Welcome to Jacksonville State University (JSU) Housing.

Now that you have found your way to the “Friendliest Campus in the South,” we are sure you will find JSU Housing as your new “Home Away from Home.” It is our belief that residing on campus can be a very exciting part of your collegiate experience. You will have many opportunities for involvement, activities, and meeting new life-long friends. Most importantly, you can live, study, and succeed among a community of your peers. As a member of our on-campus community, the following guide is provided so that you may know the policies, procedures, and information relative to residential life at JSU.

In JSU Housing we believe that learning does not end in the classroom, but rather, is enhanced by students interacting with a diverse group of fellow residents, participating in leadership opportunities, and engaging in social, educational, and service activities. We encourage you to get involved and attend our programs, which are designed to provide information to help you succeed as a JSU GAMECOCK. We hope you will take advantage of these opportunities to fully develop your skills and abilities.

In addition, the JSU Housing staff is dedicated to creating a living and learning environment that supports your personal growth and educational accomplishments. It’s our mission to continue supporting the academic mission of JSU by fostering a vibrant living and learning community that cultivates personal development, celebrates diversity, promotes leadership, and enhances the educational experience of each resident. As a positive and productive citizen of the JSU Housing community, we appreciate your commitment and support of our mission, vision, and goals.

We hope your stay in JSU Housing is full of memorable experiences.

Sincerely,

Brooke Lyon,  
Director of Housing Operations

Rochelle Smith,  
Director of Residence Life
## Contents

Student Rights and Responsibilities .......................................................... 3  
ACUHO-I Statement of Students’ Rights and Responsibilities (Revised 2002) .......................................................... 3  
JSU Housing Operations and Residence Life Staff ........................................... 4  
Professional Staff .................................................................................. 4  
Residence Life Staff ........................................................................... 5  
Other Housing-Affiliated Departments ...................................................... 5  
Housing Operations and Residence Life Information, Policies, and Procedures .......................................................... 6  
Abandoned Personal Property ................................................................. 6  
Administrative Dismissal ...................................................................... 6  
Alcohol Policy .................................................................................... 6  
Antennas/Satellite Dishes .................................................................... 7  
Appeals Board ................................................................................... 7  
Appliances ......................................................................................... 7  
Bicycles .............................................................................................. 8  
Buyout Process .................................................................................. 8  
Cable ................................................................................................. 9  
Cancellation of Housing by Resident ...................................................... 9  
Check-In/Check-Out Procedures ............................................................. 9  
Children ............................................................................................. 10  
Compliance (Failure to Comply) ............................................................ 10  
Complaints ....................................................................................... 10  
Courtesy and Quiet Hours .................................................................. 11  
Eligibility to Live in Housing and Residence Life .................................... 11  
Eviction Process .................................................................................. 11  
Food Services .................................................................................. 12  
General Expectations ......................................................................... 12  
Hall Closings .................................................................................... 12  
Winter Check Out ............................................................................... 12  
Spring Break/Fall Break (Thanksgiving Holiday) .................................... 12  
Summer Terms .................................................................................. 13  
Inclement Weather ............................................................................. 13  
Laundry Issues .................................................................................. 13  
Mail Services .................................................................................... 13  
Maintenance ...................................................................................... 13  
Payment for University Housing ............................................................. 14  
Residents ........................................................................................... 14  
University Faculty and Staff ................................................................ 14  
Pest Control ...................................................................................... 15  
Bed Bug Reporting Procedures for the Resident .................................... 16  
University Police Department (UPD) .................................................. 16  
Crime Reporting Procedures ............................................................... 16  
Emergency Phones ........................................................................... 17  
Police Adopt-A-Hall Program ............................................................... 17  
Policing Escort .................................................................................. 17
Student Rights and Responsibilities

ACUHO-I Statement of Students’ Rights and Responsibilities (Revised 2002)

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing regulations or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
• To be serious in their academic pursuits.
• To participate actively in self-governance.
• To participate in housing departmental committees, as requested.
• To express themselves individually or by association with groups.
• To participate in judicial proceedings to determine appropriate standards of behavior.
• To contribute positively to the community by participating in educational and developmental activities.

**JSU Housing Operations and Residence Life Staff**

The Office of Housing Operations and Residence Life (HRL) at JSU is located in Bibb Graves Hall, room 103. The HRL office is open from 8:00 a.m.–4:30 p.m., Monday–Friday, and is closed on weekends and holidays. The HRL office has overall responsibility for residence hall/apartments, housing programs, and services. It also maintains all housing records, including incidents, room assignments, room assignment information, and other housing-related documents.

Each residential area is staffed by well-trained professionals and paraprofessionals who are available to help you make the most of your on-campus living experience. All staff members are trained to provide leadership, assistance, and support. The Resident Assistant (RA) on-call information is posted on the digital signs in each residence hall. Residents in the apartment area will need to contact the Apartment Area office at 256-782-8336 between 8:00 a.m.–4:30 p.m. After 4:30 p.m., residents may contact the apartment RA on-call via cell phone at 256-689-6420.

The HRL staff includes the following professional and paraprofessional team members throughout each area:

**Professional Staff**

**Residence Life Coordinators** (RLCs) are full-time professional staff members who supervise the Assistant Residence Life Coordinators (ALRCs), RAs, and Desk Assistants (DAs) within their respective residential areas. Their primary job is to coordinate their area and maintain an environment conducive to learning, growth, and development. RLCs are trained in crisis intervention and manage the daily operations of their specific area. The RLCs in their professional roles seek to provide administration, supervision, educational programming, and counseling in the residence hall or apartment setting. The RLC provides mentoring and leadership to his/her residence life staff and to residents of the community. It is important that the RLC fosters an atmosphere conducive to learning and living. The RLC should strive to accomplish the goals of the institution, Student Affairs, and HRL.

Each hall is staffed by a RLC, who may or may not live in the building but is responsible for the building. In addition, there is a RLC/ARLC on-call 24 hours a day for the entire university housing area. The RLC is the resident’s immediate contact source in the event that they feel the RA or ARLC did not address the situation properly.
Residence Life Staff

Assistant Residence Life Coordinators (ARLCs) are graduate students who assist in the administration and direction of all activities associated with the operation of the residential areas. The ARLC assumes the responsibility for the residential areas in the absence of the RLC. The ARLC is the primary supervisor for all day- and night-time DAs employed with HRL.

Resident Assistants (RAs) are full-time students who are chosen for their positive attitude, leadership potential, ability to relate interpersonally, and sense of commitment. The RAs are the residents’ primary resource for information and assistance. RAs are on-call evenings and weekends to assist with problems or emergencies. RAs, which report directly to the RLC, work closely with the residents on the floor or area where they are assigned. RAs serve as a resource, explain, and enforce HRL’s policies, respond to emergency situations, sponsor social and educational programs, offer general assistance and support, and promote the growth of a positive learning community.

Desk Assistants (DAs) are housing staff members responsible for covering shifts at the main desk of each residential area’s office. The DA who works during the day serves as a customer service representative for HRL and the JSU community as a whole. The DA’s primary responsibilities include monitoring who enters the residential area and answering questions about the university. The DA also logs in visitors, as well as receives and documents telephone calls.

The DA who works at night in the residence hall is on-duty from 12:00 a.m.–6:00 a.m. Their responsibilities include ensuring all exterior doors are closed and locked and monitoring who enters the residence hall. They serve as an added security measure to ensure a safe living environment in our halls. They also report any suspicious activities in and around the residence halls. They are required to document all occurrences and perform rounds of their specific area.

Student Workers on Assigned Tasks (S.W.A.T.) are a valuable part of the HRL team at JSU. S.W.A.T. is responsible for ensuring that any duties assigned to them are completed in a timely, efficient manner. The following are examples of responsibilities for S.W.A.T. team members: work outdoors in all weather conditions; pick-up debris on campus grounds; move furniture to areas around campus; clean apartments, offices, etc.; and all other duties as assigned.

If you are interested in position with HRL please apply online at Careers at JSU.

Other Housing-Affiliated Departments

Building Services/Housekeeping Services are assigned to each residential community and care for only the common areas, not the residents’ personal space. Housekeeping staff is under the direct supervision of Capital Planning and Facilities.

University Police Department (UPD) officers routinely patrol the residence halls, apartments, and parking areas. These officers are dedicated to aiding residents and staff, while maintaining law and order in and around these areas. For more information regarding the police patrol, contact the UPD at 256-782-5050.
Housing Operations and Residence Life Information, Policies, and Procedures

The following information consists of important policies, procedures, and information that will be helpful as residents residing in university housing. Please review the information and continue to use it as a resource throughout the academic year. The policies contained in the Guide to Residence Living have been written in an effort to provide a living environment that is supportive of the resident’s academic pursuits. The policies also reflect a need to be supportive of local, state, and federal laws. The residential living experience is designed to enhance academic success, provide a general feeling of satisfaction, and a total residential experience that balances comfortable facilities, comprehensive programs, and services. While structured policies are part of community living, the ideal community will be governed by behavior that considers respect for self, others, and facilities. In addition to knowing the HRL policies and procedures, residents are encouraged to become familiar with the JSU Student Handbook. Disregard for others or JSU and the HRL policies, procedures, or regulations, may result in a referral to the Office of Community Standards and Student Ethics.

Abandoned Personal Property

Any/all items of personal property remaining on university premises following the end of a student’s housing and/or residence life agreement shall be deemed to be abandoned and discarded personal property. HRL will hold such abandoned personal property for a period of ten days. Day one of the ten-day period will begin the business day immediately following the date of initial notice of the end of a student’s residence life agreement. If the student does not claim the property within the ten-day period, the property shall be destroyed or discarded by the university.

JSU and HRL assumes no responsibility or liability, in any way or manner, for maintenance, protection, or safekeeping of abandoned personal property or any personal property on university premises.

Administrative Dismissal

Administrative dismissal is the immediate dismissal of an individual from HRL, as authorized by the Director of Housing Operations and/or the Director of Residence Life, when the continued presence of the resident in housing constitutes a threat to the health, safety, or well-being of other residents or the housing facilities. At the time a resident is summarily dismissed, the resident will be informed of his/her right to a hearing in accordance with the JSU Code of Student Conduct. The resident will be allowed to remain in housing for the duration of his/her appeal process and until a decision is rendered. If the resident’s appeal is granted, the resident will remain in housing for the term of the lease. If the resident’s appeal is denied, the resident will vacate his/her housing assignment at the discretion of the Director of Housing Operations and/or Director of Residence Life on a case-by-case basis. Upon dismissal, all costs will be assumed by the evictee. Due to disciplinary dismissal, the evictee is responsible for paying the remaining portion of the lease agreement.

Alcohol Policy

Alabama law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age (twenty-one years of age) and prohibits making alcoholic beverages available to persons under the legal drinking age. Residents that are underage and found in possession of alcoholic beverages will be found in violation of the alcohol policy. Residents of legal drinking age may consume alcohol responsibly in the privacy
of their room/apartment. No alcohol is to be consumed in any other area of the residence halls, apartment complex, grounds, or parking lots. No open containers of alcohol are permitted outside of the residence hall room or resident’s apartment. Public intoxication is also prohibited. HRL and JSU will hold any resident accountable who has violated Alabama State Law, created a disturbance, or posed a danger to themselves or others as a result of consuming alcohol.

The university prohibits the unauthorized possession, use, or distribution of alcoholic beverages. The university enforces all state and federal laws or regulations that regulate and control the sale or use of alcohol. The alcohol policy prohibits, but is not limited to, the following:

- Unauthorized or illegal use of any alcoholic beverage. This includes possession, use, or distribution of alcoholic beverages by underage persons.
- If a resident is not twenty-one years of age, he/she may not host in his/her room, apartment, or house anyone, whether of legal age or a minor, who possesses, consumes, sells, or serves alcohol.
- Drinking, serving, and/or the sale of alcohol are not permitted in the public areas of the residence halls, apartment buildings, parking lots, or grounds (e.g., lounges, lobby, parking lot, or balcony).
- If a resident is of legal age and chooses to drink, consumption must be confined to the privacy of the interior of the individual room or apartment.
- Kegs, party balls, punch bowls, and other multi-quart containers (e.g., beer balls) are not permitted in any university-owned facility, including individual rooms and apartments.
  - Misbehavior due to alcohol is at any time prohibited. This misbehavior that is loud or disruptive interferes with the cleanliness of any residential facility or poses a threat to the health or education of another individual is a violation of the alcohol policy.
  - Public intoxication is prohibited.
  - Misrepresentation of age to obtain alcoholic beverages or the brewing and/or distilling of alcohol in any residential facility is prohibited.
  - Residents that are twenty-one years of age or older are not permitted to store alcohol in their room if their roommate is a minor that is under the age of twenty one. This behavior is considered contributing to a minor and is prohibited.

**Antennas/Satellite Dishes**

Antennas and satellite dishes are prohibited.

**Appeals Board**

The Housing Appeal Board meets to review special circumstances regarding housing lease agreements and housing charges. The board members are represented by various staff members from JSU. The Director of Housing Operations acts as the liaison between the student submitting the appeal and the board. For more information about the appeals process please visit the housing main office located at Bibb Graves Hall, room 103.

**Appliances**

HRL does not reimburse for spoiled food or damages to personal property due to appliance issues. Residents should purchase renter’s insurance (see Renter’s Insurance). All residents of university housing should pay
careful attention to the listed items below. Apartments are allowed to have items that are not allowed in the residence halls. Any questionable items should be discussed with HRL personnel. Further questions concerning watts or other issues can be directed to the housing office in Bibb Graves Hall, room 103, or at 256-782-5122. If any unacceptable appliance(s) is found in the resident’s room, the RA will confiscate the appliance(s) during health and safety inspections. The resident will receive it during check out. If the appliance(s) is not claimed by the last day of check out, it will be deemed as abandoned property and disposed of accordingly. Residence halls include: Crow, Curtiss, Daugette, Dixon, Fitzpatrick, Logan, Patterson, Meehan, and Sparkman Hall.

<table>
<thead>
<tr>
<th>Appliances in Residence Halls and Apartments</th>
<th>Acceptable</th>
<th>Unacceptable</th>
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<tbody>
<tr>
<td>Microwaves</td>
<td>DVD/Blu Ray Player</td>
<td>Space heaters</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Computers</td>
<td>Window A/C</td>
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<tr>
<td>Irons</td>
<td>Radios</td>
<td>Sandwich makers*</td>
</tr>
<tr>
<td>Coffee pots/Single-brew coffee makers</td>
<td>Humidifier</td>
<td>Waffle irons*</td>
</tr>
<tr>
<td>Curling irons</td>
<td>Dehumidifier</td>
<td>Toasters*</td>
</tr>
<tr>
<td>Blow dryers</td>
<td>Gaming systems</td>
<td>Toaster ovens*</td>
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<tr>
<td>Clocks</td>
<td>Fans</td>
<td>George Foreman®</td>
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<tr>
<td>TVs</td>
<td>Candle warmers</td>
<td>Grill*</td>
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<tr>
<td>Rice cookers</td>
<td>Electric Blanket (must have auto shut off)</td>
<td>Incandescent string lights</td>
</tr>
<tr>
<td>LED String Lights</td>
<td></td>
<td>Hot plates</td>
</tr>
</tbody>
</table>

*Acceptable Appliances in Apartments

Bicycles

Bicycles that are chained to outside fixtures, other than bike racks, are subject to removal. Bicycles should not be chained indoors in stairwells, laundry rooms, hallways, and other common areas, as this creates a safety hazard. Bicycles (nonmotorized) kept indoors should be stored only in rooms/apartments. Neither HRL nor the UPD will assume any responsibility for damage to bicycles, chains, or locks.

Buyout Process

Housing Lease Buyout Request refers to an upper-class, JSU-enrolled resident requesting to end an Office of Housing Operations signed lease agreement.

1. First-year residents are not eligible to request a buyout.
2. Buyout requests will be accepted starting October 1 until December 1.
3. No buyout requests will be accepted after the set deadline.
4. All buyout requests will be submitted to the Housing Review Board for review.
5. If the request is denied, the resident will remain financially obligated to the Office of Housing Operations signed lease agreement.
6. If the request is approved, the resident will no longer be financially obligated to the Office of Housing Operations signed lease agreement, but a $1,000 buyout fee will be added to the resident's student account.

7. Residents who are graduating, getting married, are required to live elsewhere because of an internship/resident teaching, pregnant (with medical documentation), or deployed by the military during the contract period are not required to submit a buyout request. Residents who meet any of the above required criteria will be advised by the Office Assistant in the Office of Housing Operations and will fill out a termination of housing contract form, which is also the form used for withdrawals, and will provide supporting documentation as needed. Please note these residents should submit this form prior to spring semester to avoid cancellation fees.

**NOTE:** If you meet the criteria for a first-year exemption and choose to apply for on-campus housing, you are still responsible for your lease. Once a student is assigned to housing and accepts a key, he/she cannot request an exemption.

**Cable**

Cable services are provided to on-campus residents. Additional cable cords and televisions are not provided. If a resident has an issue with his/her cable service he/she may call College Cable Services at 1-800-472-2054. College Cable Services is open Monday-Friday, 8:30 a.m.-5:00 p.m. Please select option one for customer service.

**Cancellation of Housing by Resident**

If a resident chooses to cancel their housing assignment, they must do so prior to move-in date and at the specified time. If a resident cancels their assignment after August 1 (for fall lease agreements) or January 1 (for spring-only lease agreements) they must be withdrawing from JSU with no classes (this includes online classes).

- Lease agreements beginning fall term: A lease agreement for fall term, which has been signed and returned by the resident, constitutes an agreement to reside within university housing for the fall and spring terms. This agreement may be cancelled by the resident if a cancellation notice is received via the website, by HRL on or before August 1 (students who receive an assignment after August 1 are given 10 days after receiving their assignment to cancel).
- Lease agreement spring-only term: A lease agreement for spring term, which has been signed and returned by the resident, constitutes an agreement to reside within university housing for the spring term. This agreement may be cancelled by the resident if a cancellation notice is received by HRL prior to January 1.
- First-year residents are required to live on campus and are not eligible for cancellation unless the resident is no longer enrolled in classes at JSU.

**Check-In/Check-Out Procedures**

Prior to a resident’s arrival, he/she should ensure all fees have been paid and that he/she has photo identification available. Residents’ rooms or apartments are preinspected and existing conditions are documented. Residents
arriving before move-in day or after **MUST** schedule a check-in time with their RLC and may be subject to early move-in fees.

HRL will rely on this departure date to reassign the space. Failure to vacate the room or apartment on the date specified, without subsequent notification to HRL, will result in default of the university housing lease agreement and may make the resident liable for all costs incurred and/or damages suffered by JSU as a result of the default. The resident is also subject to cancellation and/or hold-over fees.

**Before vacating an assigned room or apartment, the resident must complete the following:**
- In advance, contact the RA to schedule a mutually convenient time to vacate the room.
- Clean the room (i.e., dust, sweep, and mop, etc.).
- Empty and clean the refrigerator unit (if applicable).
- Ensure that the room has the original furniture and fixtures in their original position at the time of check in.
- Remove any decals/stickers, including adhesive residue, nails, tacks, tape, etc. from walls, floor, ceiling, doors, and/or window(s). Residents will be liable for any damage to the room, room furniture, and/or fixtures.
- Remove all trash from room.
- Empty all drawers and closets and leave both open for inspection by a RA.
- Remove all personal property from room.
- At the agreed upon time, the RA will inspect the room for compliance with these regulations. Once the inspection is complete, residents will be allowed to sign the check-out roster.

**NOTE:** Failure to check out properly will result in the resident being held financially liable for any damages to the room or apartment, appliances, furniture, and/or fixtures.

**Children**

Children and/or minors are not allowed to live in any university housing facility. Residents with dependents may request an assignment in Jax Apartments, however, a birth certificate is required at the time of application submission. Assignments in Jax Apartments are not guaranteed and are granted on a first come, first served basis. HRL will not assume liability for injury or accidents involving minors within or on the property of any university housing facility.

**Compliance (Failure to Comply)**

All members of the JSU residential community and their guests are expected to comply with the directions of the HRL officials (RAs, DAs, ARLCs, RLCs, etc.), acting in the performance of their administrative duties. This includes, but is not limited to, identifying oneself and producing valid identification, changing one’s behavior when asked, or attending a scheduled disciplinary meeting or conference when requested.

**Complaints**

Residents are responsible for contacting their RA if they have any concerns, questions, or complaints. The RA may decide that it is necessary for an ARLC or RLC to intervene. In situations where residents feel
uncomfortable approaching their RA, they may take their concerns directly to the ARLC or RLC. The resident should make an appointment with the appropriate ARLC/RLC through the hall’s front desk. Residents who are still dissatisfied with the ARLC/RLC response may then make an appointment with the Director of Residence Life. These appointments should be made through the HRL office at 256-782-5122. The concern will need to be briefly described in order to determine the appropriate housing official with whom to make the appointment.

**Courtesy and Quiet Hours**

Each member of the residential community is expected to constructively confront noise that is considered disruptive prior to contacting a residence life staff member for assistance. If a resident has a problem with the noise level of a neighbor, talk to them first and try to work it out.

- **Courtesy Hours:** twenty-four hours/seven days a week
- **Quiet Hours:** 8:00 p.m.–8:00 a.m./seven days a week

**Eligibility to Live in Housing and Residence Life**

Access to university housing is limited to residents who are admitted to JSU and that are enrolled in at least one credit hour as an undergraduate or graduate student at JSU. As an additional eligibility requirement, a resident must be in good standing. Good standing means a resident is not on academic or disciplinary suspension. The resident will be required to satisfy these eligibility standards throughout the term of the lease and to inform HRL of any changes in his/her status that may affect eligibility. The Director of Housing Operations and/or Director of Residence Life or his/her designee must approve any exceptions.

**Eviction Process**

A resident’s occupancy in university housing may be terminated upon twenty-four hours written notice at the discretion of JSU/HRL for including, but not limited to, the following reasons:

- Resident defaults in the payment of housing or any university fees/charges.
- Resident violates the terms of the lease agreement.
- Resident misrepresents or falsifies any material facts submitted to JSU/HRL.
- Resident ceases to be eligible to live in university housing.
- Resident’s behavior or that of his/her visitors is such that, in the opinion of JSU/HRL, infringes upon the rights of others to peaceably enjoy the use of university housing.

If JSU/HRL determines that the resident’s continued occupancy poses a threat to the health and safety of the resident, others, or would endanger JSU/HRL property, JSU/HRL has the right to terminate the resident’s occupancy immediately and to enter the premises to remove the resident’s property.

If a resident’s lease is terminated, that resident will receive written notification of his/her eviction that will designate a specific date and time upon which the resident must vacate his/her assignment. The resident will schedule an appointment with the RLC to properly vacate (see Check-Out Procedures). If the resident fails to vacate his/her assignment by the designated date and time, HRL reserves the right to enforce a lock change on
the door of the assigned space to prevent entry. During this time, the resident will be responsible for any outstanding fees, charges, or rent owed to JSU/HRL.

**Food Services**

Residents residing in Crow, Curtiss, Daugette, Dixon, Fitzpatrick, Logan, Patterson, Meehan, and Sparkman Hall are required to participate in the Residence Dining Plan. For information, contact Campus Dining Services at 256-782-7242. Residents residing in any other on-campus apartment or specialty housing may also purchase meal plans if desired. More information can be found online at [Campus Dining Services](#).

**General Expectations**

In the residence halls and on-campus apartments, where a large number of people with varying lifestyles live in close proximity, policies and procedures are necessary to promote a generally safe and healthy environment for the community. There are behaviors that are prohibited because they disrupt the development of a positive community atmosphere and infringe upon the rights of other residents. It is the resident’s responsibility to be familiar with and abide by the guidelines that have been established. Each resident will be held accountable for their actions if they fail to adhere to these guidelines. Infractions of university housing policies and regulations may result in disciplinary action, included, but not limited to, dismissal from the residence hall or on-campus apartment. HRL has a responsibility to the resident and the community. HRL will not hesitate to terminate the housing lease agreement of a resident who disrupts the welfare of the residence hall or on-campus apartment community.

**Hall Closings**

**Winter Check Out**

Winter check out is mandatory during the winter break. Residents will be required to sign a winter check-out form and turn in their key. Residents must be preregistered for the spring semester and have all fees paid in order to check in and receive their key after returning from winter break. Please note that residents do not have to remove all of their personal items from the room for winter check out. Residents are encouraged to pack what they will need for the winter break because the buildings will be closed for the break. Residents not returning for the spring semester should properly vacate their assignment following normal check-out procedures. Continuous housing residents (i.e., Meehan Hall, Sparkman Hall, and on-campus apartments) are allowed to remain in their assignment during all breaks and holidays. However, preregistration is required for continuous housing residents to remain during the winter break.

At the time of winter check out, each resident is responsible for having his/her room or apartment inspected by a RA. The resident is responsible for any damages not present at check in. If a resident fails to follow check-out procedures, in addition to any damages found, he or she will also be charged $50.00 for improper check out and up to $55.00 for a lock change. By failing to follow the proper check-out procedures, the resident may forfeit his or her right to contest any damage charges.

**Spring Break/Fall Break (Thanksgiving Holiday)**
Residence halls close for spring break and fall break (Thanksgiving holiday). Residents are required to vacate their rooms during hall closings by the specified date and time that will be posted in the residence halls. During spring break and fall break, residents may leave their personal belongings in their rooms. However, HRL is not responsible for theft or damage to personal belongings. Continuous housing residents (i.e., Meehan Hall, Sparkman Hall, and on-campus apartments) are allowed to remain in their assignment during all breaks and holidays.

**Summer Terms**

During the summer terms, residents who have applied for summer housing will be required to relocate to the designated summer housing facility. Residents are required to pay rent during the summer terms.

**NOTE:** Summer housing options are subject to change. HRL rotates summer housing in order to complete renovation and cleaning projects for the facilities.

**Health and Safety Inspections**

Monthly health and safety inspections are conducted by residence life staff. RAs will visit the room or on-campus apartment monthly to check for compliance with fire and safety regulations, maintenance repairs, and cleanliness of bathrooms and kitchen facilities in the apartment area. If necessary, the RA will forward the inspection information to maintenance staff in the form of a work order. Maintenance staff will enter the room to complete the work order.

**Inclement Weather**

In the event of a severe weather warning, all residence halls are marked as shelters. Residents should move to the basement of the halls. Residents of the on-campus apartment area should move to Leone Cole Auditorium or the UPD. Please review the *Resident Safety Guide* for additional information.

**Laundry Issues**

HRL provides residents with laundry facilities for their convenience. If a resident is experiencing a malfunction with the laundry machines, they should contact the front desk of that particular area. If after hours, contact the RA on call for that area. A staff member will assist the resident with any laundry issues as soon as possible.

**Mail Services**

Mail service is available on the fourth floor of the Theron Montgomery Building (TMB). Packages may not be delivered to the residence halls, on-campus apartments, or the housing office.

**Maintenance**

Routine work orders may be submitted online at [MyResCenter](#). You can select “Submit New Work Order” and fill out the required information. In the event of a maintenance emergency contact the resident’s RA, the RA on-call, ARLC, or RLC. Residents should provide their name, a clear description of the problem, and the location (including floor and room). All residence halls have a RA on-call Monday–Friday, 4:30 p.m.–7:00 a.m.,
Saturday–Sunday, twenty-four hours a day. An ARLC or RLC is on-call twenty-four hours a day, seven days a week. A maintenance emergency is defined as follows:

- Overflowing water from water heater, sink, shower/tub, or toilet.
- Complete power outage.
- Smoking or sparking appliances.
- Sewer problems indicated by a toilet not flushing or a sink or shower not draining.
- Unsecured or broken entry door or completely broken window depending upon extent and location of damage.
- No hot water.
- Loss of heat.
- Gas leaks.

**NOTE:** Please be aware the maintenance staff will enter your room/apartment to address the work order.

The university reserves the right to allow staff members to enter rooms/suites/apartments to examine, inspect, and maintain all of the facilities. Residents are not allowed to perform their own repair work or hire outside contractors. To report problems after hours, residents should notify the on-call RA.

**Payment for University Housing**

**Residents**

For people living in university housing the following applies:

- Housing fees are due in full by the confirmation date of each semester or term. Please see the JSU registration schedule each semester or term for confirmation dates.
- Please note that any monies owed to the university, including rent, will be deducted prior to the disbursement of any financial aid to the resident.
- It is the responsibility of the resident to ensure that all fees have been assessed and paid on their resident account.

**University Faculty and Staff**

Due to Alabama’s “At Will” policy regarding employees, faculty and staff are eligible for monthly pay. Employees are also eligible to pay rent through payroll deduction.

- Faculty/staff will pay a nonrefundable housing application fee of $200.
- Upon acceptance of application and assignment, the faculty/staff resident will be required to pay the first month’s rent prior to check-in.
- Faculty/staff may cancel the housing lease agreement at any time with a thirty-day written notice.
- Faculty/staff will pay rent on a monthly basis.
  - Rent is due on the first business day of each month. A payroll deduction is required.
  - If a faculty/staff resident is evicted, the resident will follow the check-out procedures listed below:
• Contact the HRL office (Bibb Graves Hall, room 103) to request an official thirty-day notice and make payroll deduction adjustments.
• Contact the RLC to schedule an appointment to check out of the assignment.
• Remove all personal belongings from the assigned space.
• Clean the assigned space and all appliances.
• Remove all trash, adhesive, tape, etc. from the assigned space.
• Check out of the assigned space with residence life staff and turning in all keys.

Pest Control

HRL has all halls, apartments, and specialty housing treated once a month by a professional contractor. Treatment is scheduled for the interior and exterior of buildings as follows:

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Units</td>
<td>Facility</td>
</tr>
<tr>
<td>86</td>
<td>Campus Inn Apartments</td>
</tr>
<tr>
<td>22</td>
<td>College Apartments</td>
</tr>
<tr>
<td>40</td>
<td>Jax Apartments</td>
</tr>
<tr>
<td>32</td>
<td>Penn House Apartments</td>
</tr>
<tr>
<td>202</td>
<td>Sparkman Hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Units</td>
<td>Facility</td>
</tr>
<tr>
<td>40</td>
<td>Colonial Arms Apartments</td>
</tr>
<tr>
<td>48</td>
<td>Daugette Hall</td>
</tr>
<tr>
<td>10</td>
<td>Kappa Sigma Fraternity House</td>
</tr>
<tr>
<td>17</td>
<td>Leadership House for Women</td>
</tr>
<tr>
<td>85</td>
<td>Pannell Apartments</td>
</tr>
<tr>
<td>10</td>
<td>Pi Kappa Phi Fraternity House</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 3</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Units</td>
<td>Facility</td>
</tr>
<tr>
<td>60</td>
<td>Logan Hall</td>
</tr>
<tr>
<td>56</td>
<td>Patterson Hall</td>
</tr>
<tr>
<td>190</td>
<td>Meehan Hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 4</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Units</td>
<td>Facility</td>
</tr>
<tr>
<td>94</td>
<td>Crow Hall</td>
</tr>
<tr>
<td>89</td>
<td>Curtiss Hall</td>
</tr>
<tr>
<td>96</td>
<td>Dixon Hall</td>
</tr>
<tr>
<td>117</td>
<td>Fitzpatrick Hall</td>
</tr>
</tbody>
</table>

If a resident has a pest control problem, he or she can submit an online work order at **MyResCenter**. You can select the “Submit New Work Order” and fill out the required information. Residents do not have to be present for their room/apartment to be treated. An exterminator and HRL personnel will enter the room/apartment and the trained exterminator will use the appropriate treatment(s) for that room/apartment.
Bed Bug Reporting Procedures for the Resident

Upon suspicion of a bed bug infestation the resident will perform the following steps:

1. Read and sign the acknowledgement letter.
2. Residents will provide the RLC a phone number where he/she can be reached at all times during this process.
3. Residents will remove all items from all dressers, desks, closets, and from under all beds.
4. Residents will remove all bed coverings.
5. Residents will separate enough clothing to wear for 24 hours and wash them during the two-hour room treatment.
6. Residents will bag all laundry and transport to the closest laundry room. Residents must wash clothing and bedding in hot water and dry on the hottest setting in a dryer for at least thirty minutes. This can be done during the two hours the exterminator is treating the room or after the two hours has expired but before the clothing is taken back into the treated room.
7. If residents have any items that require dry-cleaning only (excluding pillows or foam rubber) they will place these items in large plastic bags provided by HRL. Each resident must label the bags with the following information:
   a. First and last name
   b. Hall and room number/apartment number
   c. Total number of bags
8. Residents will place the labeled bags on the floor in the center of the room. Items to be dry-cleaned will be washed and dried professionally. Inform resident that washables usually come back within 24 hours; however, provide a time to the resident if the items will be longer.
9. Inform the residents that items that cannot be washed will be fumigated and will be returned after treating. This process leaves no residue. Have resident replace and submit receipts for reimbursement to the RLC. Ensure the residents supply all information to the RLC so a reimbursement request may be processed.
10. Residents will ensure all furniture and personal items have been moved at least six inches away from the walls.
11. Residents must leave the room for two hours while the room is being treated by the pest control contractor as scheduled. Residents must not return to the room until the two-hour period has expired or the RLC has contacted the resident with the return time.

University Police Department (UPD)

JSU UPD is located in Salls Hall and can be contacted at (256) 782-5050.

Crime Reporting Procedures

All crimes should immediately be reported to UPD. If a resident is a victim of a crime, he/she should call the police or stop by Salls Hall to initiate a written police report of the incident. Residents should also contact their RLC after notifying JSU police. A police officer will conduct an investigation of the crime, which may include, but is not limited, to questioning appropriate persons, collecting potential evidence, and photographing the scene. The police officer who takes the report should advise the resident if criminal charges are appropriate and
assist in filing such charges. If a resident is the victim of a crime committed by another JSU resident, he/she may bring university judicial charges against the resident in addition to criminal or civil charges.

Emergency Phones

Emergency phones are located around the campus grounds and are marked by a blue light, which makes them visible at night. An emergency phone is also located in most campus elevators. All emergency phones automatically connect to UPD. In an emergency, simply pick up one of these phones to contact the police. The police officer will be able to identify the location of the phone from which the person is calling and dispatch an officer to that location, even if the person is unable to provide him/her with this information.

Police Adopt-A-Hall Program

Police officers routinely patrol the residence halls and parking areas. These officers are dedicated to aiding residents and staff, while maintaining law and order in and around these areas. For more information regarding the police Adopt-A-Hall Program, residents may contact UPD at (256) 782-5050.

Police Escort

The UPD provides an escort service for members of the university community. This service is available in the evening hours (after dark). UPD will send a uniformed officer to escort any member of the university community to any on-campus destination. To request an escort, simply dial extension 5050 on any campus phone or (256) 782-5050 to advise the police dispatcher.

Resident’s Responsibility for Security

All entrances to the halls are locked and are monitored by HRL staff. Anyone entering a residence hall may be asked to present photo identification to the front desk. Every visitor must be signed in by a resident, leave photo identification at the desk, and be escorted by the resident at all times when in the building. Despite these precautions, residents remain responsible for the security of their buildings. When residents are in their rooms or apartments, they should keep their door locked—particularly when they are alone or sleeping. Residents should always use their peephole or door window to identify visitors before letting them into their room. Residents should not sign in a guest they do not know, they should ensure that they escort their own guests, and most importantly, report unescorted guests to residence staff at the front desk or to the police immediately!

Pets

For health and sanitary reasons, pets are not permitted in the residence halls, apartments, or any other university owned residential facility with the exception of fish in properly maintained aquariums (ten gallons or less) and Disability Support Services (DSS) approved animals necessary for residents with disabilities.

- Reptiles are not permitted.
- A resident requesting special accommodations must be registered with DSS. The resident must have documentation submitted to HRL from DSS.
- Failure to comply with the pet policy may result in the following disciplinary action:
Residents will be placed on disciplinary probation and be subject to a $100 disciplinary fine.
- A second occurrence may result in immediate eviction.

**Private Rooms**

When there is a high demand for space in the residence halls, private rooms may NOT be available regardless of the reason for the private room request. Residents who harass their roommates in an attempt to obtain a private room are subject to immediate disciplinary action. Residents living in a private room are charged higher rates.

**Programming**

The primary responsibility of the residence life program is to maintain an atmosphere that is conducive to the pursuit of education. However, it is also the desire of HRL to move beyond the academic development of the resident. Fostering the personal development of the resident through educational programming is a process of teaching residence life skills that may be used in their personal growth. Providing programs that focus on the physical, occupational, intellectual, social, and emotional growth of the resident will aid the transition in becoming their future selves.

**Reapplication**

Returning residents receive the opportunity to reapply or “squat” for their same room in the spring semester of each year. This process is called the Returning Student Verification Process (RSVP). HRL now offers reapplication online, which is a two-step process. Residents are given a specified time to complete an application and another scheduled time to pick their assignment. Residents must complete the RSVP process in order to remain on campus for the next academic year. Residents who fail to reapply for housing during the RSVP period will be considered a new resident and will be required to pay the $200 nonrefundable application fee again. They will then be assigned a space according to their placement on the application list for fall assignments.

**Refund Policy and Schedule**

Housing refunds that are due to residents who withdraw from JSU are processed in accordance with tuition refunds. Please see the academic calendar located on the JSU website each semester or term for the withdrawal refund schedule. Residents who withdraw must immediately notify HRL. Residents are required to properly vacate their housing assignment within twenty-four hours of the withdrawal. Residents who fail to properly vacate within the allotted twenty-four hours are subject to a $50 per day hold-over charge up to the total cost for the semester or term. For residents who vacate improperly, see Check-in/Check-out Procedures.

**Renter’s Insurance**

HRL encourages residents to obtain renter’s insurance for their personal property. Neither JSU nor HRL provide renter’s insurance or assumes responsibility for property that is damaged, lost, or stolen. The resident is responsible for obtaining insurance through a company of their choice. Students may wish to investigate
whether or not some property or belongings are insured under their parents’ homeowners insurance. For general information about renter’s insurance, students may visit the CSI Insurance Agency, Inc. web page at [www.csiprotection.com](http://www.csiprotection.com). This is only a suggestion. CSI Insurance Agency, Inc. is not affiliated with JSU or HRL, and the university will not be responsible for or included in any agreement that may be entered into with this company.

**Residence Hall and Apartment Damage Charges**

The following are *estimated*, not all-inclusive, charges that may be applied to the resident’s account of a liable individual. Whether an item is damaged maliciously or by accident, the repair cost remains the same. Charges are subject to change.

**KEYS**

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock change</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lock out</td>
<td>$10.00</td>
</tr>
<tr>
<td>Key tag</td>
<td>$5.00</td>
</tr>
<tr>
<td>Broken key</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**GENERAL**

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper check out</td>
<td>$50.00</td>
</tr>
<tr>
<td>Improper room change</td>
<td>$50.00</td>
</tr>
<tr>
<td>Roommate trespassing</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**FURNISHING**

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement of twin-sized bed frame</td>
<td>$350.00</td>
</tr>
<tr>
<td>Replacement of full-sized bed frame</td>
<td></td>
</tr>
<tr>
<td>Replacement of desk chair</td>
<td>$110.00</td>
</tr>
<tr>
<td>Replacement of upholstered chair</td>
<td>$305.00</td>
</tr>
<tr>
<td>Replacement of sofa/love seat</td>
<td>$500.00</td>
</tr>
<tr>
<td>Replacement of desk</td>
<td>$325.00</td>
</tr>
<tr>
<td>Replacement of closet</td>
<td>$350.00</td>
</tr>
<tr>
<td>Replacement of twin-sized mattress</td>
<td>$125.00</td>
</tr>
<tr>
<td>Replacement of full-sized mattress</td>
<td></td>
</tr>
<tr>
<td>Replacement of cabinet door</td>
<td>$50.00</td>
</tr>
<tr>
<td>Illegal transfer of furniture</td>
<td>$50.00</td>
</tr>
<tr>
<td>General fine</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**CLEANING**

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning of room</td>
<td>$100.00</td>
</tr>
<tr>
<td>Cleaning of bathroom</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cleaning of sink</td>
<td>$20.00</td>
</tr>
<tr>
<td>Cleaning of refrigerator</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
Cleaning of stove/oven $50.00
Removal of adhesive residue $5.00 x each
Removal of markings $25.00 x each
Removal of trash (per bag) $25.00
Removal of abandoned property (per bag) $50.00
Wax floor (per room) $100.00

CANCELLATION FEE (OFFICE USE ONLY)
Description of Charge Cost
Based on date and assignment semester rate See website for details.

HEALTH AND SAFETY
Description of Charge Cost
1st failed inspection $50.00
2nd failed inspection $100.00
3rd failed inspection $100.00/possible eviction

MAINTENANCE
Description of Charge Cost
Wall hole repair (each) $20.00
Replacement of electric outlet cover $5.00
Replacement of overhead light fixture $65.00
Replacement of overhead light cover $25.00
Replacement of exit light $125.00
Replacement of cable outlet cover $5.00
Painting of wall $75.00
Painting of entire room/apartment $300.00
Replacement of window $200.00
Replacement of blinds $50.00
Replacement of exterior door $250.00
Replacement of interior door $125.00
Replacement of glass exterior/interior door $50.00
Replacement of ceiling tile (each) $25.00
Replacement of floor tile (each) $25.00
Replacement of towel rack/hook $20.00
Replacement of shower curtain $20.00
Replacement of desk drawer $50.00
Replacement of mirror $50.00
Replacement of door number $20.00
Replacement of sink $200.00
Replacement of toilet $200.00
Replacement of fire extinguisher $150.00
Replacement of glass on fire extinguisher case $100.00
Replacement of fire alarm box $125.00
Replacement of window screen $50.00
Replacement of smoke detector $100.00

Room Changes

Learning to get along with others is an important part of a college education; therefore, we encourage roommates to first try and work out their differences. Should a student wish to change a hall or room assignment, he/she should discuss the matter with his/her RA. He/she will inform you of the proper procedures. Residents who want to make hall or room changes must complete a hall or room change request form online through MyResCenter.

Room change week is the third full week of the semester. Exceptions will be at the discretion of the RLC. Residents who elect to move from a more expensive room, hall, or apartment to a less expensive room, hall, or apartment will receive a refund of the difference between the two assignments. Residents who want to move into a more expensive hall or apartment will have to pay the difference.

There is a $50 fee for room changes not completed during room change week. Residents who change rooms without following the proper room change procedures will be required to move back to their original room assignment and will be assessed a $50 administrative fee for the improper room change as well as a $50 administrative fee for improper check out.

Room Entries and Inspection

HRL will conduct health and safety inspections each month. These inspections are meant to check for compliance with fire and safety hazards, maintenance repairs, and cleanliness of the entire facility. Residents may not be notified in advance of any health and safety inspections.

The university reserves the right to perform the following:

- Inspect each resident’s room or apartment prior to or at the time any resident initially occupies it and inspect the room prior to the resident’s departure from the residence hall/apartment to ascertain that the conditions of the room and furnishings meet with the original condition.
- Make repairs in rooms or apartments at any time during the school year, with reasonable consideration for the occupants.
- Enter a resident room or apartment when a staff member has reasonable grounds to believe that some conditions exist that constitute a clear and present danger to the health, safety, or security of the occupants of a room/apartment and/or residence life community.
- Enter a resident room or apartment when a staff member has reasonable grounds to believe that unauthorized equipment is present in the area, or to make routine inspections for maintenance, health, and safety reasons during each semester as announced by the residence life staff.
- Enter a room or apartment if a staff member has reasonable grounds to believe that unauthorized people are living there or when there is reason to believe a specific violation of HRL policies is taking place.

All room or apartment inspections (exclusive of the previous conditions, emergency situations, and maintenance functions) will be conducted only when the following occurs:
Occupants of the room/apartment have been notified of the time of the inspection (excluding winter/summer semester breaks when inspections of a resident’s room or apartment must be made prior to occupancy for cleanliness or maintenance concerns).

If possible, at least one occupant of the room or apartment is present during the inspection.

Room/Suite/Apartment

Residents are responsible for the cleaning of their rooms, suites, or apartments. In a group living situation, pest control can be a major problem. Garbage, uncovered food, and empty cans/bottles provide excellent breeding areas for roaches and other pests. Please wrap food and dispose of garbage and recyclables on a regular basis. Trash, garbage, and recyclables from the resident’s room must be placed in designated receptacles only. It is imperative that the current resident keep the room or suite in a condition that is acceptable at all times (i.e., cleanliness, adequate storage space, closet space, etc.) before receiving a new roommate.

Upon moving out, the room(suite/apartment must be left in a clean, acceptable condition. This is applicable even if one roommate is moving and the other roommate is staying. Failure to comply with this request will result in a $100.00 cleaning charge. The remaining roommate will be responsible for bringing the room and/or suite up to acceptable standards.

Safety and Security

Between keeping up with academics and a student’s social life, it can be tempting to put concerns about personal safety on the back burner. HRL and JSU staff work with the UPD and other campus offices to reduce risks to personal safety and security. However, like anywhere in the world, personal safety is largely dependent on the students’ own prevention and precaution. Please ensure that the resident’s door is locked at all times. Review the Resident Safety Brochure for additional information.

Sleep/Study Atmosphere

In order to promote the academic goals of JSU residents, HRL and its staff promote and uphold a quiet environment. HRL strongly believes that, above all else, a resident has the right to study and sleep in their room/suite/apartment without disruption. However, HRL realizes that community living also involves socializing and, at times, there will be noise. It is the dual responsibility of staff and residents to monitor the level of noise, keeping it at an appropriate level at all times. A staff member or resident has the right at any time to request that the noise level be decreased.

Student Health Services

Residents who have questions regarding health issues or need to see a physician may schedule an appointment with the RMC/JSU Health Center at (256) 782-5310 from 8:00 a.m.–4:30 p.m., Monday–Thursday, 8:00 a.m.–3:30 p.m. on Fridays. For weekend and evening emergencies contact UPD at (256) 782-5050.

Sharps Containers and Syringes
Residents who use syringes for legitimate medical purposes, such as insulin injections or asthma medication injections, are required to notify the RLC immediately. It is university policy that all sharps used for legitimate medical purposes be disposed of in the proper manner in a sharps container. To obtain a sharps container, these residents must visit the RMC/JSU Health Center and register for the container. Once the sharps container is filled, it should be returned to the RMC/JSU Health Center for the resident to receive another container. For further information, students may contact the RMC/JSU Health Center at (256) 782-5310.

Study Lounges

Study lounges are equipped with tables and chairs that are available in each residence hall. These facilities provide a private area to study anytime during the day or night and are large enough to accommodate several residents. So that all residents may benefit from the study areas, lounge furniture is not to be removed from the study lounges. To facilitate the study environment, loitering is not permitted in the study lounges.

Temperature

The heating and cooling system for all residence halls cannot be immediately converted from heat to air or vice versa. HRL works in conjunction with the Capital Planning and Facilities Department to evaluate weather patterns in order to determine when to convert the system. Because the weather fluctuates and other various factors, especially during transitions from summer to fall or winter to spring, there will be days when neither heat nor air are on. Once the weather appears to be consistent, the system will be converted. This process can take several days to complete. Please try to be understanding. We greatly appreciate the residents’ cooperation and patience during these transitioning periods. RAs, ARLCs, and RLCs have no control over when the heat or air conditioning is turned on or off. We apologize for any inconvenience.

Theft, Loss, or Damage of Personal Property

The university is not responsible for loss or damage to personal property of residents. Residents are encouraged to carry renter’s insurance (see Renter’s Insurance). Students should immediately report all theft, vandalism, attempted thefts, and people who appear out of place or act in an unusual manner in the residence hall or on-campus apartment to a RLC and the JSU police at 256-782-5050.

Theft Prevention

Most thefts result from residents’ carelessness. By observing the following precautions residents can help protect their personal property.

- Lock the room/suite/apartment when out, even for just a few minutes.
- Keep the door locked when sleeping.
- Never lend a room/suite/apartment key or key tag to anyone.
- Keep valuables in a safe place. Do not leave valuables in the open and unattended.
- Report suspicious people to the residence life staff or the JSU police (256-782-5050).
- Do not prop locked outside doors and stairwell doors. Be certain they close and lock. Do not allow anyone other than guests for which residents are responsible to enter the building.
- Do not remove window security locks.
- Report lost keys to HRL immediately.
Trespass List

HRL, at its discretion, may place any resident attending JSU or any nonresident on the No Trespass List. The No Trespass List is issued for those individuals who neither respect nor adhere to the university policy and/or HRL policies and procedures, resident(s), university personnel, and/or the community. The No Trespass List is issued by the Director of Residence Life and is distributed to the Director of Housing Operations, Chief of Police, and RLCs. The No Trespass List should be placed in each residence hall and Pannell Hall office at the front desk. Those placed on the list will not be able to visit specified university-owned property for any reason during the specified time frame. Individuals are subject to consequences, which may also result in arrest, if violated.

Utilities

HRL provides a utility package that includes the following: cable, water/sewer, trash service, internet, laundry services, and electricity.

Vending Machines

Vending machines are provided in each of the residence halls and Pannell Hall. All vending machines have a service number posted on or near each machine. If a vending machine malfunctions, please contact the service number posted on or near each machine. A student may receive vending refunds from the Office of Business Services by contacting (256) 782-5557.

Visitation

Visitation within residence halls is only allowed during specified visitation hours below. Failure to comply with these hours can result in loss of visitation privileges or any other sanction approved by HRL. A visitor/guest is considered as a person who does not live in the residence hall that they are visiting. All visitors (i.e., JSU residents, parents, non-JSU residents, JSU residents of other areas, etc.) must be escorted at all times.

Hours

Traditional residence halls (Crow, Curtiss, Dixon, Fitzpatrick, Logan and Patterson) have visitation for the following hours:

- Guests must sign in at the front desk and leave a photo ID. Residents must escort their guests at all times. No guest should be unaccompanied while in the facility.
- 12:00 p.m.–12:00 a.m., seven days a week, while the buildings front desk is open.
- Desk and visitation hours will be extended for special occasions as announced by HRL e.g. preview days, accepted student days, etc.

Upper-class halls (Daugette, Meehan, and Sparkman) and apartment complexes have twenty-four hour visitation.
• Guests must sign in at the front desk and leave a photo ID. Residents must escort their guests at all times. No guest should be unaccompanied while in the facility.
• During holidays and other desk closures residents are required to sign guests in at the desk. Guests will not be required to leave an ID while the desk is closed. Any guest found in the facility that has not been signed in will be considered in violation of visitation policy and trespassing in the facility.

*University apartments do not have guest sign in.

**Visitation and Guest Policy**

• Each roommate must consent to all guests in their room/apartment/suite.
• Guests and visitors of the opposite sex are required to use appropriately designated bathroom facilities.
• Residents must inform visitors of pertinent HRL policies and procedures. Residents will be sanctioned for visitors/guests that violate any polices of HRL.
• Residents must accompany their visitors at all times. All visitors must obey all HRL and JSU’s policies and procedures including the following:
  o Visitors must contact the resident they wish to visit to be able to enter the building.
  o Visitors will not be granted access to the building by residence life staff.
  o Residents are limited to two guests per visit.
  o The resident must meet their guest in the lobby.
  o At the end of guest’s visit, residents must accompany their visitor(s) back to the front desk to receive their ID cards and/or sign out. There is NO LOITERING in the building or the surrounding areas of the building after visitation has ended and the guest has been signed out.
  o No ID will be given to guests without the presence of the resident who signed in the guest.

**Disciplinary Process and Code of Student Conduct**

HRL supports the University’s Code of Student Conduct. HRL is committed to maintaining an environment in which the rights of all members of the housing community are protected while they are in pursuit of their educational aspirations. It is important that each resident becomes aware of and abides by the University’s Code of Student Conduct, Guide to Residence Living, and other university regulations. Although each resident of university housing possesses certain individual rights and responsibilities, residents are obligated at all times to assume responsibility for their actions, to respect constituted authority, to be truthful, to respect the rights of others, and to respect private and public property. It is also important that members of the university community must be willing to confront violations and the infringement of another person’s rights or by filing complaints with HRL.

Claiming ignorance of the Code of Student Conduct does not excuse the violation. The residence life staff follows the Code of Student Conduct when dealing with violations of any residential standard.

For additional information concerning the University conduct process, sanctions, and appeals, please refer to the Code of Student Conduct.

**Community Responsibility**
In a group living situation, it is important to understand student’s rights and responsibilities to others. The rights to study and sleep are considered primary in the residence hall/apartment environment. The student’s major purpose for enrollment is to pursue an education. Excessive noise and distractions inhibit this goal. Therefore, when a student chooses to exercise a subordinate privilege, such as using any type of audio equipment or entertaining guests, it is a student’s responsibility to ensure that his/her guests are not inhibiting another person’s rights to sleep or study. When enrolling as a resident of JSU and accepting the terms/conditions of the housing lease agreement, a student is agreeing to abide by the policies, procedures, rules, and regulations of the university (as outlined in the Housing Operations and Residence Life Code of Conduct located in the Guide to Residence Living, and the JSU Student Handbook.) A student is responsible for becoming familiar with the contents of these publications. He/she must take responsibility for knowing and understanding the consequences of not reading the contents of this publication. Perhaps the greatest advantage of residential living is the opportunity to live and work closely with all types of people. Certain responsibilities are inherent in a roommate relationship. While there must be a balance between roommates as to the time and priority of room usage, the right to study and to sleep in one’s room outweighs any social privileges. Roommates must take the responsibility to assert their rights in using the room. Although there is no guarantee that roommates will agree on every issue, the residence life staff can be very helpful in working with residents in this area.

Community Standards

As a member of the HRL community, each member is expected to abide by and affirm the following community standards:

- I will respect the dignity of all persons and will not demean individuals or groups.
- I will strive to learn from differences in people, ideas, and opinions.
- I will strive for personal integrity and academic achievement.
- I will demonstrate concern for others, which will support their development.
- I will respect the rights and property of others.
- I will do all in my power to see that the residence hall/apartment area is kept clean and attractive.
- I will challenge all members of the community to abide by their fundamental expectations and will confront, in an appropriate manner, those who violate them.
- I will respect the community property.

ACTS OF MISCONDUCT

Acts of misconduct are defined as any behavior that is inconsistent with University policy or as outlined in the Student Handbook or other University publication. Acts of misconduct are outlined in the Code of Student Conduct. Acts of misconduct and/or violations of the University’s Code of Student Conduct will be documented. Residents will receive notification of alleged violation and the date, time, and place of any meeting or hearing on alleged violations(s). The Director of Community Standards and Student Ethics or designee may appoint University staff to serve as an administrative hearing officer or appeal officer. Below are other residential acts of misconduct.

1. ABANDONED PERSONAL PROPERTY

Any/all items of personal property remaining on university premises following the end of a resident’s housing and/or residence life agreement shall be deemed to be abandoned and discarded personal
property. Such abandoned personal property shall be held for a period of ten days. If the property is not claimed by the resident within the ten-day period, the property shall be destroyed or discarded by the university. Violation associated with abandoned property may delay status for move-in during a subsequent semester.

2. **ANTENNAS/SATELLITE DISHES**

Outside antennas and satellite dishes of any kind are not permitted on university-operated housing. Cable is provided to the residence hall and apartment area residents. Residents are advised that splicing or connecting to cable is prohibited by law and could result in arrest, as well as restitution for damage.

3. **APPLIANCES**

The use of electrical appliances is permitted in the residence halls with certain guidelines. Residents in the halls should be aware that several rooms are on the same circuit and should coordinate use of appliances so that power is not interrupted. If residents have questions about specific appliances they should ask their RA, ARLC, or RLC.

- Residents who repeatedly cause power interruptions will be subject to disciplinary sanctions if they do not attempt to correct their power usage.
- Appliances used in the residence halls must be safe in design and structure (such as UL-approved appliances) and be properly maintained.
- Residents should avoid appliances that disturb others.
- Appliances with exposed heating elements are not permitted in the residence halls, such as heaters and hot plates, some exceptions include hair dryers, curling irons, irons, and coffee pots.
- None of these appliances should be left unattended or plugged in an outlet.
- Residents of Crow, Curtiss, Daugette, Dixon, Fitzpatrick, Logan, Patterson, and Sparkman may bring microwaves fewer than 1000 watts and refrigerators up to 4.6 cubic feet. **Only one microfridge or one refrigerator and microwave are permitted per room and apartment area.**
- Residents of Meehan Hall have refrigerators and microwaves provided for each apartment; therefore, additional microfridge units are not allowed within individual rooms.

4. **BALCONIES/PATIOS/PORCHES**

- Residents residing in the apartment area or residence halls that have balconies, patios, or porches are expected to keep them clean and orderly at all times.
- University furniture is not intended for use in these areas.
- balconies, patios, and porches may not be used for storage.
- Because of the potential of serious injury, throwing objects from the balconies, patios, or porches is strictly prohibited.
- Residents are required to maintain reasonable levels of noise when using the balcony, patio, or porch to avoid disturbing others.
- Abusing the use of the balcony, patio, or porch (i.e., loud noise or music disturbing others, throwing objects, displaying unapproved banners, storing trash, debris, or paper products, storing
university-owned property, disposing of cooking oils/grease) will result in disciplinary action. (Please see the trash policy.)

5. BICYCLES

Bicycles or similar wheeled vehicles are not permitted to be parked in public areas of residential buildings. Prohibited bike areas include, but are not limited to, lobbies, laundry rooms, balconies, hallways, stairwells, breezeways, and recreation areas. Bicycles may only be stored in outdoor bicycle racks or inside room/apartment. Bicycles may not be chained to any fixture in the surrounding residential area (e.g., light post, tree, or signs).

6. CHECK-IN/CHECK-OUT PROCEDURES

Check In
Prior to a resident’s arrival he/she should ensure that all fees have been paid and that the resident has photo identification available. The room/apartment was preinspected and existing conditions are listed on the Room Condition Report (RCR) or Apartment Condition Report (ACR) for each assignment.

All residents are responsible for completing the check-in system through MyResCenter upon receiving their key. The resident must complete the online check in within forty-eight hours or he/she will be responsible for all damages observed during health and safety inspections or at check out. At the time of check out, each resident is responsible for having his/her room or apartment inspected by a RA. The resident is responsible for any damages that were not specified on the condition report at check in. By failing to follow the proper check-out procedures, the resident may forfeit his or her right to contest any damage charges or face disciplinary action.

7. CHILDREN

Children and/or minors are not allowed to live in any university housing facility. Residents with dependents may request an assignment in Jax Apartments, however, a birth certificate is required at the time of application submission. Assignments in Jax Apartments are not guaranteed and are granted on a first come, first served basis. HRL will not assume liability for injury or accidents involving minors within or on the property of any university housing facility.

8. COURTESY AND QUIET HOURS

Since a primary purpose of the university is to foster learning, JSU residents have the right to read and study in their own room/suite/apartment; therefore, noise or other distractions that interfere with this right are prohibited. What one person may consider to be “noise” another person may not consider noise; therefore, residents are expected to act in a reasonable and compliant manner when approached by other residents or staff concerning noise, music, and all other sounds.

- Quiet hours:
  o Courtesy Hours: twenty-four hours/seven days a week
  o Quiet Hours: 10:00 p.m.–8:00 a.m./seven days a week
• If a resident’s right to sleep or study during quiet hours is violated, please do the following:
  o Politely ask those causing the disturbance to refrain. Most people do not realize they are disturbing others and will cooperate.
  o If the noise continues, tell the RA, ARLC, or RLC.

• During final exam times, special quiet hours are posted in the residence halls. Twenty-four hour quiet hours will be in effect beginning the last week of classes and ending with the last scheduled final exam of the semester. Twenty-four hour quiet hours may start earlier or later at the discretion of the RLC.

• Courtesy hours:
  o Courtesy hours are in effect at all times, twenty-four hours a day, seven days a week.
  o During courtesy hours, noise is to be kept at a level that it does not disturb others. Complying with courtesy hours will allow all residents to sleep, study, relax, or host visitors without distracting noise from neighbors.
  o Residents are expected to comply with any request to lower their noise level whether it is a request from fellow residents or staff.
  o Playing musical instruments, radios, stereos, TVs, or other amplifying devices, which interfere with the quiet enjoyment of the room/apartment or community by roommate or residents, may result in the restriction or removal of such items from the residence hall/apartment and possible disciplinary action.
  o Stereo speakers should not be directed out of hall/apartment windows or placed on balconies at any time.

9. DOORS

High priority is given to the security of residents and this is the basis for policies regulating access into the residence halls. All traffic should flow through the front doors. Residence hall staff/DA monitors the access to the halls and enforces the visitation policy. These individuals are in communication with UPD for immediate response to emergencies.

• Entrance through doors marked EXIT ONLY is not permitted.
• NEVER PROP DOORS! The propping, or other obstruction of exterior doors, is prohibited. Any resident found propping open any door will be held responsible for violating the safety of the residents living in that building.
• Any resident that does prop a door open places all other residents in the hall at risk and will be subject to serious disciplinary action.
• If a student discovers a propped door, he or she should close the door and notify residence life staff. Any resident who withholds information concerning the propping of doors may face disciplinary action.
• Doors, other than the main entrance, in the residence halls are equipped with alarms that sound when opened. Residents should enter and exit all residence halls through the front entrance doors only. Residents who violate this policy will be subject to disciplinary action.
• Do not allow anyone other than guests, in which a resident is responsible for the guest, to enter the building from behind this is called “tailgating.” Each resident will enter the building using the card swipe system.
10. ELEVATORS

Passenger elevators located within Daugette, Meehan, and Sparkman Halls are provided for use by residents, their guests, and residence hall staff. In order to keep elevators in safe working condition, the following actions are prohibited and will result in disciplinary action:

- Smoking in the elevators.
- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.
- Overloading elevators.
- Use of emergency alarms and emergency stops in nonemergency situations.
- Evacuating people from the elevator without trained personnel.
- Spraying offensive objects/residue in elevators.
- Flyers may not be posted on outside or inside of elevator doors.

11. FURNITURE

- Stacking of furniture is not allowed.
- Furniture may not be modified, dismantled, moved in or out of the room.
- Furniture may be rearranged, but it is required that a resident leave the furniture in the appropriate room (i.e., beds in bedroom, sofa in living room, etc.). Furniture must be arranged in its original position upon check out.
- Furniture may not be transferred from one room/apartment/suite to another. Violation of this policy will result in a $50.00 fine to all residents of each room/apartment/suite.
- In the event furniture cannot be accounted for, replacement cost of the furniture will be assessed to the resident’s account (see Charges for Replacement).
- Because of potential damage to the floor, liquid-filled furniture is not permitted (i.e., waterbeds, etc.).

12. GRILLS

Personal charcoal grills, gas grills, and other grilling mechanisms are prohibited and may not be used.

- Neither lighter fluid nor charcoal may be stored in rooms or apartments.
- Grills (i.e., gas, propane, or charcoal) are not permitted in the apartment area. Grills found in the apartment area (i.e., balconies, parking lots, under stairwells, in apartments, etc.) will be confiscated and disposed.
- Residents found with grills may be sanctioned and monetarily fined.

13. GROUNDS

The grounds around the residence halls and apartments are maintained by the Capital Planning and Facilities Department.

- Residents may not decorate with additional plants, greenery, or flowers in the balconies or grounds area. These items are considered an obstruction to the walkway.
- The university reserves the right to remove hazardous or unsightly items.
Residents of the residence halls and apartments are not permitted to park on grassy areas of the property if there is a designated parking area established. Failure to comply could result in disciplinary action and/or monetary fines.

Toys, equipment, or other miscellaneous items are not allowed in plain view in lawn, parking lots, and grounds area in the apartment area.

14. HALL SPORTS/HORSE PLAY

Because of the potential for personal injury, injury to others, disruption of the sleep/study atmosphere, and/or damages to facilities, the playing of hall sports within the hallways or common areas of the residence halls is prohibited. This includes, but is not limited to, bike riding, rollerblading, bouncing balls, water guns/balloons, etc. Residents are encouraged to use the appropriate recreational areas for these activities.

15. HEALTH AND SAFETY INSPECTIONS

Residence life staff conducts monthly health and safety inspections. RAs will visit a resident’s room or apartment monthly to check for compliance with fire and safety regulations, maintenance repairs, and cleanliness of bathrooms and kitchen facilities in the apartment area and houses. Facilities that are not clean create a variety of health problems, including attracting pests. Routine inspections also help the staff to prevent or correct maintenance concerns. RAs will also be checking to ensure that a resident’s room or apartment meets fire safety standards. If necessary, the RA will forward the inspection information to maintenance staff. Maintenance staff will enter the room to complete a repair just as if a resident had placed a work order.

- Residents whose room or apartment does not pass inspection will have forty-eight hours to correct infractions.
- If the room or apartment fails to pass the first inspection, a $50.00 fine will be added to each resident’s account (the resident will be notified via email).
- If the room or apartment fails to pass the second inspection, a $100.00 fine will be added to each resident’s account (the resident will be notified via email).
- If the room or apartment fails to pass the third inspection, a $100.00 fine will be added to each resident’s account (the resident will be notified via email) and the resident will meet with the Director of Residence Life about possible eviction.
- Conflicts between roommates regarding shared cleaning responsibilities must be resolved prior to the beginning of the inspection process.

16. KEYS

At check in, residents will sign out their room or apartment key. Residents living within a residence hall will also be issued a colored key tag. Each hall is represented by a specific color and must be shown upon entry of a hall. The resident’s signature on the roster indicates the acceptance of responsibility for the appropriate use of a key at all times. The key is given to a resident for his/her use only! Do not lend a key to others or duplicate it.

**Lock outs**
• If residents are temporarily locked out of their room or apartment they must locate a RA or another residence life staff member to gain access to his/her residence. Photo identification must be shown to the staff member at the time of the lock out to verify that the resident is, in fact, a resident of that particular room. Staff members may not unlock a door for anyone other than the resident of that room. The resident’s account will be charged a $10.00 lock-out fee.
• Excessive lock outs (i.e., three to four per month) may result in disciplinary action.

Lock changes
• If a resident loses their key, he or she should report it immediately to the RA. A lock change request will then be submitted. The lock will be changed and new keys will be issued to the resident and roommate(s) for security. The resident will be charged $50 for the lock change.
• The RLC will issue a student a temporary key until the lock is changed.
• If a resident signs out a temporary key, it must be returned within forty-eight hours. If a key is not returned during this time period, a lock change will be issued and charged to the resident’s account.

17. LAUNDRY

Each residence hall, Meehan Hall, Colonial Arms, Jax, and Pannell Apartments have centrally located laundry facilities for the use of the residents in those specific halls or apartment residents only. Please use caution when operating machines. Overloading machines can cause damage to the articles being washed and create the potential for an electrical fire. Residents are encouraged to stay with their laundry. Neither JSU nor HRL will be responsible for lost or stolen articles in the laundry facility. If a washer or dryer malfunctions, please contact the front desk for assistance. A resident may contact the RA on-call after hours for further assistance. The staff member will notify HRL for repair. Please use the trash cans provided in the laundry rooms to keep them clean and orderly at all times.

18. MANDATORY MEETINGS

HRL reserves the right to call mandatory meetings as deemed necessary by appropriate staff. A mandatory meeting is defined as a meeting for an individual, room, suite, hall, or building as deemed necessary by appropriate staff. If you are unable to attend a mandatory meeting due to class conflict, you must contact the RLC or the appropriate staff member at least twenty-four hours prior to the meeting.

19. OPEN FLAMES

Items that require an open flame to operate or that produce heat (e.g., Bunsen burners, space heaters, candles including decorative alcohol burners, halogen torchiere floor lamps, etc.) are not allowed in residence halls and apartments. Burning of incense and herbs is also prohibited, including for religious reasons.

20. POSTING POLICY

• The posting of materials in public areas must be approved by the HRL office, and as such, reserves the right to refuse such postings that contain rude, vulgar, indecent, or obscene expressions.
• Hallways and windows are also considered public areas and are subject to the same restrictions as other public postings.
• Only HRL staff members may post and remove banners, posters, flyers, and other printed materials in the residence halls or apartment complexes.
• Recognized student clubs/organizations may submit to HRL one flyer or poster for posting in each lobby area of the residence halls or apartments. HRL will determine if the items may be posted.
• To protect residents from unwanted disturbances, fliers, booklets, magazines, and any other advertisement must be approved in advanced to be posted or placed in the residence halls or apartment complexes.
• HRL will approve items with an HRL stamp. Items that do not have the stamp and approval of the HRL will be removed immediately from bulletin boards, lobby areas, and etc.
• Only HRL functions or announcements may be placed in the glass areas of residence halls and apartment complexes.
• Fliers are not permitted to be posted on entrance doorways.
• Establishments not associated with the university, (i.e., businesses, restaurants, taverns) may not post flyers in any residential area.

21. PROFANITY/OBSCENITY

The use of rude, vulgar, indecent, or obscenely depicted verbal or written expressions, while protected by the First Amendment, are considered detrimental to the community environment (i.e., lounges, lobbies, entry ways of the buildings, etc.) and are certainly not condoned. The posting of materials in public areas must be approved by HRL’s main office, and HRL reserves the right to refuse such postings that contain rude, vulgar, indecent, or obscene expressions. Hallways and windows are also considered public areas and are subject to the same restrictions as other public postings.

22. PUBLIC AREAS

RLCs and the Director of Residence Life must approve any usage of residence hall facilities by residents, recognized student organizations, and/or any other person or group. Generally, residence hall spaces are reserved for the exclusive use of the staff and residents of that building. Public areas are defined as hall and room windows, doors, hallways, stairwells, laundry rooms, lobbies, or TV/study lounges. Please see the Residence Hall Facility Reservation Request for more information.

23. RESIDENCE HALL SAFETY

Fire
In the event of a fire, all residence hall buildings will be evacuated in order to protect the health and safety of the residents, guests, and visitors. When notified, residents must assume there is an emergency. Failure to comply with these outlined steps may result in disciplinary action:

• REMAIN CALM.
• Evacuate by the nearest safety exit stairway.
• DO NOT USE ELEVATORS. Elevators will either automatically return to the first floor or UPD will return them to the first floor.
After departing the hall, proceed directly to the designated assembly point away from the building. Do not leave the assembly area until told to do so by a responsible official. Suitable emergency shelter will be provided as soon as possible.

Return to the hall ONLY when told by Fire Department Officials, UPD, or HRL staff member.

**Bomb Threats**  
(Refer to the *Resident Safety Brochure* for information)

Participating in the execution of a bomb threat or failure to comply with evacuation in the event of a bomb threat may result in disciplinary action. Refer to the *Resident Safety Brochure* for additional information.

**False Fire Alarms**  
The following actions are violations of hall policies, state, and federal regulations:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or removal of smoke detectors, smoke detector batteries or otherwise, propping stairwell fire doors, obstructing halls and stairways with furniture debris and other materials is a violation of hall policies and state and federal regulations. These actions are also subject to monetary fines.

**Fire Drills**  
All persons inside the building during emergency drills are required to evacuate the building. Failure to evacuate the building for any reason, including sleeping through an alarm, may result in disciplinary action.

**Fire Safety Regulations**  
It is essential that residents observe the following fire safety regulations:

- Do not leave appliances unattended while in use.
- Do not overload electrical circuits.
- No open flames (i.e., candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments.
- Fireworks are prohibited.
- Electrical appliances with exposed heating elements are prohibited. See list of approved appliances by HRL.
- The use of multi-outlet plugs is prohibited, except for those with built-in circuit breakers.
- Motorcycles, motor scooters, and other internal combustible engines are not permitted inside or adjacent to residence halls, rooms/suites/apartments, except in approved parking lots.
- Electronic “hover boards” or “balance boards” are deemed a fire risk and are not allowed within or adjacent to any university housing facility.
- Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exiting from the building.
- Smoking is prohibited inside all residence halls or apartments
• Do not cover or disconnect the smoke detectors.

24. RESPONSIBILITY FOR THE ROOM (DAMAGES/DECORATIONS)

HRL encourages residents to personalize their room. Room decorations such as pictures, posters, and other items can transform a resident’s room into a comfortable home, but certain restrictions are necessary they are as follows:

• Decorations are encouraged as long as they do not create health problems, fire hazards, or room damage.
• Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and returned to the proper authority.
• Do not cover peepholes or fire alarms.
• All university furniture must stay in the assigned room.
• All decorations are subject to the approval of roommates.
• Wall murals are not permitted.
• Only Hercules (or other similar product) hooks that adhere to the wall can be used in the halls or apartment area. Please take care to hang items so that walls are not damaged.
• Double-sided tape, contact paper, and wallpaper are not permitted.
• Individual decorations must follow these guidelines:
  o Only artificial trees are permitted. Bring trees in by stairwells or elevators. Do not allow lighting wires to come in contact with metallic parts of the tree.
  o Provide safe distance between all displays and do not string decorations from room to room or from hallway to hallway.
  o All decorations must be flameproof or fire retardant. Check package labels to ensure fire safety. Materials that are not generally flameproof include natural leaves, tree branches, cornstalks, hay, cotton or batting.
  o Electrical devices (i.e., lights, etc.) must be UL approved.
  o Electrical cords must not have frayed parts or loose connectors.
  o Any decoration with an open flame, such as candles, gas- or oil-fired lanterns, is prohibited.
  o Turn off all decorative lights before leaving the room/apartment.
  o Halogen lamps are not permitted.
  o Hanging anything from the ceiling is not permitted.
  o Incandescent string hanging lights are not permitted inside or outside the room/apartment/suite. HRL does allow students to use LED string lights.
  o No colored light bulbs are permitted in the university-provided light fixtures; this hinders the staff from conducting inspections.
  o The use of empty beer, liquor, or other controlled substance bottles as decoration will not be permitted within the residence halls or apartment area.
• Each resident must take reasonable care (as determined by staff) of their room, apartment, and its furnishings.
• There should be no modifications to “freestanding” furniture (i.e., beds, desks, chests, etc.) and equipment.
• Residents may not introduce into their rooms or apartments any furnishings or equipment that obstruct exits, create safety and/or fire hazard, or appreciably increases structural load.
Residents who fail to adhere to this policy are subject to damage charges and disciplinary sanctions.

25. ROOMMATE TRESPASSING

- Each resident has been assigned a half space in housing, unless there is a special case warranting a private space. When one roommate moves into the assignment before the other or has been living in the space and does the following it is called roommate trespassing:
  - The roommate is occupying both sides of the room.
  - The room and/or the bathroom are not clean.
- Encroaching upon a roommate’s space is offensive, inconsiderate, and inconvenient to the incoming roommate. Roommate trespassing is unacceptable behavior in university housing and violators of this policy are subject to a $100 fine.
- Allowing a person to move into the room or suite that has not been assigned to your room or suite by the HRL is also considered roommate trespassing. Violators are subject to the $100 fine, disciplinary action, and possibly eviction.

26. SMOKE DETECTORS

All resident rooms and apartments are equipped with smoke detectors. If a smoke detector slowly and continuously beeps, please contact a RA immediately. RAs check each smoke detector before fall opening and during health and safety inspections.

According to Alabama law it is a misdemeanor crime to tamper with or disable any fire equipment or protection systems, which includes but is not limited, to fire extinguisher, fire alarm, and smoke detectors. Everyone’s safety is jeopardized when this occurs. The violation is punishable by $100.00 fine and/or possible imprisonment.

27. SMOKING POLICY

JSU is a smoke-free campus. The university and HRL are committed to promoting a safe and healthy work and educational environment for all residents, staff, and visitors on campus. Since many individuals express discomfort when exposed to secondhand smoke and/or smokeless receptacles, HRL has adopted a policy that restricts smoking and the use of smokeless tobacco in all university-owned facilities. There are no designated public areas for smoking inside the residence halls (i.e., stairwells, hallways, common areas). Residents are responsible for putting their cigarette butts and ashes in the appropriate out door designated location.

28. STEREOS/AUDIO EQUIPMENT

Residents must be respectful when playing their stereo or other audio equipment in the residence halls, apartments, or parking lot areas near or adjacent to residence halls and apartments.
- Stereos and audio equipment must be played at a reasonable time and volume that will not interfere with other residents’ right to sleep or study.
- Stereos and audio equipment may not be directed out of windows, balconies, or patio doors.
29. TRASH

Properly dispose of all small and large trash items, when the inside trash can is full, into the dumpster outside the residence hall or apartment complex. Do not dispose of trash in the hallways, stairwells, balconies, parking lots, water fountains, bathroom sinks, or patios. This includes the disposal of cooking oils/grease.

30. VANDALISM

There is no acceptable excuse for purposely damaging university or personal property. Any resident(s) who commits an act of vandalism will be charged the cost for the damage and will face strict disciplinary action, including dismissal from the residence hall/apartment. In addition, the resident(s) may be charged for replacement or repair of the vandalized property. The exterior and interior finishes on room doors and walls are easily damaged by tape, tacks, etc. therefore, any materials that can damage these areas should not be used to post objects. If a resident chooses to post something on his/her door(s) or wall(s), he/she will assume full responsibility for damage, and will be assessed an appropriate fee. All mounting materials must be removed prior to check out. If damages are found, the resident will be fined, and the items must be removed permanently.

31. VISITATION

Visitation within residence halls is only allowed during specified visitation hours below. A visitor/guest is considered as a person who does not live in the residence hall that they are visiting. All visitors (i.e., JSU residents, parents, non-JSU residents, JSU housing residents of other areas, etc.) must be escorted at all times.

Hours
- Residence halls have the following visitation hours:
  - Monday –Sunday: 12:00 p.m. until 12:00 a.m.
  - Daugette, Meehan, and Sparkman Halls have a twenty-four hour visitation. Guests must sign in at the front desk and leave a photo ID. Residents must escort their guests at all times. No guest should be unaccompanied while in the facility.
*All apartment complexes have twenty-four hour visitation. Cohabitation is not allowed.

Visitation and Guest Policy
- Each roommate must consent to all guests in their room/apartment/suite.
- Residents are responsible for the conduct of their guest. Residents who entertain visitors are expected to maintain standards of appropriate group living behavior, and their roommate’s right to privacy will take priority over the privilege to entertain a guest.
- Guests and visitors of the opposite sex are required to use appropriately designated bathroom facilities.
Residents must inform visitors of pertinent HRL policies and procedures. Residents will be sanctioned for visitors/guests that violate any polices of HRL.

Residents must accompany their visitors at all times. All visitors must obey all HRL and JSU’s policies and procedures including the following:

- Visitors must contact the resident they are visiting to gain access into a residence hall.
- Visitors must be accompanied by the resident at all times while visiting at the residence hall.
- Residents are limited to two guests per visit.
- Visitors and residents from other halls/areas must leave valid photo identification (i.e., state-issued driver’s license or identification card, military ID, current resident ID) with the staff person on call at the main desk. Each visitor must check in and check out every time he/she enters and exits the hall.
- Residents will be held fully responsible for the conduct of their guest(s). If a resident does not feel their guest(s) can act responsibly, do not permit visitor/guest to be signed in.
- At the end of guest’s visit, residents must accompany their visitor(s) back to the front desk to receive their ID cards. There is NO LOITERING in the building or the surrounding areas of the building after visitation has ended and the guest has been signed out.
- No ID will be given to guests without the presence of the resident who signed in the guest.

Overnight Guest Privileges/Cohabitation

Residents may have guests of the same sex provided they secure the consent of their roommates and inform their RA by submitting an Overnight Guest Privilege form, which can be found online through MyResCenter.

- Overnight guests must be at least seventeen years of age and have valid photo ID in their possession.
- Each roommate must consent to all guests in their room or suite. Residents are responsible for the conduct of their guest at all times.
- Overnight privilege is defined as “visitors staying for more than a total of five hours between 12:00 a.m.-8:00 a.m.”
- Each resident may utilize four overnight privileges in a thirty-day period upon prior notice and approval of the HRL.
- Overnight visitors are prohibited without the expressed written consent of the resident’s roommate(s) and the university.
- The consent form must be submitted twenty-four hours in advance to the RLC.
- If there is an overnight visitor without a consent form on file, the resident is subject to disciplinary action.
- Overnight visitors must properly check into the residence hall at the front desk with photo ID.
- Visitation is not restricted in the apartments. However, male/female or same-sex cohabitation is not permitted in university residence halls and apartments.
- Male/female residence hall or apartment sharing is not permitted.
- Cohabitation is defined as a visitor residing with a resident and/or within university housing facilities for more than a total of four nights in a thirty-day period. Any resident found having an individual, other than roommates assigned by the HRL, residing with them is subject to disciplinary action and/or immediate eviction.

32. WINDOWS
As a safety feature, certain windows in the residence halls and apartments have been equipped with devices to limit the distance they can be opened. It is vital that these clips not be removed or altered. Removal will result in a replacement charge. Blinds must not be removed. Displays, objects, pictures, or any form of window covering may not be placed in windows. The throwing of objects from windows is strictly prohibited. Failure to comply will result in disciplinary action.