space, sharing of items, communication, and study/sleeping hours. These are facilitated with the help of the RA and can be updated throughout the year. Revisiting the agreement also occurs when a new roommate moves into the space.

**University Police Department (UPD):** Our UWF Police Department employs state law enforcement officers who patrol the residential communities and all of campus to

ensure safety and security. Officers and first responders also provide assistance to residential communities during emergency and crisis situations.

**Work Order:** Maintenance assistance and support is provided for the residents living on campus. When a maintenance problem occurs or maintenance assistance is needed in the residence hall or apartment, a resident must submit a Work Order Request online through the online Housing portal found on My.UWF.edu. Once in the portal, student will use the search term “Housing” and then scroll down to the Maintenance Work Order Request section. If there is a maintenance emergency, the resident should contact the residence hall staff immediately.

### **Standards of Community Living**

The University of West Florida is a community of people from diverse cultural, racial, economic, and ethnic backgrounds and experiences; each person is a unique individual, drawn from a broad spectrum of our society. We strive to understand the individuality and the life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect through civil discourse and appreciation for our individual experiences.

The principle of free exchange and inquiry is fundamental to the educational process. The University of West Florida’s Department of Housing and Residence Life is committed to the principles of free inquiry and free expression. We believe individuals have the right to hold, defend and express their ideas and opinions while respecting others rights to do the same. In order to sustain these principles, we support through civil discourse exploration of views that are held by another.

We strive to create and maintain a community that is free of harassment, intimidation and/or humiliation of our residents and staff. We believe we are individually and collectively responsible for our behavior and accountable for our actions and support a commitment to respecting civil discourse and difference among individuals. We encourage taking initiative and responsibility for our own learning and awareness of the differences that exist in our community and avoid all actions that diminish others. We strive to develop and support a learning environment so each of us can genuinely enjoy equal opportunities to live, work, and learn.

All of us who work and live in the University of West Florida Housing and Residence Life community have chosen to be here. Thus, we commit ourselves to these principles as the basis for our purpose, value, and worth. All residential students are asked to become familiar with the Standards of Community Living in this Housing Handbook and the Student Code of Conduct. Both documents apply to all UWF students. The Student Code of Conduct can be accessed online at [www.uwf.edu/osrr](http://www.uwf.edu/osrr). If a non-resident

student violates a Housing and Residence Life policy or a University policy while in a designated Housing area, the non-resident student will be referred to the Office of Student Rights and Responsibilities for disciplinary action. All residents of Housing and Residence Life are responsible for the actions of their guests at all times. At any time, a resident student may be held accountable for their guests' actions.

The opportunity to enter into a Housing and Residence Life Contract is a privilege, not a right. If there is evidence of abuse by a resident of this privilege by violating the UWF Student Code of Conduct, Department of Housing and Residence Life Standards of Community Living, or terms of an executed contract, UWF reserves the right to take disciplinary action which may include, among other sanctions, a change of housing assignment, cancellation of the Housing and Residence Life Contract, and the refusal by the University to enter into further Housing and Residence Life Contracts with the student. Prior to imposing such sanctions, the resident will be given notice and opportunity for a hearing/meeting with a member of the Department of Housing and Residence Life Staff or a staff member from the Office of Student Rights and Responsibilities.

The following list encompasses the Standards of Community Living all residents are expected to live by while residing in campus housing. Failure to abide by one or more of these expectations may result in disciplinary action and/or financial charges. At any time, the Department of Housing and Residence Life may amend or expand this list of standards to maintain a safe and secure living environment for all residents. This list of standards is intended to supplement the University Code of Conduct. This means that residential students must follow both the Student Code of Conduct, which applies to all students, and the Standards of Community Living, which apply to all residents and their guests.

### **Abandoned Property**

The Department of Housing and Residence Life does not provide or have storage facilities available to residential students. All items belonging to residents must be removed from campus prior to check-out. Furniture and items left in Housing and Residence Life areas (including trash areas) will be subject to removal by the Department of Housing and Residence Life Facilities staff. Items remaining in a resident's room after check out will be removed by the staff. The resident will be assessed a fee for this service. These items will be moved from the student's room to a storage area, when space permits. Property which remains more than five days after a resident checks out or five days after the semester has ended will be considered abandoned. Thirty days past the end of each semester all abandoned property will be donated or disposed of by Housing staff.

## **Alcohol**

In addition to the Student Code of Conduct, the Department of Housing and Residence Life requires residents and their guests to adhere to these additional guidelines related to the possession and consumption of alcohol:

1. In accordance with the University of West Florida's Alcohol policy, only beer and wine are permitted in Housing and Residence Life by students who are 21 years of age and older.
2. Possession/consumption of hard liquors is not permitted in or around Housing and Residence Life.
3. Beer kegs, funnels, drinking games, large source containers, and beer/water pong setups are not permitted in or around Housing and Residence Life.
4. Possession of open containers of alcohol or consumption of alcoholic beverages in public areas such as TV lounges, walkways, balconies, grounds areas, pool areas, stairwells, courtyards, picnic areas, community kitchen areas, parking lots or loading zones adjacent to Housing and Residence Life, or other Housing and Residence Life areas is prohibited.
5. Social gatherings at which alcohol is served must be conducted in accordance with the University of West Florida Alcohol Policy. Housing and Residence Life staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a Housing and Residence Life area.
6. Hosting a gathering where prohibited drinking has occurred will result in disciplinary action.
7. Any University official has the right to request appropriate student identification when questioning an individual's age for alcohol consumption purposes.
8. Collections or displays of empty beer or alcohol bottles, cans, containers/packaging or other such items are not permitted in Housing and Residence Life areas.

## **Bicycles and Bicycle Racks**

1. The Campus Police provide Operation Identification for Bicycles. This program assists residents to protect their bikes (and other valuable property). All resident students are urged to register their bikes through this service. There is no cost for this registration. Residents can access the appropriate form at [www.uwf.edu/offices/police/resources/forms](http://www.uwf.edu/offices/police/resources/forms)
2. Locks are recommended to secure bicycles. Bike locks are not provided by the University.
3. Bicycles may be stored in either bicycle racks or in resident rooms, provided they do not impede movement within the unit. Bicycle racks are available throughout the Housing and Residence Life communities. Bicycles, motorcycles or motorbikes may not be chained to railings, buildings or any

portion of buildings or equipment on Housing and Residence Life grounds. Bicycles, motorcycles or motorbikes may not be stored in hallways, entry areas, stairwells, walkways, elevators, patios or balconies.

4. Unclaimed bicycles or those left in Housing and Residence Life areas will be removed at the end of the academic year.

### **Break Housing**

All residents who desire to stay over a designated break period (between semesters when classes are not in session) must complete a Break Housing Contract, which is available online at [www.uwf.edu/housing](http://www.uwf.edu/housing). There is a fee for break housing. The periods of Thanksgiving and Spring Break do not qualify as Break Housing periods. Residents do not need to remove their belongings from their rooms during winter break if they are returning for the spring semester to housing, even if they are not staying during winter break. Housing residents will be expected to move out at times noted on the documentation and flyers posted in their communities unless approved to stay past those dates. Not all areas may be open during the designated break periods and residents may need to temporarily relocate during break periods. For more information, please contact the Housing and Residence Life Central Office. Residents who are on disciplinary probation are ineligible for break housing.

### **Bunk/Lofted Beds**

Rooms in Housing and Residence Life spaces are equipped with adjustable bed frames. Frame types include frames that can be single, lofted or bunked and the frame type in your room is determined by the residence hall (not all spaces have lofted beds). If you need assistance bunking or adjusting the height of your bed, need a bed rail or ladder, please submit a maintenance work order at [www.uwf.edu/housing](http://www.uwf.edu/housing). Housing will provide the bunking pegs. The bed frames and mattresses cannot be removed from the room. Personal beds, mattresses, lofts, concrete blocks, homemade bunk beds, or alterations/additions to existing structures are not permitted. Students may work through the Student Disability Resource Center for specific accommodation needs.

### **Cable Television and Community Television Sets**

Community TVs are located in the lounges and/or multipurpose rooms of Pace, Argo, Martin, Heritage, Presidents and the clubhouses of Village East & West. Residents may also bring their personal TVs to campus. Access to the local cable TV service is provided in each bedroom in the residence halls and in all bedrooms and the common area of each apartment in the Village East and Village West Apartment complexes. This service provides basic cable TV channels.

1. Running cable wiring from the cable outlet to other outlets is prohibited.
2. Outside antennas, cable splicing, satellite dishes or adding additional televisions to the central service are not permitted.

3. Any alteration or tampering with cable equipment or connections is prohibited and will result in disciplinary action.

If you need any help with connection issues, registering or connecting your devices, a support representative is available 24 hours a day to assist you!

- Call MyResNet support at 833-548-0089
- Email [support@myresnet.com](mailto:support@myresnet.com)
- Text ResNet to 84700
- Chat live at [www.MyResNet.com](http://www.MyResNet.com)

### **Check-In**

Residents are required to check in to their assigned room on designated dates at specific times. Assignments are provided to students in advance but are subject to change until the resident checks in to the assigned space. During check in, a resident will receive a key, access to their online Room Condition Report (RCR) to fill out and return within 48 hours, and other pertinent information from Housing and Residence Life. Residents are expected to read all documents received at check-in from Housing and Residence Life personnel or in their assigned bedspace. Residents are responsible for knowing the contents of these documents.

### **Check-Out**

Checking out of Housing and Residence Life occurs when a resident is assigned a room change or moves out of Housing and Residence Life. A resident must complete the Express Check-Out process in order to check out of their space. If requested, residents may request to sign up for a Face-to-Face check out. When checking out during the semester, residents should make arrangements with their Hall Director. Prior to checking out,, residents must discard all trash, clean all rooms and appliances, lock doors and windows and close all blinds. Students will be assessed fees after Check-Out for any damages including the need for excessive cleaning and any items left behind. It is important for the resident to read all Check-Out information carefully and completely. A resident who does not officially check out of their assigned space by the designated time may be assessed an improper Check-Out fee of \$50.00. Students must vacate their buildings within 24 hours of their last exam or by the closing time noted by the Housing and Residence Life Department or whichever is earlier.

### **Cleanliness**

Residents are expected to maintain their assigned spaces in a clean and sanitary manner including shared bathrooms, common areas, and kitchen spaces. All residents assigned to the unit share the responsibility for cleanliness of the assigned spaces/unit. Residents are asked to refrain from causing noxious odors (ex. trash buildup, unwashed laundry, etc.).

## **Communicable Diseases**

Residents who contract a communicable disease and are directed to quarantine or isolate by the University Student Health Center staff or an off-campus physician will be required to immediately quarantine or isolate at home or at off-campus lodging at their own expense. Failure to comply with this policy may result in disciplinary action. There may be a need for the Department of Housing and Residence Life custodial and maintenance staff to enter the unit in order to provide cleaning services. Charges may be assessed.

## **Computer/RESNET/Acceptable Usage Policy**

The primary purpose of the Residential Computing Network (ResNet) is to support the academic mission of the University of West Florida. Violations of any of the following regulations, or the aiding, abetting, or attempting to commit an offense constitutes an offense that may result in denial of ResNet privileges, disciplinary action through the procedures outlined in the UWF Student Handbook Code of Conduct, or criminal charges.

Please refer to the MyResNet Terms and Conditions on your MyResNet account and also located on [housing@uwf.edu](mailto:housing@uwf.edu) MyResNet menu.

## **Cooking, Cooking Appliances, and Cooking Spaces**

Kitchens in the traditional style and suite style residence halls are not designed to be primary cooking areas. These kitchens are intended for reheating food or making snacks. It is the primary responsibility of the residents in a community to keep these kitchens clean. Kitchens in the apartments are intended to be primary cooking areas and are the responsibility of the residents within that apartment to keep clean.

Improper use of any kitchen facility could result in a Health and Safety violation, access restrictions, and/or Housing and Residence Life disciplinary action. Rooms in the Residence Halls are equipped with a Micro Fridge or Micro Fridge-type unit. University Village apartments are equipped with a refrigerator/freezer and a microwave. A resident may reserve a community kitchen space by contacting their RA or the community office.

Residence Life staff will request the resident remove any unauthorized appliance (see Removal of Unapproved Items). To avoid setting off the local smoke detector students should clean their ovens regularly (Village East & West apartments). If your local smoke detector begins to beep, contact your RA or a staff person in the Area Office.

### ***Kitchen items not permitted include:***

1. Toasters, toaster ovens, deep fryers, hot plates, electric skillets, instant pots, air fryers, and appliances with open heating elements.

2. Kitchen items which are permitted include: hot air popcorn popper, small electric grill (George Foreman type), food processor, crock pot, rice cooker, blender, electric mixer, and coffee maker.
3. The use of personal charcoal or gas/propane grills is prohibited in all residential communities, including apartments. The use of large Housing and Residence Life grills (located in the apartment areas) are only permitted with approval from the community Hall Director or Residence Life Coordinator.
4. Residents are responsible for proper use of cooking appliances.
5. The use of lighter fluid or any similar substance is not permitted in or around Housing and Residence Life.

### **Disorderly Conduct**

1. Students may not engage in any actions that impair, interfere with, or obstruct the orderly conduct, processes, and functions of Housing and Residence Life or which violate the Standards of Community Living set forth in this handbook. Housing and Residence Life staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a Housing and Residence Life area including student rooms, lounges, lobbies, kitchens, patio, and/or outdoor areas. A student whose conduct violates Department of Housing and Residence Life Standards of Community Living or any other University policy may be subject to disciplinary action.
2. Damages/Community Damages: Appropriate oversight of community areas is the responsibility of all residents. Damages which occur in a unit will be charged to the person who damaged the item and/or the student(s) assigned to the unit at a rate which includes actual replacement and labor costs. Public area damages will be charged to those identified as responsible. Public area damages not charged to a specific individual may be charged to all residents of a floor, building, or entire residential area and are referred to as Community Damages. Community Damage Charges will be divided equally among all community residents. Flyers will be posted indicating when Community Damage Charges will be assessed. It is at the discretion of the Housing and Residence Life Staff when repair or replacement of damaged items will take place.
3. Students may not engage in theft, malicious destruction, defacement, damage or misuse of University property, private property or common area facilities. Replacement and repair costs will be charged to the responsible party or parties. Disciplinary action, referral to University Police and/or community charges will occur as appropriate.
4. Riding bicycles, hoverboards, scooters, in-line skates or skateboards, contact sports, bouncing balls, throwing items and general rough housing in hallways, balconies, walkways, courtyards, lounges, offices and lobbies is prohibited. Riding bicycles, skateboards, long boards or using in-line skates on the

sidewalks must be done in a safe, appropriate manner (stunt skating is not permitted) and in designated areas only. The safety of all pedestrian traffic is of foremost importance on the sidewalks.

## **Doors**

In order to reduce long-term damage to doors, residents are not permitted to affix dry erase boards to the door. Anything placed on a door must not cause any long-term damage to the door or to the threshold of the door. The use of painter's tape and masking tape is allowed. Other forms of tape, putty or glue substances are not allowed. Residents may not prop open any university exterior housing doors. Residents are encouraged to not prop bedroom doors open for safety reasons. Exterior doors must remain locked at all times.

## **Drugs and Other Illegal Substances**

In accordance with state law, the possession, manufacturing, growth, sale or use of illegal substances is prohibited. Possession of illegal substance related paraphernalia is also prohibited. Violations of the University Drug Policy will result in a referral by the University Police Department to the Office of Student Rights and Responsibilities and/or criminal charges.

## **Elevators**

1. Tampering with, moving/removing or damaging ceiling tiles, or rewiring elevators is prohibited.
2. Elevators may not be used during general building evacuation in a fire or severe weather emergency.
3. Overloading or jumping in elevators is prohibited.
4. Unless an emergency is occurring, ringing, sounding or engaging the emergency bell within the elevator is prohibited.

## **Emergency Notification Systems**

The University of West Florida is equipped with systems to communicate with the campus community in the event of an emergency.

- **Blue Lights:** The campus has over 50 Emergency Blue Lights which are free-standing white poles or wall mounted boxes strategically located throughout the UWF Pensacola Campus. These lights provide a direct connection to the UWF Police. To operate the blue light to be connected with the UWF Police, open the box and press the red button on the inside. If you do not have time to activate the alarm, strike the side of the pole to activate the tamper alarm. A UWF police officer will respond.
- **Lightning Prediction System:** When the system detects a high probability of a lightning strike within a two-mile radius of campus, the system's automatic

alarm horns will sound a single 15-second blast and the warning strobe lights above the horn cluster will begin to flash. The lights continue to flash until the atmospheric conditions improve. When the likelihood of a lightning strike passes, the system will sound an "all-clear" signal consisting of three, five-second long blasts of the horns. The alarm hours are programmed to sound from 6 A.M. to 10 P.M. daily.

When the lightning system alarm is sounded, persons in open areas are advised to seek shelter inside a large building, a protected shelter, or substantial vehicle and remain there until the "all clear" is sounded. During the time when a lightning strike is predicted, do not go near open areas, water, tall trees, metal fences, overhead wires, or power lines. Do not attempt to use a telephone, cell phone, radio, or other electrical devices.

- **Public Areas Siren System:** The University of West Florida has four outdoor warning sirens on main campus that will be activated during an event which immediately threatens the health and safety of University Community members. A very loud tone will emanate from the sirens. This tone is meant to warn individuals who are outside of campus buildings to immediately seek shelter in the nearest building. Following the alert tone, verbal instructions will be broadcast over the sirens public address system. The siren alert tone is not designed to be heard by those already inside campus facilities. Individuals already inside campus buildings should check with other modes of Argo Alert notification. In order to test the functionality of the system and to ensure the campus community is aware of the sirens; the sirens have been programmed to play Westminster Chimes everyday at noon.
- **Mobile Alert:** A broadcasting messaging system utilized by the University in emergency situations. All official UWF email accounts are automatically registered with Mobile Alert. Students, faculty and staff have the opportunity to add a mobile phone number for text message notifications. Additionally, the UWF community can add email addresses and cell phone numbers for outside parties, such as parents, spouses and other contacts. In order to add additional contacts and information to Mobile Alert, UWF students, faculty and staff must log on to [MyUWF](#) and search for Mobile Alert. This system is only utilized in the event that the university needs to communicate important information regarding an emergency or situation. The information you provide will not be shared with any other parties or utilized in any other way.

### **Emergency Medical Information**

The Office of Housing and Residence Life does not collect emergency medical information but information for an emergency contact is collected during the Housing

Contract process. Students are encouraged to keep a card or document with any emergency medical information easily accessible for University Police or EMS in case of an emergency.

### **Endangerment**

Physical violence toward another person or group, or actions that endanger the health, safety, or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. Physical altercations will not be tolerated and will result in disciplinary action as noted in the Student Code of Conduct.

### **Extension Cords**

For the protection of the Housing and Residence Life community, the Department of Housing and Residence Life Facilities staff, the Environmental Health and Safety Department and the Florida Fire Marshal have established extension cord guidelines. Residents are permitted to use extension cords with the following restrictions:

1. UL approved three prong extension cords that are 14 gauge or heavier. (The lower the gauge number, the heavier the cord.)
2. Cords cannot exceed 10 feet in length and cannot be plugged together.
3. Cords cannot impede safe traffic in the unit or be pinched in doors.
4. Only UL approved power strips with circuit breakers are permitted.
5. Rewiring of Housing and Residence Life space by residents or non-university individuals is prohibited.

The Department of Housing and Residence Life and the University are not responsible for any damage to electrical equipment (computers, TVs, telephones, music equipment, etc.) which may be caused by outages, interruptions, power surges, fire, lightning or other weather related incidents.

### **Failure to Comply**

Failure to comply with instructions of a University official (i.e. faculty, staff, administrators, Residence Life staff, University Police, etc.) or non-University law enforcement officers in the performance of their duties is prohibited. Compliance with the final decision/sanction rendered by a student conduct hearing officer or review body is required. Failure to comply will result in additional disciplinary action as noted in the Student Code of Conduct.

### **False Information and Identification**

A University ID card or other form of identification with a picture must be presented upon request of a University official. Housing and Residence Life staff are considered University officials. Providing false information will result in disciplinary action as noted in the Student Code of Conduct.

1. Providing false information, withholding information or providing misleading information to a University official, student conduct hearing officer or review body is prohibited.
2. Acting on behalf of another person, group, or the University without authorization or prior consent of that individual or group is prohibited.

## **Fire Alarms/Fire Drills/Life Safety Equipment**

Life safety equipment (i.e. automatic door closures, fire alarms, smoke detectors, pull stations, sprinklers, fire extinguishers, etc.) are located in residence halls for your protection. Each building/apartment is equipped with a fire alarm system. These systems are regularly inspected and approved by the State Fire Marshal. Smoke detectors are also located in every residence hall room and apartment/suite area. Emergency lights are located in appropriate areas. Fire extinguishers are located in hallways or community areas of each community.

Under Florida law, it is a crime to intentionally set a fire, intentionally cause a false fire alarm, or interfere with fire safety or detection equipment or measures (Section 806.01, 806.10 and 806.101, Florida Statutes). Residents are prohibited from tampering with, covering, damaging, or rendering life safety equipment inoperable (this includes, but is not limited to, removing batteries from a smoke detector or unplugging a smoke detector from a power source). The foregoing prohibited actions are violations of state fire codes, as well as the following actions: initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm. Violating state fire codes is illegal and some violations constitute a felony of the third degree. Violations will result in University disciplinary action and are punishable under state law. Residents will be charged a minimum of \$75.00 for tampering with any fire suppression equipment.

In the event of a fire alarm, follow the evacuation instructions for your area. The University Police Department and a Residence Life staff member will respond. Residents must cooperate with staff and participate in fire and other emergency drills, including exiting the building, going to the designated meeting area and following the direction of Housing and Residence Life staff, safety officials, or both. Failure to comply with drills will result in a disciplinary action. Failure to do so may jeopardize the safety of all residents and will result in documentation and disciplinary action, and a possible fine of \$75.00.

When a fire alarm sounds, follow the procedures below:

1. Evacuate the building immediately.
2. Assemble in the parking lot nearest your building or the grass areas at least 50 yards from the building.

3. Once outside the building, follow the direction of Residence Life staff, Fire Department, Fire Marshal, and/or University Police. Residents may not re-enter a building until they are instructed to do so by a member of the Residence Life staff

### **Furnishings & Room Decoration**

Residents are responsible for all furnishings provided in their units. Unit furnishings may not be removed from assigned locations. Alterations, additions, or damages to furnishings will result in charges for replacement or restoration to original condition. The resident will be charged for any furniture items missing or damaged upon check out.

Residents are permitted to bring personal items, such as rugs, throw pillows, curtains and bedspreads. Residents are encouraged to use personal items that are fire retardant. Any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows. Every space within the Housing and Residence Life system offers furnishings for each resident. Residents are encouraged to not bring every item from home. Students should remember that all items brought to the resident's space will need to be removed at the time of check out. See Prohibited Items for more information.

1. Residents are not permitted to cover lights or drape or hang items from lights, ceilings or sprinkler heads. Paper or other flammable decorations should be used with care and should not cover windows or lights.
2. Nothing is permitted between the blinds and the window. Residents may hang curtains on window & closet areas with the use of a tension rod.
3. All bathrooms adjacent to resident rooms are equipped with showerheads and appropriate plumbing fixtures. Please do not replace the showerheads, as they are specially designed for water efficiency.
4. Community furniture may not be removed or relocated. Appropriate Housing and Residence Life lounge furniture is provided and other furnishings will not be permitted in community/lounge areas. If community furniture is found within a resident's unit, the resident(s) may be charged a removal fee and may be subject to Housing and Residence Life disciplinary action.
5. Due to fire code, residents are not permitted to decorate or cover the exterior door to their room/suite/apartment except by displaying (if they choose) the department provided decorative tag with the residents name.

### **Grounds**

Parking or driving on the grounds & sidewalks within Housing and Residence Life is prohibited. Using hazardous or flammable chemicals or spray-painting on grounds around Housing and Residence Life is prohibited. Camping or sleeping on the grounds is also prohibited.

## **Guest/Visitation Policy**

1. Residents are not permitted to re-assign or sublease their assigned spaces.
2. Residents may only allow guests in their assigned spaces consistent with the following:
  - a. All visits must be approved by roommates/suitemates/apartment mates.
  - b. Residents may not permit any additional individuals to live in their spaces (cohabitation prohibited).
  - c. In no instance may a resident host a guest overnight in excess of nine nights total per semester.
  - d. Overnight guest(s) of residents in all residence halls are permitted for up to three consecutive nights in a thirty-day period in a resident's assigned Housing and Residence Life space as long as the presence of the guest does not inconvenience roommates and has also been approved by the roommates. The guests' presence should also not disrupt the residential community.
  - e. Hosts assume full responsibility for the conduct of their guests. Hosts are required to accompany their guests at all times while in Housing and Residence Life. Hosts are required to be familiar with Housing and Residence Life rules and policies and to familiarize their guests with the rules and policies. Guests are required to observe all University rules and regulations and, along with hosts, will be held responsible for their conduct.

## **Harassment**

Conduct that creates an intimidating, hostile, or offensive campus educational or work environment for another person or group is prohibited. Conduct that threatens, harms, or intimidates another person or group is prohibited and violates the Student Code of Conduct. Residents who receive obscene/harassing telephone calls or social media contact are asked to contact their RA or the Area Office immediately. The resident will be asked to contact the University Police to make a report and keep a log of the harassing contacts they receive.

## **Health and Safety Checks**

The University reserves the right to enter any residence hall room, suite or apartment at reasonable times to check/inspect, maintain, and repair the premises and furnishings. State guidelines also require that Housing and Residence Life staff inspect units on a regular basis for necessary repairs, cleanliness, policy compliance and safety guidelines. These Health and Safety Checks will occur once a semester and be announced at least twenty-four hours in advance through public posting and electronic

notice of information. Each resident is expected to have read the Standards for Community Living for information regarding prohibited items.

During checks/inspections any rooms found in violation of a Housing and Residence Life policy or otherwise pose a safety risk will be documented and residents will be notified. Examples of policy violations may include, but are not limited to:

1. cleanliness, pets, candles and other open flame violations, halogen lamps, cable television splicing, unauthorized electrical appliances and extension cords, etc.
2. Any resident that fails a health and safety inspection will be required to correct it within 24 hours and a re-inspection will be done.
3. Failing a health and safety inspection can result in being required to take a health and safety class, a meeting with a housing staff member, and/or having a case referred to the Office of Rights and Responsibilities for a formal conduct hearing depending on the nature of the violation.

### **Improper Room Change/Use**

An improper room change is defined as when a resident moves/switches with another resident to an apartment/room/unit to which they are not assigned without proper authorization from Housing and Residence Life. The resident may be required to return to his or her original assigned space immediately and may be assessed an improper room change fee of \$50.00.

Improper room use is defined as when a resident occupies an entire bedroom or space when they have not officially purchased the space as a single. Residents who live in a non-single (room with 2 beds/sets of furniture) are expected to leave space for a potential roommate at any time unless they have paid for a single space (dependent upon availability). Examples of occupying both spaces would include: pushing both beds in a double occupancy bedroom together, occupying all the drawers, cabinets, or walls of a space, storing items on the other bedspace, making a “guest space” by adding bedding to the vacant bed, etc. If a resident is found to be occupying a double bed space as a single, they may be subject to the single room charge.

### **Keys**

A room key is issued to each resident at Check-In. Residents should report a lost, stolen, bent or broken key immediately to their Community Office so the lock can be changed and a new key issued. A lock change fee of \$100 per door will be applied to the resident's account for labor and parts cost. Keys may not be duplicated or transferred. Keys are to be used only by the residents to whom they are issued and should only be in the possession of that resident. Sharing with or providing UWF keys to another person(s) will result in disciplinary action. All keys issued to residents are the property of University of West Florida.

## **Locks/Doors**

Locks may not be tampered with or damaged. Locks may not be added on any doors in the student's unit, nor may they be changed or replaced except by authorized Housing and Residence Life personnel. Slide locks and chain locks are prohibited. When a resident is not in their room, the door should be locked at all times to avoid the potential of theft. UWF Housing staff will always lock a resident's door after leaving a room for maintenance, health/safety checks or other reasons. Residents are urged to carry their key when not in their room/apartment.

## **Lock Outs**

After the first week of classes in each semester, a resident who is locked out of their room and needs a staff member to open the room or apartment will be charged \$10.00 for the lockout service. If a resident misplaces or loses a key, the resident must notify their Community Office immediately.

## **Liability Insurance/Limitation of University Liability**

***Housing and Residence Life and the University of West Florida are not liable for damage or loss of personal property, failure or interruption of utilities, or unforeseen accidents/injuries.*** The University or the Department of Housing and Residence Life will not reimburse a resident for losses created by, or resulting from, unforeseen events, loss of utilities, acts of nature, fire, accidents, injuries, or theft, which may occur. There shall be no allowance to residents and no liability on the part of the Department of Housing and Residence Life by reason of inconvenience or annoyance arising from the making of any repairs, alterations, additions, or improvements to the premises or any portion of the building in which the resident student is located. Residents are encouraged to review family homeowner's/renter's insurance policies and/or to purchase personal renter's insurance. (See the Housing and Residence Life Contract).

## **Mail and Package Pick Up**

Each Housing and Residence Life resident is eligible for a University mailbox. Mailboxes are located in the University Commons and can be requested by visiting the UWF Post Office. Students should check their University mailbox daily to ensure all mail is collected from the box.

Mail sent to the Campus Post Office should be addressed as follows:  
RESIDENT'S NAME  
(Your Box #) Campus Drive  
Pensacola, FL 32514

When you receive a package for pick-up at the Central Housing office or your Community Office, a staff member will contact you. You must present your Nautilus card when coming to pick up the delivered item(s).

### **Maintenance/Custodial**

Housing and Residence Life maintenance and custodial staff will perform routine duties both inside and outside student living spaces throughout the year. When a maintenance problem occurs, a resident must submit a Work Order Request. A Work Order Request must be submitted online at the Housing portal located in My.UWF.edu by searching Housing Contracts & Services. If a resident does not have access to a computer, work orders may be submitted at each Community Office or by contacting a Residence Life staff member. Maintenance work is completed on a first received, first served basis with emergencies being given priority. Housing and Residence Life personnel will enter the unit anytime between 9:00 am and 8:30 pm to address maintenance issues (these hours may vary during the summer, on holidays or depending upon situations). Maintenance may enter a resident space at any time to address critical emergencies. Residents need not be present for work to be performed. Students should notify their RA, HD or RLC, if a request is not completed. If there is an emergency (active leak, loss of power, etc.) related to a maintenance concern after hours, students can call the duty phone for assistance.

### **Multi-purpose Rooms, Kitchens and Common Spaces**

All residents may utilize the common spaces and equipment in their residential area. After use, spaces/equipment must be cleaned and free of trash, dirty utensils and cookware or any other personal items. Items left in common spaces will be removed by Residence Life personnel or the custodial staff. If common areas and/or equipment are not left in good condition, a cleaning/replacement fee will be assessed to the resident(s). Residents may not block off common spaces for personal use in such a way that prohibits use by other residents.

### **Nautilus Card Access**

Residents in Argo, Heritage, Martin, Pace, and Presidents halls must use their UWF Nautilus Cards for entry into their assigned building. Please report any problems with access to your Community Office immediately. Some laundry machines in Housing and Residence Life are also equipped with Nautilus Card Access readers.

A temporary building access card may be issued in the event of an overnight room change or temporary emergency space is assigned. Temporary access cards are property of Housing and Residence Life and must be returned immediately as directed.

## **Noise Policy**

- **Amplified Equipment**-Students may store instruments or amplified equipment in their assigned room. Students playing instruments, radios, sound systems, televisions, or other amplified equipment in their rooms and/or common areas may be asked to stop if their playing disturbs others. Playing drums and amplified equipment (without headphones) is prohibited.
- **Courtesy Hours**-In order to maintain a living and learning environment in residential communities, an atmosphere conducive to study and sleep must exist. At no time should a resident's noise level interfere with the living and academic community. Disruptive activities in rooms, courtyards, balconies, stairways, catwalks, walkways, patios, multi-purpose, or lobby areas are prohibited. Stereos, radios, TVs, video games, and other sound systems may not be played so loudly that they disturb others. Speakers may not be placed in windows. Residents are responsible for turning down sound systems or discontinuing noise activity if requested to do so by another resident or staff member at any time. Courtesy hours are in effect at all times.
- **Quiet Hours**-During quiet hours, loud playing of radios, stereos, TVs, video games, or any other noise activity is prohibited in, but not limited to, resident rooms, suite and apartment common areas, lobbies and hallways, balconies and patios, and the Village West pool area. Quiet hours will be enforced during the following timeframes:

Sunday-Thursday	10:00pm-8:00am
Friday and Saturday	12:00am-10:00am

Quiet hours are enforced at these times regardless of holidays or semester breaks. During final examination periods, quiet hours will be enforced 24 hours a day.

## **Occupancy Verification & No Shows**

RAs will make contact with each resident to verify occupancy within Housing and Residence Life. "No Shows" are reported to the central Housing Office by the second day of classes each semester. This process requires each occupant of a unit to check-in online or sign a roster sheet verifying the resident has checked into their assigned space. When completed, the Residence Life staff forwards the roster information to the Central Office staff. Any resident not signing the roster is considered a "No Show." If a "No Show" student assigned to a space has not notified the Central Housing Office regarding their arrival plans, the unit may then be considered available for reassignment to another student. The Central Housing Office Staff will try to all reasonable efforts to make contact with the assigned resident. Not all residents arrive

at the same time and a room that appears to be unoccupied does not mean it is a vacant room.

### **Parking and Vehicle Maintenance**

1. All resident vehicles must possess valid parking permits, appropriate for the community to which the resident is assigned. Permits may be purchased through Parking Services. Residents may find additional information related to parking at [www.uwf.edu/offices/business-auxiliary-services/parking-and-transportation/parking-on-campus-overview/](http://www.uwf.edu/offices/business-auxiliary-services/parking-and-transportation/parking-on-campus-overview/).
2. Designated parking lots adjacent to Housing and Residence Life are reserved for resident students. All vehicles must be parked in parking lots and not on grass, sidewalks or other places. Several of the parking lots designated as Faculty/Staff lots are available for student parking at designated hours. Check the Traffic and Parking guidelines and signs posted prior to parking vehicles.
3. Residents are prohibited from parking in Fire Lanes designed around residence halls and campus buildings.
4. Motorcycles and mopeds are prohibited inside Housing and Residence Life. Parking lot space is available in close proximity to Housing and Residence Life. Parking vehicles, including motorcycles or mopeds, beneath building overhangs or inside Housing and Residence Life is prohibited. Storage or parking of these vehicles is allowed only in designated parking lots. Motorcycles and motorbikes must follow parking regulations.
5. In the event of a room/building change, the resident is responsible for updating their parking permit.
6. Residents are prohibited from utilizing exterior faucets, hoses or other utility resources for personal use or to clean/maintain vehicles.
7. Repairing or engaging in maintenance work on motor vehicles is prohibited in or around Housing and Residence Life.

### **Pest Control**

If you notice ants or other pests in your living area, please submit a work order online through the Housing portal found on My.UWF.edu by searching Housing Contracts & Services and scrolling down to the Maintenance Work Order Request section. Pest Control staff is present on campus on an as needed basis to complete Work Order Requests. If it is a matter that needs to be addressed immediately and is after business hours please contact your RA, HD, or RLC for assistance. Additionally, Pest Control staff perform routine and frequent pest control inspections and measures. The Pest Control staff may enter Housing and Residence Life units without notice to the resident. Biting insects, including mosquitoes may be present near Housing and Residence Life areas due to humidity and water. Residents are encouraged to take every precaution possible to aid in prevention of insect stings and bites.

## **Pets**

Possession of pets or animals, other than fish as defined below, is prohibited unless approved as an accommodation through the Student Accessibility Resources (SAR) office. All SAR approved animals are expected to follow the SAR and Housing and Residence Life guidelines.

1. Fish may be maintained as pets, as long as they are kept in one fish tank which is no larger than 10 gallons in capacity. Residents are responsible for maintaining the tank and responsible for any and all damage or odors caused by the fish or the tank.
2. Residents are not permitted to keep or allow any of the resident's guests to keep or allow any unapproved pets or other animals in or around any area of the community at any time. This applies in all cases, even if the resident is "keeping/watching" the pet or animal for a friend/family or the pet/animal is just "visiting" with the resident or residents guests. Fostering pets/animals is prohibited.
3. Immediate removal of the pet by the resident will be required should a pet be found in the residential community. Residents will be asked to humanely remove the pet from any on-campus residential community and documented for having an unapproved pet/animal. Any cost associated with the possession of an unapproved pet/animal, including but not limited to damaged furniture, cleaning, painting, pest control, etc., will be charged to the responsible resident(s) or in some cases to all residents of the room/suite/apartment.
4. Residents who do not remove the pet/animal immediately and continue to be in violation of the policy are subject to a \$150 fee for having the pet/animal on campus and an additional \$25 per day for each day the pet/animal remains from the first day until our Housing and Residence Life staff verify the pet/animal has been removed.
5. Residents found in violation of this pet/animal policy will be assessed all related fees and referred to the Office of Student Rights and Responsibilities.

## **Postings**

Students and/or student groups/organizations who would like to post notices, flyers, and other informational items may seek authorization from the Department of Housing and Residence Life in Building 19. Bring copies of the posting to the Department for approval at least two weeks before the desired posting date. All postings are reviewed on a case by case basis. Postings must contain the contact information of the sponsoring student organization and event date. Approved flyers will be stamped and given to Housing staff to be posted. Flyers advertising events with alcohol, drugs, or sexually explicit materials will not be permitted to be posted. All items posted must be in compliance with the University Posting Guidelines and Policies. Housing and

Residence Life staff reserves the right to remove any unauthorized postings. Flyers will not be permitted to be slid underneath resident room doors.

### **Prohibited Items**

Residence Life staff will request the resident remove any prohibited item within 24 hours in order to avoid further policy violations. Some prohibited items may need to be removed by UWF Police.

#### ***Kitchen/Cooking Items***

- Toasters and toaster ovens, air fryers, deep fryers, hot plates, electric skillets, instant pots, induction cooktops, and appliances with open heating elements
- Alcohol/propane stoves, gas or charcoal grills, hibachi grills

#### ***Furniture/Room Materials***

- Personal beds, mattresses, lofts, concrete blocks, homemade bunk beds, or alterations/additions to existing structures
- Homemade or craft furniture that is not fire retardant
- Candles, open flames, incense, bulb-heated wax devices, space heaters or other heating units with an open flame or heating element, additional air conditioning units, halogen and lava lamps, hookah pipes
- Storage of flammable fluid, lighter fluid, and hazardous liquids or chemicals
- Wallpapers, borders, TV mounts and mounting hardware, and carpet that is affixed to the floor
- Extension cords without a surge protector switch or outlet adapters (to create more or change style of outlets)

#### ***Technology***

- Routers, servers, external antennas, and satellite dishes

#### ***Alcohol & Drugs/Illegal Substances***

*(see University Policy related to Alcohol & Drugs/Illegal Substances)*

\*alcohol is only permitted to be in possession of those students who are 21 years of age or older

- Hard liquors, beer kegs, funnels or other devices for rapid consumption, beer pong set-ups, and drinking games
- Collections or displays of empty beer or alcohol bottles, cans, containers, packaging, or other such items
- Possession, manufacturing, growth, sale, or use of illegal substances and paraphernalia

#### ***Weapons***

*(see University Policy related to Weapons)*

Including but not limited to...

- Non-kitchen knives, firearms, explosives and explosive devices, bows and arrows, brass knuckles, paintball guns, fencing equipment, and other weapon-like devices

#### ***Recreation/Other***

- Scuba tanks and equipment, spearguns, hoverboards, and darts/dart boards
- Pets or animals other than fish (10 gallon tank) that are not an approved service or assistance animal (prior approval obtained through Student Accessibility Resources process)

### **Railings, Balconies, Porches (Patios), Stairways, Foyers and Roofs**

Sitting, standing on, climbing on, or hanging from a balcony, railing or roof is prohibited. Bikes, banners, signs, clothing, plants, or other items may not be hung from balconies, roofs or windows. Stairwells should not be blocked by items at any time; this includes trash, boxes, bicycles, etc. Throwing or propelling any object or trash from/toward a window, ledge, roof or balcony or within the courtyards adjacent to Housing and Residence Life is prohibited.

### **Removal of Prohibited Items**

The following items are subject to removal:

1. Items that are prohibited by or otherwise violate Department of Housing and Residence Life or University regulations or policy.
2. Items that are illegal to possess.
3. Items that pose danger to the safety of residents or the Housing and Residence Life community.
4. Items which violate state or federal laws. The possession of illegal items will result in referral to the University Police and may result in criminal prosecution, immediate disciplinary action or both. Illegal items will be reported to and confiscated by the University Police.

Residents will be asked to immediately dispose of or remove any item(s) in violation of the Department of Housing and Residence Life or University regulations or policies. All removal notices will be followed up by Housing staff.

### **Room Change**

Living with peers can be both a wonderful and challenging experience. Occasionally, conflicts may arise with a roommate. In these cases, our staff can help find resolution options. Residents may be asked to participate in a room mediation with their roommate(s)/suitemate(s) as an alternative to a Room Change. Residents can also work with our RAs to find conflict resolution options such as a Roommate Agreement. In situations where a resolution cannot be found and a room change is necessary, the Hall Director will notify the Central Housing Office, who will then reach out to the resident to provide information on room change availability. Room Changes will be reviewed after the 10 Business Day Housing Freeze at the beginning of each semester. Room Changes involve a conversation with and the approval of Housing staff. There is no guarantee Room Change requests will be approved.

There are times when the department may be unable to accommodate a Room Change due physical space limitations unless for emergency purposes only. When a Room Change request is approved, the resident must move to the newly assigned unit within 48 hours of the Room Change request approval notification date. Failure to complete a Room Change within this time may result in the revocation of Room Change approval. Please be aware there is a 48 hour waiting period before a resident can begin moving into their new space in order to allow time for future roommates to be notified they are receiving a new roommate. A resident's outstanding Housing balance may impact a resident's ability to receive a Room Change.

### **Room Entry and Search**

The Department of Housing and Residence Life appreciates the resident's desire for privacy, particularly in the context of university community-style living, and will do all it can to protect this privacy. However, it is occasionally necessary for the university to exercise its contractual right for room entry. The established procedures are designed to ensure responsible, restrained use of the right of entry. In essence, the policy states that a university staff member will enter a room on the following conditions:

1. At the invitation of the resident.
2. To provide maintenance, including preventative maintenance. If during the performance of their assigned duties maintenance or custodial staff encounter or observe evidence of articles in violation of University or Housing policies and/or laws of the state of Florida, they will report such evidence to the appropriate Residence Life staff member.
3. If staff or other University officials possess cause to believe that a violation of university regulations exists.
4. If an emergency exists or is believed to exist involving the safety and security of a resident, guest and/or the property.
5. To conduct routine safety checks during each semester and during summer months.

Proper to entering a space, Housing will knock on the residents door several times before entering the space. When possible, all Housing staff will leave a notice stating they have entered a resident's room if the resident is not present. Housing staff are trained to always lock the door upon departure of a resident's room.

### **Safety and Security**

Crime can happen on campus just as it can happen in the community. Take ownership of your personal safety and the safety of others.

1. Keep your door(s) locked at all times.
2. Always find out who is knocking before opening the door. Look through the peephole or, if there is not a peephole, ask who it is before you open the door.
3. Never leave the room/apartment/exterior door(s) propped open.
4. Always close the apartment windows when you vacate the apartment.

5. Keep your keys and ID safe. Don't lend your keys/ID to anyone, and don't leave your keys/ID lying around. If your keys are lost or stolen, report this to the Community Office immediately so that the lock can be changed.
6. Have your keys ready before you get to your door or your car, especially after dark.
7. Always report any suspicious activity to your RA and to the University Police Department.
8. Don't walk alone, especially at night. Use the buddy system, or call the University Police Department (UPD) at 474-2415 to contact one of the student members of the Safety Escorts on duty. The UPD staff work twenty-four hours a day, 7 days a week.
9. Avoid dark paths or shortcuts. Always use public walkways.
10. Carry identification at all times.
11. Let your roommate(s)/suite(s) know where you are going and when you will return.
12. If you are the victim of a crime, report the incident to the University Police Department and to a member of the Residence Life staff immediately.
13. Do not leave valuables in plain sight (i.e. money, credit/debit cards, jewelry, wallets, IDs.)
14. Record serial numbers of all valuables (cell phone, computer, gaming systems, bike, etc.).
15. Use the University Police Department's engraving service to put identifiable information on all valuables.
16. Make sure your belongings are covered against fire, theft, and other types of loss by your insurance policy.
17. If an exterior door is propped open, close it. If the door is not locking, contact a Residence Life staff member immediately to report it.
18. Do not allow anyone without keys and ID into any Housing and Residence Life community.

### **Sales, Solicitation, and Canvassing**

Door-to-door solicitation or other types of solicitation and/or operating any type of business from a residence space are not permitted. Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited. Posting flyers on bulletin boards, walls and windows is prohibited (See Postings). Students may not engage in any sales, business, marketing, or telemarketing activities in their units or within any public area of the Housing and Residence Life facilities. See the University Student Handbook for further details regarding Selling, Advertising, and Soliciting.

### **Sexual Misconduct**

The University and the Department of Housing and Residence Life are committed to maintaining a community in which students and staff may live and work in an

atmosphere that is free of all forms of sexual misconduct. The University and the Department of Housing and Residence Life will not tolerate sexual misconduct, harassment, exploitation, intimidation, or coercion. See the University sexual harassment policy for additional information: [Sexual Harassment and Misconduct Policy - University Policies - UWF Confluence](#)

### **Smoking and Tobacco**

In an effort to protect the health of the University of West Florida community, UWF became a tobacco free campus in August 2016. The Tobacco-Free Campus Policy applies to all employees, students and visitors and prohibits the use of all tobacco products on all university-owned properties, including but not limited to, all recreational facilities, residential facilities and parking lots. All events occurring on campus or on campus property are subject to the Tobacco-Free Campus Policy.

For the purpose of the policy, "tobacco" is defined to include any tobacco product or derivative, including but not limited to any lighted or unlighted cigarette, cigar, pipe, bidi, hookah, and other non-combustible tobacco-free products such as e-cigarettes. The policy also includes forms of smokeless tobacco and any nicotine delivery device that has not been approved by the FDA for cessation.

The Tobacco-Free Campus Policy prohibits use of smoking as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco on UWF property.

Exclusions include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Residents may be fined \$50.00 for violating the smoking policy in residential areas. In addition, a cleaning fee may be assessed should additional cleaning due to smoking be necessary.

### **Storage**

The Department does not have space for storing resident belongings, excess room furniture, boxes, or other items. Residents will be charged a removal fee for any items left in the room/unit upon checkout. Abandoned items will be disposed of according to the abandoned property policy.

## **Stormwater Awareness**

Stormwater is surface runoff primarily from rainwater or overwatering that runs off roads, yards and roofs. Stormwater frequently carries pollutants such as trash, automobile fluids, nutrients, sediments and animal waste. Stormwater is carried to storm drains, ditches and pipes then discharged, to streams, rivers and bayous. Stormwater at UWF is regulated by NPDES.

How to prevent illicit discharge:

- Pick up trash and dispose of properly
- Pick up pet waste and dispose of properly
- Don't dump mop water, oil, grease, hazardous waste, solvents, paints outside or in storm drains or water bodies
- Do not wash vehicles by hand use the wash rack located near Building 93

## **Summer Housing**

Summer housing is available for any resident who enrolls in at least one of the summer class terms. Summer residents will be housed in specific areas of campus. Information will be sent to all spring semester residents about summer housing and information will be posted to the housing website as well. Based on space availability, residents may not be assigned to their current or future space for summer terms. Please contact the Central Housing Office for additional information or questions regarding summer housing.

## **Ten Day Housing Freeze**

The first 10 business days after Housing and Residence Life opening (check-in/move-in) are considered the 10 Day Freeze or the Room Freeze. No room changes or moves are permitted during this period except in emergency situations. Not all residents arrive at the same time or on a designated move in day. The Housing and Residence Life staff requires this time to permit new residents the opportunity to receive a room assignment prior to approving any room changes. (See Room Change Section)

## **Trash/Littering**

Trash is to be placed, by the resident, in designated bins, containers or placed in the dumpsters located outside each residence area or trash chutes. Garbage may not be left in hallways, lobbies, lounges, entrances, stairways, foyers, apartment/room, or on balconies and patios. In the event garbage is removed by Housing and Residence Life staff, a resident will be charged a removal fee or a common area damage charge will be assessed to each resident in the area or building. If trash is left outside a unit, the residents of that unit will be billed a removal fee. Students may not dispose of litter in any form on University grounds or Facilities. This includes, but is not limited to,

cigarette butts, flyers, cans, bottles, etc. A removal and/or clean up fee may be assessed per each littering incident.

### **Trespassing**

Individuals who are not authorized, licensed, or invited to enter Housing and Residence Life facilities are subject to arrest for trespassing if they fail to leave after being directed to do so. Any person soliciting will be considered to be trespassing. Persons who receive trespass notices will not be permitted to live in or visit Housing and Residence Life. Knowingly hosting a person or persons under trespass notice is prohibited.

### **Weapons, Firearms, Explosives**

Possession, storage, decorative use, or use of firearms, explosives, fireworks, ammunition, paintball guns, bows and arrows, other weapons/knives, or dangerous articles or substances are prohibited. The use of or presence of slingshots, BB guns, pellet guns, paintball guns, fencing equipment or other related items or items which may be considered weapons are prohibited.

### **Weather**

Please be prepared with a plan for tropical weather that could shut down the university. Residents are asked to communicate this plan when they complete their housing contract and verify at check-in and when campus is closing. A student shelter is available on campus for students who do not have another location to evacuate to during a university closure. The shelter is only temporary. In cases where the campus is closed for an extended period of time, students are responsible for finding alternative locations to live until the campus is safe to reopen. Detailed information can be found on our website at [www.uwf.edu/housing](http://www.uwf.edu/housing) and will also be communicated to the residents by the hall staff.

Students, faculty and staff should follow the procedures below in the event of a tornado or severe weather warning.

1. Notifications will be made to the campus community by use of all available emergency notification systems including but not limited to the emergency siren systems, email and website.
2. When a tornado or severe weather approaches, your immediate action may mean life or death.
  - a. Seek inside shelter in a steel-framed or reinforced concrete building of substantial construction. Stay away from windows.
  - b. Modular buildings are particularly vulnerable to overturning during strong winds, for example building 46.
  - c. Whenever possible, go to an interior hallway on the lowest floor.
  - d. Seek shelter under a sturdy/heavy table if possible.

- e. Avoid auditoriums or other structures with wide, free-span roofs. If a building is not of reinforced construction, go quickly to a nearby reinforced building, or to a ravine or open ditch and lie flat.
- f. In open country, move away from the tornado path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.
- g. Most tornadoes track southwest to northeast. This means seeking shelter in the northwest corner of a building is going to be the safest location.
- h. Report any injuries or damage to the UPD as soon as possible.

For more information visit [Weather Links | University of West Florida \(uwf.edu\)](https://uwf.edu/weather-links)

## **Windows**

Windows are not to be used by residents as an entrance or an exit to units, except in an emergency situation. Signs, flags, stickers, pictures, posters, banners, bottles or bottle collections, and similar objects may not be displayed in windows. For safety purposes, items are not to block or impede access or exit to/from the unit. Residents may hang curtains with the use of a tension rod. Additional window coverings of any type (except those issued by the Department of Housing and Residence Life) are prohibited. Nothing is permitted between the window and the blinds. Students are not permitted to remove and/or tamper with their window screens. Windows in Argo, Pace, and Martin must remain closed at all times and the official Housing window sticker on these windows must remain sealed. Residents may be subject to a Housing and Residence Life fine of \$50 and disciplinary action if their window seal is broken. If the window is not properly sealed upon check in, it is the responsibility of the residential student to contact their RA.

**If you have any questions about any of the items in the Housing & Residence Life Handbook please contact a Housing Staff member in your community, email [housing@uwf.edu](mailto:housing@uwf.edu) or call the Housing Central Office at 850.474.2463.**

*These policies were updated May 2023*