



## Procedures and Regulations

By contracting with University Housing for facilities usage, the Client agrees to ensure that all staff and participant(s) comply with the University's authority, respect the rights of others, and protect private and public property. University Housing reserves the right to ask violators to leave campus at any time for any reason deemed sufficient by the University in its sole discretion. By utilizing University Housing space, camp/conference staff and participant(s) agree with the following procedures and safety regulations established for the groups' protection and convenience.

**Conference Services strongly encourages all Clients to share this information with staff and participant(s) prior to start of camp/conference.** All participants are expected to adhere to University rules and regulations while on campus. Any participant who violates University rules will be required to leave the FSU campus immediately. Failure to abide by the terms of this agreement and all other policies and procedures set forth by Florida State University and University Housing policies may result in removal from the hall and/or assigned room.

### **Alcohol and Drugs**

Staff and participant(s); regardless of age, are not permitted to possess or consume alcoholic beverages while in the hall. Staff and/or participant(s) who are found in possession and/or consuming alcohol will have it confiscated and may be asked to leave. Unlawful manufacturing, possession, selling, transmitting, using or being a party thereto any dangerous drugs, controlled substance or drug paraphernalia on University premises or at University-sponsored activities is also prohibited. Staff and/or participant(s) will be asked to leave if they are found in possession of or under the influence of drugs. Violations of this policy will be reported to law enforcement.

### **Bicycles/Motorcycles/Hoverboards**

Bicycles and motorcycles are not permitted in areas of public access, exits, stairwells, hallways or lounges, and must be kept outside of the building due to fire safety regulations. Because of the possibility of fire, at no time may motorized vehicles (including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc.) be operated, charged, or stored inside any residence hall. Any internal combustion engine vehicle discovered in a room will be removed and stored at the owner's expense.

### **Checking Bedroom Doors Prior To Leaving**

It is important that staff of the group do a final door check of rooms occupied by participants. Although we ask all staff and participant(s) to lock their individual room doors, this sometimes does not happen. Security is very important, and your assistance will help ensure spaces are secure prior to your departure. If you need assistance with this process, please work with Conference Services staff prior to arrival.

All conferences should conduct safety checks prior to leaving the building each day. This essentially requires that one of the conference staff walks through and check that all the rooms are locked and secure.

We encourage you to have a plan in place for who will be checking to ensure that doors are locked after participants leave in the morning. This may be the same person every day, or a different member of your staff each day.

### **Damages**

Damages to the hall and/or University property will not be tolerated. Individuals and/or groups responsible may be asked to leave and will be charged for damages incurred. All damage charges a group incurs will be billed accordingly.

### **Disruptive Behavior**

It is important that staff and participant(s) respect the rights and privacy of others while they stay in the halls. Behavior that is disruptive to the residential and/or campus community is prohibited; this also includes, but is not limited to, screaming out of windows or down hallways, use of firecrackers, smoke bombs, etc.

### **Elevators**

If the elevator stops working while staff and/or participant(s) are inside, press the alarm button and remain inside the elevator until help arrives. Trained elevator personnel are the only people authorized to remove occupants trapped in an elevator. Under no circumstances should one attempt to release trapped occupants or to force elevator doors open. Report elevator problems to the staff working the front desk of the hall and FSU Police Department (850) 644-1234.

### **Fire Safety**

In the case of a fire alarm, staff and participant(s) are to evacuate the building and not return until notified by a University staff member. During fire alarms, one may not use elevators and should use the nearest stairway to leave the building. Do not tamper with fire equipment such as extinguishers, hoses, and alarm pull stations. Intentionally activating a false fire alarm is a violation of Section 806.101, Florida Statutes. Anyone who activates a false alarm is subject to criminal prosecution. **At no time may anything be hung from sprinkler system pipes or heads. Damage to this system could cause damage to personal belongings and to property within the hall.** Conferences should let staff and participant(s) know where they should meet up in the event a fire alarm goes off.

### **Foul Language/Harassment**

Foul or offensive language and/or harassment, verbal or otherwise, towards any staff, participant, or University official are not acceptable behavior. Please be courteous when addressing any concerns, you may have.

Staff and/or participant(s) must be cognizant of the rights of others and avoid activities that unnecessarily disturb individuals or groups or interfere with the normal activities of the University. This includes, but is not limited to intimidating behavior, physical assault, hazing and unruly or boisterous conduct.

### **Locking Rooms**

Get into the habit of locking a room door every time you leave the room, and even when you are inside the room alone. Get out of the habit of responding with "Come in!" when there is a knock at the door. Carry your keys with you at all times. Never let a person in that does not have access to the building.

### **Lost Keys/Access Cards**

Staff and/or participant(s) who lose their room and/or access cards are responsible to notify the staff working the front desk immediately as locks will need to be changed and access cards will be deactivated for safety and security purposes. Charges will be noted on final bill to the Client.

## **Maintenance Needs**

If there is a problem in a room, common lounges, etc., please report the problem to the staff working the front desk immediately. Staff will be able to work with the Facilities Supervisor to assess the situation and fix it as soon as possible.

## **Pets**

Pets are not permitted in any residential facilities.

## **Propping Doors/Windows (Security and Maintenance)**

For the safety of everyone within the hall, please do not prop the building's exterior entrances. These are locked 24/7 and can be opened by using your access card.

To prevent any moisture from building up in a room, please do not prop/open your individual room door and window(s).

## **Quiet/Courtesy Hours**

Please keep noise to a minimum during the hours of 9pm – 9am. Be courteous to others as sometimes there are multiple groups within a hall. Each conference participant is responsible for making sure that their noise is not at a level to disturb anyone else who may be sleeping.

## **Safety/Security**

Ideally, we would like to guarantee that all participants and facilities are free from safety and security concerns. These goals can only be achieved, with the assistance of everyone involved. Staff and participant(s) are responsible for maintaining a safe living environment. Propping doors, allowing access of unauthorized guests to the residential facilities, propelling, or discarding items from windows, duplicating hall building and/or room keys, or otherwise participating in behavior which compromises the safety and security of group participants or facilities is strictly prohibited.

Access and/or entry into areas of the residential facilities (unless authorized by a staff member) is prohibited. These areas include, but are not limited to, building storage rooms, electrical rooms or boxes, maintenance and housekeeping closets, roof areas, and University offices.

Exterior doors are accessed by a card swipe system. Each conference participant will be given an access card with a magnetic strip that permits them access to their building unless otherwise requested by the Client. *For security, these doors will be locked 24 hours a day.* This is to ensure the privacy and protection of all conference participants. Please refrain from propping doors or otherwise tampering with locking mechanisms.

## **Smoking**

In compliance with Florida State Law, smoking is not permitted in any area of the residential facilities (including private rooms, hallways, lounges, lobbies or stairwells) or other University buildings. As of January 2014, Florida State University is a smoke-free campus, which includes use of any tobacco products. **"Smoking"** means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, water pipes, hookahs, or any other lighted tobacco products, as well as any product consumed in a similar manner; or the use of an electronic cigarette or any other device intended to simulate lighted tobacco use. **"Tobacco products"** means cigarettes, cigars, pipe tobacco, hookah, smokeless tobacco, snuff, chewing tobacco, smokeless pouches, dissolvable tobacco products like orbs (dissolvable tobacco pellets), sticks, and strips or any other forms of ignitable or smokeless tobacco. Smoking and use of smokeless tobacco products are prohibited on campus.

## **Sports Equipment/Behavior**

All types of cleats and spiked footwear, as well as roller skates, must be removed prior to entering the halls or other University buildings, as they ruin the floors and carpets. Because of the risk of personal

injury and damage to University or individual property, or disruption within the living environment, sports activities are not permitted inside residential facilities, including but not limited to:

- a. Water battles (this includes water balloons, water guns, etc.) or shaving cream fights
- b. Unsafe behavior (running or horseplay, throwing items, leaving trash, sporting equipment or other items in the hallways, etc.)

### **Trash/Cleanliness**

It is the responsibility of the person assigned to the room to keep that room clean. There are specific areas designated to dispose of trash. Pizza boxes should not be stuffed into the trash chutes. Throwing trash or other materials out of windows is not permitted.

### **Visitation**

*Short-term:* The Client should make it be known what the expectations of the specific conference are when it comes to curfew policies. Visitors must be always escorted by either staff or participants of the conference. Cohabitation is not permitted. Participants are only permitted access to the hall areas and floors where the group is staying.

Guests must remain in the company of their host throughout their visit and must be always escorted. All guests must abide by university and hall regulations applicable to the host.

Guests may stay overnight in a room provided that each conference guest of the room or apartment gives his or her permission. Guests may not stay in university housing for more than 3 days in any 30-day period.

No special arrangements will be given to visitors, i.e., extra bed in room, unlocking of extra bedroom, receiving access to building, etc.

### **Vending Machines**

Machines are operated by Business Services and are thus not regulated by Conference Services. Tampering with or unplugging vending machines is prohibited.

### **Weapons**

Possession or use of a firearm, knife, pellet gun, air gun, spring loaded or paintball gun, or other weapons on campus is a violation of FSU policy and not permitted on campus.

This includes, but not limited to, firearms, fireworks, explosives, or explosive devices, or weapons (as described by University regulations)

### **Conference Services reserves the right to:**

1. Establish other procedures and regulations that in its judgment may be necessary for the safety, care and cleanliness of the premises and for the preservation of order.
2. Room assignments may at any time be administratively changed, modified, canceled or terminated by the University in the interests of order, health, discipline, maximum utilization of facilities or disaster after notice to the student as is practical.
3. Enter rooms for repair, inspection, or emergency at any time by University Housing staff, Physical Plant, Housekeeping, University Police, Tallahassee Police, and Fire Department.
4. Ask participants or staff to leave, without refund, if their behavior is deemed unacceptable, or creates a health & safety concern for other participants, staff, or the facility.