



FSU

**UNIVERSITY
HOUSING**

Guide to Residence Living

Florida State University

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Residential Student Experience

University Housing is not just a place to live. It is an educational environment in which we are dedicated to helping you learn outside of the classroom and preparing you for life beyond college. In addition to the typical services provided in a housing operation, you will find opportunities to become involved, work with quality-trained and professional staff, and gain exposure to opportunities that will empower and support you to achieve your full potential.

What is Residential Curriculum?

Residential Curriculum is defined by institutional mission and purpose. It intentionally sequences learning opportunities to foster student development. The Curriculum identifies clear learning goals and outcomes grounded in the history, culture, mission, and purpose of each institution. Staff members utilize student engagement strategies to provide opportunities for students to achieve these learning goals and outcomes. Strategies include intentional conversations, events, bulletin boards, community meetings, and more.

Educational Priority:

Florida State University Housing will empower and support residential students to achieve their full potential.

Learning Goals

Connection Students will be active community members that shape a supportive and safe environment. 1.1 Apply skills to develop social connection 1.2 Engage community and campus resources 1.3 Understand personal impact on community 1.4 Develop institutional pride	Respect Students will engage in meaningful interactions with others that contribute to self-discovery and positive change. 2.1 Recognize the impact of experiences on self and others. 2.2 Investigate what factors influence a student's collegiate journey 2.3 Communicate respectfully with others 2.4 Practice behaviors that contribute to positive change in community
Scholarship Students will enhance their academics and career readiness by connecting with campus partners and faculty. 3.1 Identify strategies for academic success 3.2 Utilize campus resources that support academic enhancement 3.3 Connect with faculty outside of the classroom 3.4 Identify strategies for career advancement	Wellness Students will achieve their full potential through environmental, physical, emotional, and financial wellness. 4.1 Formulate personal wellness goals 4.2 Utilize resources to enhance wellness 4.3 Apply habits to support wellness 4.4 Reevaluate wellness plans during times of change

Residence Hall Staff

Residence Hall Staff members strive to maintain a comfortable and educational environment for all residents. They train together weeks before you arrive and work together throughout the year to make your living experience on the campus of Florida State University enjoyable. You will interact with Residence Hall Staff frequently during your time with University Housing.

Student Staff

The student staff members below are trained in their particular roles and are excellent resources for your success and well-being. Student staff includes Resident Assistants, Desk Assistants, and Academic Trainers.

Academic Trainer (AT): Academic Trainers are current students who serve University Housing by helping residential students succeed in their academic endeavors. Academic Trainers work in our Academic Resource Centers as peer educators to help students with study skills, study scheduling, and resource referrals. Academic Trainers are also mentors in our Engage 100 Course.

Lead Desk Assistant (LDA): LDAs are student employees who provide leadership and support to each centralized front desk in our residence halls. While the LDAs have similar responsibilities to the DAs, they are also responsible for leading their desk team, building the schedule, and providing leadership to their desk.

Desk Assistant (DA): Desk Assistants are student employees who work at the front desks in our residence halls and place a high importance on overall customer service. Desk Assistants complete walking rounds of the buildings and assist residents with issues or concerns during their shift.

Resident Assistant (RA): Resident Assistants are full-time students who live on the floors in the halls. An RA's role is to assist with individual and group concerns, plan community building events, enforce housing policies, and serve on-call during evening and weekend hours.



Head Staff (Professional & Graduate Staff)

Head Staff oversee the student staff within Housing. These individuals come from a variety of backgrounds and are dedicated to the successful functioning of the halls. Most live and work in the hall or complex and have offices near the front desk. Residents are encouraged to drop in or schedule an appointment with their Head Staff. A member of the Head Staff team may be contacted through the student staff in the event of an emergency 24 hours a day.

Assistant Coordinator: Assistant Coordinators are full-time graduate students who live in the residence halls and assist the Residence Coordinators and/or Program Coordinators in ensuring the smooth operation of functional areas and residence halls. They supervise student staff, advise student groups, provide support to individuals and groups, coordinate hall programs and serve as conduct hearing officers.

Program Coordinator: Program Coordinators are professionals with Master's Degrees who oversee the daily operations of a programmatic functional area such as academic initiatives, front desk operations, Inter-Residence Hall Council (IRHC) and National Residence Hall Honorary (NRHH), student staff recruitment, or conduct and care.

Residence Coordinator: Residence Coordinators are live-in professionals with Master's Degrees who assume responsibility for the total operation of a residence hall or residential area. They supervise staff, advise student groups, provide support to individuals and groups, coordinate hall programs, and serve as conduct hearing officers.

Facilities Staff

Each hall has a designated Facilities Supervisor, Custodial Staff, and Maintenance Technician. These full-time employees oversee custodial and maintenance services in the halls. Among these services are room repair requests, Health and Safety inspections, and air filter replacements.



Residence Hall Information

This list highlights some of the most frequently accessed services in the halls. If you need further information or want to ask about other services available, please see a staff member or go to your area's front desk.

Bathroom Cleaning

Residents are responsible for the day-to-day cleaning and upkeep of their bathrooms. Residents can seek advice on proper ways to maintain bathroom spaces from their hall's Facilities Supervisor at any time. Custodial staff will clean resident bathrooms approximately 1-2 times per semester as a preventative cleaning measure.

Blue Recycling Bins

University Housing offers in-hall recycling for paper, plastics, glass and aluminum in designated areas throughout the residence halls. We encourage cardboard recycling by placing clean (non-food-used) cardboard items by the dumpsters outside of the halls. These bins are in all the residence hall rooms and should be utilized to sort recyclable materials. Take the blue bins to the recycling location in your building and sort materials properly.

Equipment and Game Rentals

Your residence hall hub desk has resources available for your use throughout the year. Many of these resources are available to rent throughout the day, including materials for use in the hall study rooms, cooking supplies, and cleaning supplies. To check out equipment, residents will need to provide a valid identification card to the hub desk, which will be held until the equipment is returned. ***Florida State University ID cards are not accepted to check out equipment; residents may be charged for damaged equipment.***

Information Technology Services (ITS)

ITS is the service provider for wireless and ethernet in the residence halls. Wi-Fi is available in all halls, but students are encouraged to also bring an ethernet cord for direct connection. Call 850-644-4357 or go to helpdesk.fsu.edu/ for assistance with or information about any of the above services.

Laundry Facilities

Laundry rooms are only to be used by residents. These machines are available for use 24 hours a day and are operated with the FSUCash system. Visit <http://laundryview.com/lvs.php> to see which washers and dryers are currently available in your hall, or go to the myFSU Mobile app, and review the Laundry options to find an available machine in your community. If you need to request a refund, visit <https://obs.fsu.edu/service-requests/laundry-service-request>.

Lock-Out Assistance

Temporary lockout keys are available at your residence hall's hub desk. Upon confirmation of your identity, staff will sign out a key and expect you to return the key within 30 minutes. If you have lost a key or are unable to locate your key, a lock change must be requested for the safety and security of the room and will be billed to your student account.

Health and Safety Inspections

To ensure the safety of the residence hall community, all rooms will be inspected once each semester. Residents will be notified via email of these scheduled inspections at least one week in advance and are not required to be present during these inspections. Two staff members will enter your room to complete the inspection; staff will be paying particular attention to the presence of policy violations and overall cleanliness of the space. Policy violations found during inspections may result in follow-up through the student conduct process.

Mail Service & Deliveries

UPS, FedEx, DHL, and United States Postal Service mail is delivered to the UPS Store on campus located at 104 North Woodward Ave. Login to myFSU and view the addresses under *My Info* to find your u-box number. When packages arrive, students will be notified via e-mail and will need a photo ID to pick up their package.

Deliveries from florists, edible arrangements, and balloons may be made to the hub desk of your residence hall; if a delivery is taken to the hall, a staff member will notify students when deliveries arrive. Photo ID and signature are required for any items received. For more information on the address for your specific residence hall, check with your area's desk or go to: <https://housing.fsu.edu/explore-housing/residence-halls>

Maintenance and Repairs

To have repairs done in student rooms or public areas, submit a repair request via the University Housing website (<https://housing.fsu.edu/maintenance-request>). Students can also contact the Facilities Supervisor in each hall for any facility questions.

Mold and Mildew

Tallahassee and the surrounding area experience high levels of humidity and temperature in Spring, Summer, and early Fall. This climate creates more opportunities for environmental issues such as moisture, mold, and mildew to occur. Please know that Facilities staff have HVAC equipment in place to maintain suitable environmental levels in our residence halls. If you do come across HVAC or other room issues in your space, please report it immediately via the [Repair Request](#).

Steps you can take to help discourage higher levels of moisture and humidity in your room:

- Keep your windows closed to prevent humidity and moisture in your room.
- Students are permitted to bring one small dehumidifier. Empty the dehumidifier often.
- Wipe off visible moisture and standing liquids from windows, walls, floors, vanities, sink tops, and other surfaces that get wet/damp easily as soon as possible.
- Hang damp towels and any wet shoes, jackets, or clothes in a well-ventilated area.
- Keep a clean room - do not leave food out to collect moisture and promote growth.
- Keep closet doors ajar to improve air circulation; don't over-pack the closet to allow air to circulate.
- Keep bathroom doors open after hot showers as trapped steam can increase moisture levels.

Pest Control

If you are having problems with insects, report the problem to your hub desk as soon as possible. A sign-up sheet at each hub desk is available to request pest control treatment. ***Rooms are treated for insects by request only.*** Please help us in this service by keeping your trash cans emptied and dishes clean throughout the year.

Wireless Printers and Gaming Systems

Students should not utilize wireless printers with wireless capability turned on as the wireless printer function interferes with the wireless network within the halls. All printers should be wired and connected to a computer. Gaming systems and Smart TVs must be registered via the ITS website.

Windows

Unhooking or removing window screens is not allowed for any reason. Report damaged screens to the Facilities Supervisor for your building. Removal or damage to screens may result in financial charges for the student. Facilities staff recommend that residents keep room windows closed to help regulate the humidity and moisture levels in rooms. Some window screens are affixed using a red plastic cord; students are prohibited from breaking this cord or removing the window screen.

Moving In

Additional Appliances

Due to electrical/plumbing constraints and concerns, the use of appliances such as dishwashers, additional refrigerators/freezers, or personal washing machines are not permitted in University Housing. Cooking appliances, except for microwaves, are meant to be stored in suites/rooms and taken to the kitchen for use.

Key Distribution

Keys are issued for your room and must be returned when you change rooms or vacate the building. If you lose or fail to return any keys to your room, you will be charged for a lock change.

Reporting Room Concerns

All residents should report any concerns with the space within 72 hours upon move-in via the Qualtrics link provided by University Housing. This includes moving into your first room on campus and any subsequent reassignments throughout the year. Damages not noted upon move-in may result in financial and/or conduct charges when a student vacates their room.

Room Refrigerators

Rooms are provided with one refrigerator from University Housing. No other refrigerator or freezer is permitted. Residents are responsible for cleaning their refrigerator regularly and before they vacate their room. If a student requires more fridge space due to an accommodation, please contact the [Office of Accessibility Services](https://dsst.fsu.edu/oas) (dsst.fsu.edu/oas).

Storage of Bicycles and Motorized Vehicles

Storage for bicycles, unicycles, and other non-motorized vehicles in student rooms is available with the permission of the roommate. Due to the risk they pose as a potential fire hazard, at no time are electric or gas-powered 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 residence hall room will be removed and stored at the owner's expense.

Bicycles, e-scooters, mopeds, etc. stored outside must be in appropriate bicycle racks or designated parking spaces. If you would like to learn more about where to properly register and park various vehicles on campus, visit these two websites: [Bicycle registration](#) and [Where to Park](#).

Personalize Your Room

We encourage residents to be creative and personalize your space; it's your home away from home! However, there are some guidelines to consider before proceeding with your decorating plans. If you ever have questions, please ask a Housing staff member.

Furniture - All furniture provided by the University must remain in your room. Do not stack University Housing provided furniture. All rooms include one student desk, desk chair, twin XL bed frame and mattress (twin size in Jennie Murphree), and dresser per resident. All lounge, kitchen, study room, and recreation room furnishings must also remain in their respective public areas.



Lofts - Lofts are not permitted in the residence halls since beds with adjustable heights are provided in most spaces. If you would like your bed raised, contact your Facilities Supervisor or submit a [Repair Request](#) for assistance. Maintenance & Facilities teams cannot guarantee same-day service to non-emergency requests, but requests will be prioritized in the order in which they come.

Bed Risers - To gain additional space for storage under beds, bed risers may be purchased and utilized to raise moveable beds as high as six inches from the floor.

Cement Blocks and Bricks - Cement blocks or bricks are not permitted in the residence halls due to concerns about safety and damage. They may not be used as risers for beds or other furniture in the rooms at any time.

Damage to Walls - Because of damage caused to walls, nails, wall mounted TV brackets, wall mounted shelving, and other such items are not permitted in the residence halls. Students should not attempt to repair or paint walls.

Getting Involved in the Halls

Become involved in your hall and community! In addition to the employment opportunities detailed previously, several volunteer opportunities and organizations are available in the halls.



Hall Council:

Run for your Residence Hall Council Executive Board! Hall Council volunteers plan social events, approve the purchase of equipment for cooking and recreation, and participate in community service projects. An ideal Hall Council provides these services and gives residents a chance to speak out and be heard on the issues that affect Florida State University residents. Floor Representatives may be asked to vote on monetary appropriations for programming and to approve the use of public lounge space by campus organizations. Talk to your RA or Head Staff for more information.

Inter-Residence Hall Council (IRHC):



Every hall council is represented in a larger organization known as the Inter-Residence Hall Council (IRHC). The IRHC serves as a bureau of the Student Government Association. The main purpose of IRHC is to support hall programs and activities campus-wide and to represent the views of students to University Housing, Student Government, and university administration. Every resident is a member of the IRHC and may volunteer for committees, run for office, and attend state, regional, and national conferences. Each residence hall can vote at the weekly IRHC meetings. For more information about IRHC visit: sga.fsu.edu/irhc.shtml

National Residence Hall Honorary (NRHH):



Students who dedicate at least one semester of service to their residence hall community and maintain a high-grade point average may be selected into the Garnet and Gold chapter of the National Residence Hall Honorary (NRHH). Chartered in 1981, NRHH recognizes residence hall leaders who excel in academics, leadership skills, and service activities. Membership in NRHH is limited to the top one percent of all residence hall leaders. NRHH provides opportunities for involvement in the University and the community. Each month NRHH recognizes outstanding efforts by student leaders and Housing employees alike, culminating in its annual Torch Awards program at the end of the year. NRHH will hold recruitment drives each semester, so look for information and applications throughout the year. For more information about NRHH visit: fsu.campuslabs.com/engage/organization/nrhh

Residential Conduct Board (RCB):



Residential Conduct Board (RCB) is a group of current housing residents who hear cases of alleged violations of the [Student Conduct Code](#) and Housing policies by residents. Conduct Board members are responsible for hearing the alleged violation(s), and, with the support of an advisor, determining if the individual is responsible for the violation and what outcomes will be assigned. This is a fantastic opportunity for students with an interest in law, justice, or the upholding of community standards! If you're interested in being a part of the Residential Conduct Board, please contact the Residential Student Experience Office at 850-644-2863.

Roommate Relationships

Tips for a Successful Roommate Relationship:

- **Communicate in person, early and often.**
Address problems right away, face-to-face. Electronic communication tends to be misinterpreted. Lack of communication is a source of many conflicts. When discussing your conflict, maintain a respectful demeanor, be honest, and be willing to compromise. If you cannot express yourself verbally, try writing down your concerns first.
- **Complete the Roommate Agreement as soon as possible with your RA's assistance.** Meet up and come to terms with agreements that you can both successfully live with in your room. If a roommate or suitemate agreement cannot be reached, University Housing reserves the right to set reasonable expectations of roommates or suitemates. Additionally, University Housing reserves the right to relocate residents, as deemed necessary.
- **Set realistic goals.** Don't expect your roommate to be your best friend and constant companion.
- **Be considerate** of your roommate's privacy and values. While it is natural to vent your frustrations, involving other residents and friends on the floor is unfair. Keep the issue private.
- **Courtesy is contagious.** Ask before borrowing anything. Honor the agreements you make with each other. If you are having trouble managing the conflict, ask your Resident Assistant or Head Staff for help.



Safety in the Halls

Safety Concerns in the Halls

Get into the habit of locking your room door every time you leave the room and when you are inside the room. Check to see who is knocking through the peephole before opening the door. Never admit a non-resident into the hall. Do not prop exterior doors. If you see a door propped open, close it immediately.

Keys & Access Card (FSU Card)

Keep your keys and access card (FSU Card) with you at all times. Providing keys or your FSU Card to anyone (friends, roommates, legal guardian, etc.) is a violation of University policy. University Housing will only issue keys and card access to residence halls based on an individual student's assignment. Students should be able to present their key and FSU Card at all times.

Valuables

We strongly recommend renter's insurance for the duration of your stay on campus. University Housing cannot accept responsibility for damage or theft of students' property. Money and small valuables should be kept in a bank or safe deposit box. Laptop computers and other personal valuables can be registered online by visiting <https://apps.its.fsu.edu/PropertyRegistration/PropertyRegistration.html>. A lockable drawer space is also provided in your room and may be secured with your own padlock or combination lock.

Elevators

If the elevator stops working while you are inside, you should press the alarm button and remain inside the elevator until help arrives. The alarm/elevator bell should only be used in the event of an emergency. Trained elevator personnel and Fire Department personnel are the only persons authorized to remove occupants trapped in an elevator. Under no circumstances should you attempt to release trapped occupants or force elevator doors open. Residents should report elevator problems to the hub desk or University police right away.

Weapons

Possession or use of a firearm, knife, sword, pellet gun, air gun, spring-loaded or paintball gun, or other weapons on campus is a violation of the FSU [Student Conduct Code](#). Students found in possession of any weapons will be subject to disciplinary action.

Fire Safety

During fire alarms, residents may not use elevators and should use the nearest stairway to leave the building. Evacuation drills, held at least once per semester, help familiarize residents with procedures to evacuate the building safely. Recommended evacuation routes are provided through stickers on the back of each room/apartment door. Always leave the building when you hear or see the fire alarm. Do not tamper with fire equipment such as extinguishers, hoses, and alarm pull stations or disable or cover smoke detectors. Intentionally activating a false fire alarm is a violation of State Law 806.101 and the FSU [Student Conduct Code](#). Anyone who activates a false alarm is subject to disciplinary action as well as criminal prosecution. At no time may anything be hung from sprinkler system pipes or sprinkler heads. Damage to this system could cause damage to personal belongings and to residence hall property.

Personal Safety

Do not give personal information to unknown individuals, including online. If an individual or company gains access to your personal information, they may obtain access to confidential information, from credit information to university documents. We encourage all students to review the *Social Media Safety and Security* information from FSU's Information Technology Services: its.fsu.edu/ispo/socialmedia-tips

Safety Resources

Florida State University Police Department (FSUPD)

FSUPD located at the corner of Jefferson Street and Woodward Avenue, is available to assist students, faculty, staff, and visitors of the University. Police service is provided 24 hours a day, seven days a week. FSUPD can be reached at 850-644-234. The Florida State University Police Department also provides liaisons, known as Adopt-A-C.O.P.s, to the residence hall community. These officers participate in staff functions and spend extra time in the halls doing security rounds and interacting with students. For more information, go to <https://www.police.fsu.edu>.

Victim Advocate (VAP)

The Victim Advocate program can provide assistance if you or someone you care about has been the victim of a crime. Advocates provide crisis intervention, counseling, and appropriate referrals. Advocates are available 24/7 by calling 850-644-7161 or text 850-756-4320. If you have an EMERGENCY or need IMMEDIATE ASSISTANCE, please call FSUPD at (850) 644-1234. For more information, go to <https://dsst.fsu.edu/vap>.

SeminoleSAFE Mobile App

The SeminoleSAFE app is the official mobile safety tool from Florida State University. It is built from a collaboration of multiple campus entities including FSU Police, Emergency Management, Dean of Students, University Health Services, Counseling & Psychological Services, Environmental Health & Safety, Housing, Athletics, Facilities and many more. Within the app you can use Guardian/Friend Walk to avoid walking alone across campus or Maps & Directions to help you arrive safely at your destination. You can get help in a life-threatening emergency or tip the police off about a crime. There is also a Game Day and a Housing Move-In guide within SeminoleSAFE. To learn more about SeminoleSAFE, visit: emergency.fsu.edu/services/seminolesafe-mobile-app

S.A.F.E. Commuting Options

FSU Safe Ride provides free rides between FSU's Tallahassee campuses, with pickups and drop-offs at FSU locations. Also, rides to or from off-campus locations within the service area are available for a \$6 flat fare. Learn more about how to call a SAFE Ride here: <https://transportation.fsu.edu/safe-ride>. If you are walking or jogging at night, use a lighted path and be aware of the **FSU blue lights** around you. Blue lights indicate emergency phones.

FSU ALERT System

In the event of any emergency on campus, the university will use the **FSU ALERT** emergency notification system to warn everyone. There are up to 22 ways that FSU can use to alert the campus community in the event of an emergency, including: outdoor warning sirens, blue lights, e-mail, text messages, or NOAA weather radios. If one or more of these systems is activated, seek shelter in the nearest building and try to get more information by visiting the university website, www.fsu.edu, calling the hotline 850-644-INFO (4636) or tuning a radio to 530AM. To learn how to register your cell phone for text messages, visit alerts.fsu.edu/

Severe Weather

In the event of severe weather, the University will use the FSU ALERT emergency notification system (including outdoor warning sirens, blue lights, e-mail, text messages, or NOAA weather radios) to warn the campus community. If one or more of these systems is activated, seek shelter in the nearest building and try to get more information by visiting the university website, fsu.edu, calling the hotline 850-644-INFO (4636), or tuning a radio to 530AM. To learn more about the FSU ALERT system, including how to register your cell phone for text messages, visit alerts.fsu.edu.

Severe Weather

Tallahassee is subject to strong to severe weather, especially during the spring and summer. In the event of severe weather (severe thunderstorm, tornado, or flash flood warning), an FSU ALERT will be issued. Seek shelter in the nearest building away from doors and windows until the storm has passed. These storms can bring winds in excess of 60 miles per hour, 3/4" hail, severe lightning, and torrential downpours. It only takes 6 inches of moving water to knock you off your feet and 2 feet of water can float an SUV! Do not attempt to walk or drive through any floodwaters, no matter how shallow or slow-moving you think it is.

Lightning

When lightning occurs, the most dangerous place to be is an open area, such as a sports field. Nearly half of all lightning deaths occur in open areas. Many people are struck when they go under a tree to keep dry during a storm. Outdoor water activities such as swimming, boating, and fishing are very dangerous during lightning. Seek shelter in a substantial building such as a residence hall, and do not be tempted to watch lightning from open windows or doors. A lightning strike to the ground or water can travel horizontally more than 30 feet in all directions. The National Weather Service promotes the 30-30 Rule in seeking safe shelter. The 30-30 Rule states: When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, go immediately to a safer place. As the storm passes, wait 30 minutes or more after hearing the last clap of thunder before leaving your shelter.

Hurricanes

June 1 through November 30 is hurricane season in Florida. In the event of a hurricane or tropical storm threat to Florida State, the university will provide specific recommendations well in advance for how students should prepare. Why wait for a storm though? Prepare now! Prepare a small kit that includes a flashlight, extra batteries, and other essentials that may help during a storm and/or power outage. In most cases, it is not necessary to evacuate residence halls for a storm, although you may be asked to leave your room for a safer location within your building away from doors and windows. If it is deemed necessary to evacuate the residence hall due to an anticipated storm, you will be notified of the alternative location on campus and will be expected to leave the residence hall. Those who are not familiar with severe weather terms may find the following definitions helpful:

- **A Hurricane "Watch"** indicates that a hurricane condition is a strong possibility and may threaten the Tallahassee area within 48 hours.
- **A Tornado "Watch"** indicates that conditions are favorable for a tornado during a set period of time.
- **A Hurricane "Warning"** indicates that a hurricane is expected in the Tallahassee area within 36 hours. Residents are advised to stay on campus and not travel home, as roads may become hazardous very quickly.

- A Tornado “Warning” indicates that a funnel cloud/tornado has been spotted in the immediate area and residents should find shelter immediately

Residence Hall Common Area Reservations

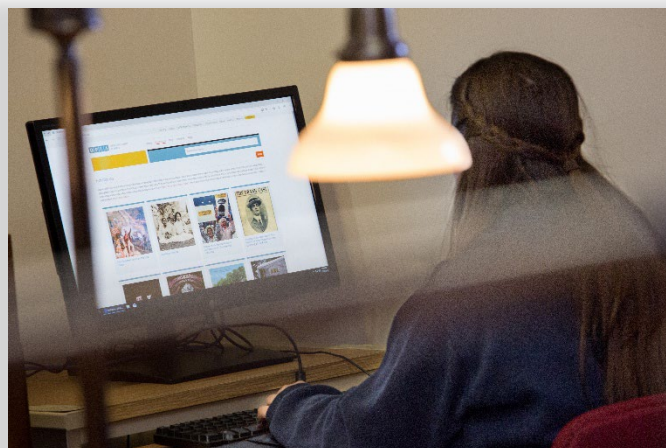
Residence hall common areas are for the use of staff, LLC faculty, residents, and their guests. Persons who are not residents or permitted guests will be asked to leave. Sleeping is not allowed in common areas of residence halls. All hall council and staff functions are given priority for common area usage. Your request should be submitted at least 10 days in advance of your event.

1. Only recognized FSU student organizations with a member living in the requested residence hall, housing organizations, and campus partners may use common areas.
2. The organization using the common areas MAY NOT charge admission.
3. No human auctions or events where people or their services are sold may take place in a residence hall.
4. Events in the hall must be open to the residents of that hall.
5. Organizations must restore the common areas to pre-event conditions.
6. Guests are restricted to the requested common area.
7. Request should include setup and breakdown time for the event; the event will begin and end promptly with all guests exiting by the approved time.
8. The organization using the common area must follow all rules as outlined in the [Guide to Residence Living](#) and [Student Conduct Code](#).
9. The host of the event or the organization is financially responsible for damages done to common areas during their functions.
10. Organizations must provide someone at the entrance of the hall to escort members to and from the event.
11. Violations of rules may result in the denial of any future requests for common areas.

If you have any questions regarding the status of your reservation, please contact the Residential Student Experience Office at (850) 644-2863. To request the use of a residence hall space, please submit a reservation request through the University Housing website. Requests can be submitted by visiting:
housing.fsu.edu/hallloungereservation-request

Computer Usage

Advances in technology have resulted in warnings being issued regarding online behavior and downloading audio/video files. Please consult the User Services [Help Desk](#) or 850-644-HELP (4357). For Residence Hall internet information, including gaming device registrations, please visit <https://its.fsu.edu/services/internet-network-access-on-campus>



Other important notes regarding the use of the campus network:

- Florida State University is a public entity under the laws of Florida. As such, you do not have a reasonable expectation of privacy for anything you do using a computer owned by Florida State or connected to the Florida State network. By accepting a computer account at Florida State, you are agreeing to the policies concerning privacy and proper computer use.
- Commercial advertising on unofficial websites using a University computing account is a violation of University policy. Individuals are prohibited from using their computing accounts in association with any commercial purpose or enterprise.
- Users who violate policies may be denied access to University resources and may be subject to other penalties and disciplinary action, both within and outside the University. Violations may be handled through the University conduct procedures applicable to the relevant user.

Additionally, the University may temporarily suspend or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other resources, or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Moving Out

Any time a resident moves out of their current residence hall room, regardless of time of year or reason, they must abide by the following check-out procedures:

Cleaning Your Room

Residents are to completely clear their room prior to checking-out. All trash must be taken to the trash room and put in the trash chute. Large items must be taken to the dumpsters behind the building. Students cannot leave behind items they do not want in their room. Items left behind may result in financial and/or conduct charges.

Initiating the Check-Out Process

When you are ready to check-out (room is clear of all personal belongings and cleaned), please visit the front desk and inform the staff member of your intention to check out. Residents must check-out with a staff member before permanently leaving the residence hall.

Damages

During check-out, your room will be assessed for any damages that occur during the duration of your stay. Head Staff of the building will make all final damage assessments and charges in conjunction with the Facilities Supervisor. Residents will be notified of damage(s) and cost to repair damage(s) via email within 5-7 business days after checking out. To appeal a damage charge, residents may send an appeal request to appropriate hall staff within 10 business days of damage bill receipt. The appeal should include the resident's name, residence hall/room number, and a detailed explanation of the refuted charge.

Key Return

The last part of the check-out process is returning your key. After the staff member checks your room condition, they will walk with you to the hub desk where you will sign the key back in. Failure to return the key to your room will result in a charge for a lock change.

Abandoned Property

Any items, regardless of value, left in rooms when occupancy is terminated will be considered abandoned property. Residents may be billed for the cost incurred by storing or properly disposing of such items. All such articles shall be kept for 30 days after the student has departed. If not claimed during this period, they will be disposed of by University Housing.

Closing Instructions

At the end of the Spring semester, all residents will check-out of the residence halls. To accommodate the vast number of residents moving out during the final week of the semester, the checkout process during Spring closing is more structured. Your RA will have a special meeting near the end of the Spring semester, prior to finals week, to explain the details of spring closing. Bulletin boards on every floor will post closing information.

Community Expectations

University Housing offers a unique community living environment. To preserve this special community, students are expected to exercise responsibility and to abide by the community expectations. Community Expectations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these expectations. These expectations are a supplement to the [Student Conduct Code](#) and the [University Housing Contract](#). Any violation of the expectations may result in conduct action. Students are expected to be knowledgeable of, and abide by, Community Expectations and the [Student Conduct Code](#) at all times. ‘

1. Respect for Persons

Students are required to refrain from behaviors that fall under the University’s definition of sexual misconduct, endangerment, harassment, and hazing. These specific behaviors are defined in the [Anti-Sexual Misconduct Policy](#) and in the [Student Conduct Code](#).

a. Visitation and Residents’ Guests

- i. In respect to the privacy of others, visitors are permitted during specified hours only in accordance with Housing visitation policies and your roommate/suitemate agreement. Roommates have the right to refuse guests in their bedroom and shared spaces (living room, bathroom, etc.)
- ii. Hosts are expected to meet their guests at a building entrance and escort their guests at all times while in the building. A guest is defined as someone who is not assigned to the residence hall room, suite, apartment, or residence hall in which that person is located.
- iii. At no time should any resident provide entrance to a building to someone who is not their guest. This includes “tailgating”: allowing residents, guests, and others to follow behind another person entering the building without confirming proper credentials.
- iv. Residents of a room may be held responsible for guest behavior and actions that take place inside their room or in the common area of the residence hall, regardless of whether the residents are present.
- v. Cohabitation is not permitted; only the residents assigned to the room or apartment may live in that room or apartment.
- vi. Residents may have overnight guests in the halls with the permission of their roommate(s) and suitemate(s). Guests may not stay for more than three days in any thirty-day period without written permission from Head Staff.

b. Unauthorized Recordings

- i. No resident may audio or video record, broadcast, or live stream another resident inside the residence halls, including all public areas (including but not limited to lobbies, lounges, kitchens, recreation rooms, hallway, without their knowledge or consent. Audio or visual equipment includes, but is not limited to door cameras, computer microphones, computer webcams, cellphones, digital cameras, and other digital video or audio recording devices.
- ii. Non-residents are not permitted to engage in audio or visual recording, broadcasting, or live streaming within residence hall public areas (including, but not limited to, lobbies, lounges, kitchens, study lounges, recreation rooms, hallways, and laundry rooms) without the written consent of University Housing. Audio or visual equipment includes, but is not necessarily limited to door cameras, computer microphones, computer webcams, cell phones, digital cameras, and other digital video or audio recording devices.

2. Respect for Community

Students are expected to be respectful of other residential members and the surrounding community at all times. As members of a residential community, all students are required to abide by policies that create a community atmosphere for educational success within the residence halls.

a. Noise and Quiet Hours

- i. Quiet hours are in effect from 9 p.m. until 9 a.m., during which time no noise should be heard outside student rooms or in the building courtyard. Residents may extend, not shorten, these hours for the building and/or courtyard by a two-thirds vote of the hall or complex.
- ii. Courteous noise levels that promote an atmosphere of academic success should be maintained during all hours. Residents should adhere to these hours and comply with requests of other residents and University Housing staff to lower noise volume.
- iii. Students playing instruments in their rooms or common areas may be asked to stop if their playing disturbs others.

b. Residence Hall Operations

- i. University property may not be removed from student rooms or from residential public areas (including but not limited to bedrooms, balconies, study rooms, etc.).
- ii. Students are responsible for the cleanliness of their own residence hall room, apartment, or suite. Residents may face conduct action and/or be charged financially for special cleaning needed by improper care of rooms (including but not limited to blocking of entrance/exit egress, excessive trash, conditions that encourage pest growth).
- iii. Sales, including but not limited to, running a business out of a room or any type of solicitation, are not permitted in the residence halls. All materials to be distributed to students within the residence halls must be approved by the Residential Student Experience Office. See here for the Advertising Guideline and Policies: <https://housing.fsu.edu/campus-life/living-campus>
- iv. Fish are the only pets allowed in a student's room, suite, or apartment. Each student may possess either a bowl or one aquarium not to exceed 10 gallons in capacity. No other pet is permitted within the residence halls.

c. Room Access

- i. All room changes must be authorized by University Housing professional staff and must follow established change procedures.
- ii. Providing false information to obtain a back-up key is prohibited.
- iii. Students are not permitted to give their FSUCard or room key to others.
- iv. If there is a vacancy in a student's assigned space, it is the responsibility of the remaining room occupants to ensure that the vacant space remains move-in ready. An incoming student should have immediate and equal access to all University-assigned furniture, room, and common spaces, such as but not limited to bathrooms, living rooms, and kitchens. A new resident may be assigned to a vacant space at any time.

3. **Respect for Health & Safety**

Students are required to follow federal and State of Florida laws and abide by policies ensuring the health and safety of the university residential community. In addition to the following policies, students are expected to abide by all university policies concerning weapons, alcohol and tobacco, controlled substances, illegal drugs, and fire safety as specified by the [Student Conduct Code](#).

a. Alcohol and Tobacco

- i. Alcohol is not permitted in a residence hall room when all residents living in the room are under the age of 21. A guest over the age of 21 may not possess or consume alcohol except in the residence hall room or apartment of their host who is over the age of 21.
- ii. Residents 21 years of age or older are not permitted to have containers of alcohol in the common areas of their assigned space or the residence hall (including, but not limited to, hallways, lounges, kitchens, bathrooms, and elevators). Residents over the age of 21 should store alcohol in their assigned bedroom.
- iii. Decorative alcohol containers (including but not limited to bottles, cans, bags, boxes, etc. that are modified or used for alternative purposes) are not permitted to students under the legal drinking age of 21.
- iv. Empty containers previously containing alcohol are prohibited in student rooms where no student is over the legal drinking age in the State of Florida. This includes, but is not limited to, empty alcohol cans, bottles, or boxes.
- v. Devices that promote irresponsible drinking (including, but not limited to, kegs, funnels, bongs, beer pong table, etc.) are not permitted in the residence halls.
- vi. Smoking is not permitted anywhere inside or adjacent to the residence halls. This includes the use of any tobacco, electronic, or vapor smoking devices. Florida State University campus is tobacco-free.

b. Dangerous Items

- i. Pocket knives with blades less than four inches in length and culinary knives used for their intended purpose are permitted in the residence halls. Swords, hunting knives, daggers, dirks, stiletto knives, machetes, axes, hatchets, and switchblades are not permitted in the residence halls.
- ii. Fireworks, sparklers, and any item designed with the primary intention of exploding, including but not limited to firecrackers, skyrocket, rockets, roman candles, and cherry bombs are not permitted in the residence halls.

c. Residential Fire Safety

- i. The possession or use of open flame, heat or element devices such as barbeque grills, halogen torch lamps, candles, and incense are not permitted within the residence halls or adjacent building courtyards. Wax warmers with melts and wickless candles are permitted if no open flame is present.
- ii. Objects such as, but not limited to, bookshelves, chairs, tables, and shopping carts cannot obstruct exits and hallways or cause potential fire hazards.
- iii. Motorized vehicles including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, and carts may not be operated, charged, or stored inside any residence hall. The storage and charging of motorized wheeled conveyances is prohibited in all buildings on campus per FSU-2.010 policy
- iv. Residents must not leave their food items unattended while cooking with appliances in any space at any time.
- v. Seasonal decorative items including, but not limited to, live trees, hay, and dried leaves are not permitted in the residence halls.
- vi. Items may not be hung from sprinkler pipes or sprinkler heads. Nothing can be covering or placed within 18 inches of a sprinkler head.
- vii. Flammable liquids, solvents, and any dangerous chemicals (including, but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) are prohibited from storage or use in any residential space. Personal-use lighters are permitted to be stored.
- viii. Power strips and surge protectors must be plugged directly into a wall socket. Students shall refrain from plugging power strips and surge protectors into other power strips or surge protectors.
- ix. Regardless of whether in the common area hallways or in the apartments/suites, all breaker boxes should be left visible and accessible. They should not be covered with decorations or blocked by other items.
- x. Any other device, element, or object that presents a fire hazard or other safety hazard is not permitted in the residence halls.

d. Building and Facility Safety

- i. Propping open doors or gates is prohibited.
- ii. Students are not permitted to be out on ledges, roofs, or outside of windows.
- iii. Students may not remove, alter, or tamper with door closures, peepholes, locks, or any item that obstructs entry or exit to any door within the residence hall room.
- iv. Screens must remain in windows at all times. Some window screens are affixed with a red plastic cord; students are prohibited from breaking this cord.
- v. Additional locks or any object that impedes ingress or egress may not be added to the room, closet, or suite bathroom doors.
- vi. Throwing or dropping objects from windows, balconies, and roofs is prohibited.
- vii. Tampering with, removing, modifying, or rendering inoperable any residence hall safety device (i.e., smoke detector, strobe lights, fire extinguisher, etc.) is prohibited.
- viii. If a student's room window requires a tool or key to open it, students shall not tamper with the locking mechanism to open the window.
 - ix. Windows may not be used as entrances or exits to and/or from student rooms or apartments.
- x. Students are prohibited from displaying any item in windows of on-campus residential facilities or from

placing any items in a window that obstructs access to the window. Curtains are the only item permitted to be hung from residence hall windows.

4. Respect for Facilities & Property

Students are required to abide by policies that ensure the successful operation of residential buildings and surrounding areas. Additional policies are defined in the [Student Conduct Code](#).

- a. Cooking in Student Rooms
 - i. Cooking appliances requiring more than 700 watts may not be used in student rooms.
 - ii. Any open element appliances such as toaster ovens, George Foreman grills, toasters, and electric frying pans may only be used in designated kitchen areas and should not be plugged in within residence hall bedrooms.
 - iii. The storage or use of household appliances including, but not limited to dishwashers, additional refrigerators, freezers, and personal washing machines is prohibited within the residence halls.
 - iv. All cooking areas should be cleaned immediately after use.
- b. Sports and general roughhousing are not permitted within the residence halls.
- c. Students are expected to respect university property. Students shall be financially liable for damages (due to mounted televisions, wall shelving, etc.), alterations (i.e., unauthorized painting of rooms), or removals that they cause (including damage caused by their guests) to residence hall rooms or buildings.
- d. Prohibited Items
 - i. Weights and weight benches are prohibited, except each resident may possess one set of dumbbells, with no individual dumbbell weighing greater than 20 pounds.
 - ii. Wired and wireless routers are not permitted anywhere within the residence halls.
 - iii. Cinder blocks are not permitted in the residence halls.
 - iv. The use of wheeled conveyances including, but not limited to, rollerblades, electric scooters, scooters, skateboards, or bicycles is not permitted in the residence halls.
 - v. University Housing reserves the right to confiscate any traffic control devices (including but not limited to traffic cones, arms, signs, etc.) until proper ownership of said item(s) can be determined. If it is determined that the item does not belong to the student, the University may charge the student in accordance with the [Student Conduct Code](#).
 - vi. Students may not be in possession of any university common area furniture, fixtures, or safety equipment, including exit signs.

Policy Violation Procedures

Policies have been developed to protect the rights and encourage the responsibility of residents and to maintain orderly conduct for the educational process of this institution. Such policies are incorporated in our Community Expectations, the University Housing Contract, the Florida State University's *Student Conduct Code*, and other agreements. A respect for the rights and privileges of others is the basic assumption of our educational mission.

Adjudication Procedures

Staff, students, and University Police record incidents of possible policy violations. Reports are referred to a conduct officer. Housing Staff will contact and schedule an appointment with students who have been documented for allegedly violating a policy. At the scheduled meeting, the conduct officer will inform the student of their rights

under the [Student Conduct Code](#) and a hearing body will be selected. If the case is heard administratively, the conduct officer will determine whether or not the student is responsible for a policy violation. The case may be referred to the Residential Conduct Board, in which case an appointment is scheduled for the student at a time selected based on the student's class schedule. Students found responsible for policy violations may be issued educational outcomes to follow or complete. If a student does not complete an outcome, a conduct hold may be placed on their student record. This hold will prevent a student from registering for classes and from obtaining transcripts.

Appeals

Appeal procedures protect the interests and rights of students found responsible for violations of university or housing policy. Appeal requests may be granted for the following reasons:

- *Process Review.* The proceeding was not conducted in accordance with established procedural standards or with bias or prejudice on the part of the hearing body. Such procedural errors must have substantially affected the outcome of the hearing.
- *Bias Review.* The proceedings were not conducted without bias or prejudice on the part of the hearing body. May include but is not limited to demonstration of a conflict of interest, or failure to objectively evaluate all relevant information.
- *Information Review.* The information presented in the proceeding does not support the finding of the hearing body that a violation of Code exists.
- *Outcome Review.* The outcomes are extraordinarily disproportionate given the nature of the violations and any aggravating or mitigating circumstances presented.
- *New Information.* New information exists that was not known to the individual appealing and could not reasonably have been known or discovered at the time of the original proceeding, and which would have substantially affected the outcome of the proceeding. This does not include statements from an affected/reporting individual or responding student who did not appear for a proceeding or hearing.

[Appeals](#) must be submitted to the Residential Student Experience Office within five business days after notice of the initial decision has been sent to the student. On appeal, the burden of proof rests with the student to show clearly that an error has occurred during the initial hearing process. The appellate review officer may affirm the decision or outcome(s), alter the outcome, remand or direct the hearing body to review their original decision, or order that a new hearing be conducted. Appellate decisions will be communicated after the appellate review. For more information on appeals, see [FSU's Student Code of Conduct](#).

Guardian Notification Letter

In situations where students have been found responsible for a violation of the Florida State University alcohol or other drug policy, students will be required to complete an action statement in part explaining the nature of the situation and circumstances that led to the violation. If the student is found responsible for a subsequent violation of the alcohol and other drug policy, a copy of this statement will be sent to the permanent address on record along with official notification from the University.

Notification may be sent to legal guardians of a student who is under 18 years of age, or financially dependent on their legal guardians, depending on the circumstances surrounding the incident. Legal guardians may also be notified of alcohol and other drug incidents for students under 21 years of age, regardless of financial dependency or resulting outcome.

Housing Contract Information

The University Housing Office is in the Askew Student Life Center. Staff are available to assist you with room assignments, billing, and other housing matters from 9 a.m. - 4 p.m., Monday through Friday. The telephone number is 850-644-2860. The full Terms and Conditions of the Housing Contract are available on our website: housing.fsu.edu.

Length of Contract

Submitting a housing contract and required advance payment commits the student to living in a university residence hall through the end of that contract term (i.e., Fall/Spring, Summer). The Housing Appeals Committee may release a student from the housing contract if there is a significant, documented, unforeseen financial hardship that is outside of the student's and their family's control that has occurred since the contract submission date. Information regarding Housing Appeals procedures is available from the University Housing Office. Inquiries can be directed to housing@fsu.edu.

Break Closings

The University Calendar as published in the University Bulletin specifies the date and hour the residence halls will close at the end of each term and at Spring Break. Failure to vacate at the specified time may result in disciplinary action. You do not need to remove all your belongings from the room during Spring or Winter breaks unless your assignment is changing upon your return. To avoid disturbing fellow residents during finals week, you are encouraged to leave the hall within 24 hours of your last exam.

Payment

The academic year contract obligates students to financial responsibility for the entire contract term. It is the student's responsibility to ensure satisfactory payment of housing fees. Housing fees may be paid in person at the Housing Office or at the Office of Student Finance from 9 a.m.- 4 p.m., Monday through Friday, or online at <http://fees.fsu.edu>.

Room Occupancy

Only those students assigned to a room may occupy the room. Residents may not sublet their rooms to another person.

Administrative Relocation/Termination

University Housing reserves the right to cancel, change, or terminate room assignments in the interest of order, health, discipline, disaster or maximum utilization of facilities, after due notice to the assigned students. Disregard for the rights, responsibilities and duties of others, as well as the creation of circumstances which could jeopardize life, limb or property, are conditions that are not acceptable in University Housing and may be cause for termination of the housing contract. For additional information regarding the Terms and Conditions of the Contract, please refer to the University Housing website at <http://housing.fsu.edu> or contact the University Housing office at 850-644-2860.

Room Changes

Contact the Head Staff of your building and submit a reassignment request on your Housing portal if you want to request to change rooms. Until a request is approved, students must remain in their current assignment. Students who make unauthorized room changes may be subject to disciplinary action and/or required to move back to their original assigned room. All approved changes will be communicated in writing by University Housing.

Entering Rooms

Authorized university personnel may enter student rooms for regular health and safety inspections and for

maintenance purposes. Staff may also enter rooms when a reasonable belief exists that a welfare check is needed or that the room is being used for an illegal purpose or for a purpose that would interfere with discipline and/or personal safety.

Florida State University Equal Opportunity and Non-Discrimination, and Non-Retaliation Policies

Florida State University is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, volunteers, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes.

In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, the University strives to create and maintain a harmonious, high-performance work and educational environment. Conduct that discriminates, harasses, or intimidates by threat is contrary to our commitment. Further, workplace behavior that is disruptive to the operations of the University or that impairs workplace discipline interferes with this mission.

University leadership expects all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, and trust, free from discrimination, harassment, or retaliation.

The University will continue to reinforce its commitment to non-discrimination to all groups protected by local, state, and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve. The University further recognizes that discriminatory or harassing behavior may create an intimidating or hostile environment that interferes with the University's mission. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate. For more information, students are encouraged to review their respective General Bulletin PDFs located on [FSU's University Registrar page](#).

Anti-Sexual Misconduct Policy

Sexual misconduct is contrary to Florida State University's ("FSU" or "University") mission and vision, the State University System of Florida's regulation BOG 6.0105, Title IX of the Education Amendments of 1972, and the Violence Against Women Act (VAWA) Amendments to the Clery Act. The University is committed to providing and maintaining programs, activities, and an educational, work, living, and social environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity on the basis of any protected category, including sex, pregnancy, sexual orientation, gender identity, or gender expression. The University strongly promotes the involvement of everyone, regardless of status with the University, in making FSU a safe and welcoming environment. For the University to address situations of sexual misconduct, individuals should promptly report an incident. All students are encouraged to read the full text of the University Policy located on [FSU's Title IX Signed Statement page](#).



Go 'Noles!

University Housing housing@fsu.edu

(850) 644-2860
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