

## **Glossary**

The following is a compendium of procedures, policies, and regulations for students living in campus housing. It is by no means complete, and should not be viewed as such. Residents agree to abide by these policies as part of the terms and conditions of their residence hall contract. Such rules and policies may be added or changed during the term of the residence hall contract. This section describes the terms and conditions of the residence hall contract as well as policies and regulations related to day-to-day life in a residence hall community.

### **Abandoned Property**

Any personal property, such as bicycles, refrigerators, chairs, desks and televisions left or abandoned by a resident or his/her guest in a residence hall (including common areas), unless claimed within 30 days, shall be deemed the property of the University. The University may use, dispose of or sell the personal property after no claim has been made for it within 30 days. The resident agrees to absolve and hold the University harmless for any damage or claim for the abandoned property due to the damage, destruction, disposal or sale of such personal property.

### **Air Conditioners**

Only University-owned air-conditioning units may be used in the residence halls. Personal air-conditioning units are prohibited due to electrical circuit limitations. Modifications to the room such as ceiling fans are not permitted.

### **Alcohol**

No person under 21 years of age may possess or consume alcoholic beverages. In addition, no person of any age may possess open containers, or consume alcoholic beverages in public areas of the residence halls, including hallways, dining rooms, balconies, lobbies, lounges, recreation or TV rooms, stairwells, or bathrooms. No person of any age may manufacture, sell, or distribute alcoholic beverages in the residence halls or adjoining property outside of the residence halls.

### **Assault/Battery**

Physical violence (including threats or attempts of suicide) or conduct that threatens the health and safety of one's self or any other person in or around the residence hall community will not be tolerated. For more information, see the UA Code of student conduct, HRC Community Living Standards, and Resident Rights and Responsibilities.

### **Sexual Assault**

Sexual assault, in its various forms, is defined under the University of Alabama's policy: University Response Plan for Incidents of Sexual Assault Involving UA's Students. In compliance with state law, sexual assault and sexual misconduct are prohibited. For valuable information for a victim, an accused, a support person or any University personnel involved with a sexual assault, please read the University's response plan in its entirety:

## Sexual Assault Policy

### A. Commitment

The University of Alabama is committed to maintaining a supportive and safe educational environment, one which seeks to ensure the well-being of all members of its community. This commitment reflects the institution's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. To that end, the University has adopted the following sexual assault policy.

### B. Definition

Sexual Assault is defined for purposes of this policy as:

1. Any form of attempted or actual nonconsensual sexual contact by a member of the University community, whether such person is known or unknown to the victim, against another member of the University community.
2. A person shall be deemed not to have knowingly and/or voluntarily consented within the meaning of this policy if, at the time of the attempt or of the sexual assault, the person is incapable of giving consent because of mental incapacitation, physical impairment, alcohol or drug consumption, or loss of consciousness.
3. For the purposes of this policy, "sexual contact" shall mean any touching of the sexual or other intimate parts of a person, done for the purpose of gratifying the sexual desire of either party.

### C. Reporting Process

The University strongly encourages individuals to report sexual assaults to the appropriate law enforcement agencies and University officials. Reporting an assault is the only effective way that action can be taken against the alleged attacker. Victims are encouraged to use the following procedures:

1. Individuals should first contact the University Police or local police authorities. Both agencies may be reached by calling Emergency 911.
2. Individuals may also contact the following University administrative offices for assistance:
  - a. The Women's Center (348-5040)
  - b. The Office of Student Life (348-6114)
    - (1) On-call dean

(2) Assistant Vice President for Student Affairs:

Dr. Kathleen Cramer (348-8228)

D. University Disciplinary Process

The University of Alabama is committed to providing an investigative hearing process that is sensitive, fair, supportive, and respectful of the rights and needs of all involved. To the extent not already provided for by existing disciplinary procedures, the complainant and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; both the complainant and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. As provided by existing University disciplinary procedures, under appropriate circumstances, interim measures may be taken to provide for the safety of the complainant, of the accused and of witnesses. University disciplinary procedures and possible sanctions are described in the Code of Conduct in the Student Handbook, University Staff Handbook, and the University Faculty Handbook.

E. Medical and Counseling Support Services

It is very important for victims of sexual assault to obtain immediate medical care following a sexual assault, whether or not the sexual assault is reported, to ensure the victim's well-being and to document, collect and properly preserve physical evidence of the assault.

1. In addition to care of obvious injuries, medical attention is needed to protect the victim from sexually transmitted diseases or the possibility of pregnancy. Immediate medical attention can be received at the nearest local hospital emergency room. In order to preserve physical evidence of the assault, victims should not change clothes, bathe, douche, or use the toilet before seeking medical care. The Russell Student Health Center can provide students with assistance and information concerning other medical resources available.

2. Confidential counseling for student victims of sexual assault is available through the University's Counseling and Psychological Services Center. CAPS and the Women's Center can also provide referral information for students, staff and faculty to other community resources.

F. Women's Center Sexual Assault Victim Advocate

The University of Alabama Women's Resource Center provides a Sexual Assault Victim Advocate Program. This program provides needed support in a time of crisis to victims of sexual assault. The advocate will help victims, their families, and friends by providing information and support. If requested by the victim and if reasonably available, the University will provide modifications to living arrangements for the victim, if residing in University housing. Also, if requested by the victim and if reasonably available, rearrangement of academic class schedules for the victim may be provided. The Women's Center Sexual Assault Victim Advocate can be contacted at 348-5040.

## G. Educational Programs

The University of Alabama is committed to providing preventive, informative, and supportive programs for all members of the University community. Campus-wide programs coordinated by the Women's Center are designed to increase safety awareness, develop self defense techniques, improve communication skills between women and men, help prevent acquaintance and stranger rape, build self-esteem, and provide information on steps to take in the event of a sexual assault.

### **Bicycles**

Bicycles may be stored in student rooms and in the rack areas provided in close proximity to each residence hall and/or designated storage inside some Residence Hall stairwells. Bicycles are not permitted in other areas of the residence halls such as commons rooms, bathrooms, hallways, stairwells, study rooms, and entrances. Additionally, bicycles may not be parked, stored, or chained to any tree, bush, plant, electrical fixture, signpost, railing, public seating fixture, or emergency safety device. In compliance with campus fire regulations, bicycles found in unauthorized areas will be removed without warning, and the owners will be required to pay removal fees in order to recover them. The University is not responsible for damage to bicycles or devices used to secure them.

The University of Alabama Police Department offers a cost-free registration for bicycles stored or traveling on campus. This free registration can aid in the identification of lost or stolen bicycles and also enables the University to plan for improved bicycle parking facilities.

### **Bomb Threats**

In the event of a bomb threat in the residence hall(s), residents will be required to evacuate the building(s) immediately. The building(s) should remain evacuated until residents are instructed to return by either the Police or a University Official who has been instructed that residents may return.

### **Cable**

All residence hall rooms are equipped with a cable television outlet, providing basic cable. For specific problems with cable: contact Carol Boshell at 348-5799 or [cboshell@fa.ua.edu](mailto:cboshell@fa.ua.edu).

### **Internet/Computer Network**

Residents of campus housing who register for Ethernet connectivity agree to abide by the Academic and Technology Networks (ATN) Acceptable Use Policy. For specific information on the University of Alabama's policies regarding campus network use, please contact the HelpDesk at 348-HELP (4357) or [help.desk@ua.edu](mailto:help.desk@ua.edu). Misuse or tampering with an Ethernet connection is also a violation of these Community Living Standards.

## **Cancellation of Housing Contract**

Cancellation of the housing application (prior to when the residence halls officially open) or housing contract (after the residence halls officially open) is required in writing to Housing and Residential Communities. You may cancel your housing application in person at the Assignments Office located in the Burke East Housing Office or in writing at Department of Housing and Residential Communities, Assignments Office, CB #870399. Students are responsible for all cancellation charges and damages.

Students who defer payments through Financial Aid are responsible for any cancellation penalties assessed. Typically, Financial Aid does not cover cancellation penalties; therefore, students are individually responsible for assessments made to the student account.

## **Cancellation Penalties**

HRC retains all rights to accept or reject requests for contract cancellation. Cancellation of the housing application (prior to when the residence halls officially open) or housing contract (after the residence halls officially open) is required in writing. Notifying other University departments cannot affect cancellations. To cancel your housing application, please e-mail [housing@sa.ua.edu](mailto:housing@sa.ua.edu). You will be notified if more information is needed, e.g., documentation of withdrawal from school.

Students who defer payments through Financial Aid are responsible for any cancellation penalties assessed. Typically, Financial Aid does not cover cancellation penalties; therefore, students are individually responsible for assessments made to the student account.

- Prior to July 1: If cancellation of the application occurs prior to July 1, you will forfeit your \$25.00 non-refundable application fee.
- After July 1 and before the residence halls officially open: If cancellation of the application occurs after July 1, 2008 and prior to when the residence halls officially open, you will forfeit your \$250.00 application fee and prepayment and be assessed a \$250.00 cancellation charge.
- After the residence halls officially open: After the official opening date of the residence halls or taking possession of the room, whichever first occurs, the Occupant will be responsible for prorated rent and a \$250 cancellation charge until the end of the semester, plus forfeiture of any remaining prepayment. This cancellation charge is payable as liquidated damages, and not as a penalty.

## **Check-out Procedures**

As residents vacate their room either at the end of the academic year or based on a contract cancellation, proper checkout procedures must be completed to avoid additional charges. Residents who do not complete checkout procedures at their Community Office may continue to be held responsible for all room charges until their checkout date is officially recorded by residence hall staff.

## **Complaints/Concerns**

If you have a complaint or concern that you would like to bring to our attention, please send an email message to (housing@sa.ua.edu). You should expect a reply within 48 hours. For more personal attention, please contact the Community Office that serves the residence hall or apartment in question. You can also reach the central housing office at (205) 348-6676.

## **Common Area Space Utilization**

Residence hall common areas may be reserved, on a priority basis, by residents of the hall. Individual residents and resident groups may sponsor and hold functions in some common areas of the halls. Lounges should be reserved in advance in accordance with specific building policies. Events scheduled by resident staff and residential academic programs will be given priority for programming and/or classroom space. All space is reserved on a “space available” basis at each area’s Community Office.

Sponsors of events or programs are responsible for primary clean up, including bathrooms, if necessary. If the area is not cleaned, or is not cleaned to match its original condition, sponsoring groups may be assessed cleaning costs at the prevailing custodial rate. Sponsoring groups may also be assessed for damages to the building and facilities resulting from use of public space.

## **Community Billing**

In public areas of residence halls, including, but not limited to lounges, student rooms, hallways, kitchens, elevators and bathrooms, the replacement or repair costs for damages are assessed to an individual when responsibility can be determined. However, when individual responsibility for damages cannot be determined, the residents of a floor, suite, wing, or entire hall are collectively responsible for the repair or replacement costs. Damage assessment notices are posted to the Occupants’ student account after proper checkout procedures have been completed and/or damage charges are assessed.

## **Contract Cancellation (Non-disciplinary)**

Housing contracts are issued for the entire academic year (fall and spring semesters) for students entering in the fall. Students entering in the spring semester are issued contracts for the spring semester only. Residents may not cancel their residence hall contract to move to another facility not operated by Housing and Residential Communities, such as private off-campus housing, or fraternity or sorority.

The University may terminate the contract on non-disciplinary grounds when a student:

1. signs a contract in advance of enrollment and then becomes ineligible to enroll, or does not enroll in the University;

2. withdraws from the University or otherwise becomes ineligible to live on campus before the contract expires;
3. has documented health or psychological reasons or change in financial circumstances that necessitate the termination of the contract; or
4. leaves Tuscaloosa during the term of the contract to pursue a study abroad program or off-campus internship.

Students whose contracts are terminated on grounds described above will have 2 days or a specified date and time set by the Housing hearing officer to vacate the premises after notification of contract termination is provided in writing. Terminations initiated by residents even for these reasons are not automatic and require that the process below is followed.

The University and the student may terminate the contract by mutual agreement for compelling extenuating circumstances. All requests to cancel contracts must be submitted in writing. The Executive Director of Housing and Residential Communities or designee must approve all requests for cancellation in writing. No other member of the housing staff may cancel a contract, and Housing and Residential Communities will not be liable for promises or actions of any non-authorized staff member regarding contract regulations.

Reasons that may support a contract cancellation generally fall under three categories: medical circumstances; financial hardship not present or known at the time of contract signing; and special or mitigating factors also not known at the time of contract signing. In presenting these circumstances, residents must make a reasonable case that their concerns cannot be alleviated by relocating to other residence hall accommodations.

The contract is also cancelled when a resident withdraws from the University. However, residents withdrawing from the University must follow the separate withdrawal procedures of their school or college **and** submit a request for contract cancellation to Housing and Residential Communities. The resident is responsible for all room charges according to the published contract cancellation charges until the date of checkout, regardless of the date of withdrawal from the University.

### **Damage Assessment**

Charges will be assessed for students who are responsible for damage to a room or to any part of a residence hall throughout the term of the contract. Residents may be billed directly for repairs, cleaning, furniture replacement, lost or non-returned keys or other Housing-supplied equipment. End-of-semester damage assessment notices are mailed to the resident's forwarding address. Students must respond within (14) days to appeal any of the charges. In public areas of residence halls, including but not limited to lounges, hallways, kitchens, elevators and bathrooms, the replacement or repair costs for damages are assessed to an individual when responsibility can be determined. However, when individual responsibility for damages cannot be determined, the residents of a floor, suite, wing or entire hall are collectively responsible for repair or replacement costs. This action of collective billing is implemented by the Community Director or Associate Director of Housing Operations.

Damage assessments are billed to the resident's Student Account. Please refer to the damage charges and related assessments provided on the Room Condition Report for specific charges.

## **Decorations**

When decorating exterior room doors or common areas, Housing and Residential Communities requires that residents avoid posting materials that may be considered offensive to fellow residents or guests.

Decorations such as live-cut trees, paper, streamers, and strings of lights may obstruct traffic and may potentially be a fire hazard and are not permitted in hallways and suite corridors. Hallway and suite decorations may be placed on resident room doors, bulletin boards, and in staff approved spaces. Lobby and lounge decorations must be approved through the Community Director and must meet all of the decorating guidelines below.

### **DECORATING GUIDELINES**

Decorations may not be placed within two feet of a fire protection system component (i.e. manual pull station, smoke detector, bell/horn/strobe, sprinkler, fire extinguisher, exit sign, emergency lighting, or any egress doorway). Artificial trees, plants, and flowers labeled as flame retardant or fire resistive may be used.

Room and exterior room door decorations and wall hangings may only be hung with non-damaging materials or removable hangers and must not cover more than one third of the total door or wall space. Adhesive tape, staples, adhesive holders, brackets, tacks, and nails are not to be used on the walls, woodwork, floors, or ceilings. Any damage incurred during the decoration process will be charged to individual residents, group, or through community billing.

The following materials are prohibited:

- Bamboo
- Candles or other open flames
- Confetti (loose, in large quantities)
- Corn stalks or husks
- Cotton batting
- Cloth drapery (other than flame retardant)
- Crepe paper decorations (other than flame retardant)
- Dried vines
- Dry moss
- Flammable powders or liquids
- Foam or plastic materials (including packing "peanuts")
- Dried leaves
- Paper streamers
- Plastic sheeting
- Sawdust
- Straw or hay

- Tumbleweeds
- Wood bark, mulch or shavings
- Smoke machines

## **ELECTRICAL GUIDELINES**

Extension cords must be of heavy gauge and must be three-pronged. No lighting or decorations requiring electrical hookup is permitted in hallways, stairwells, or any space outside of a resident's room.

## **Destruction, Damage or Tampering with Property**

Destruction, damage or defacement of University, vendor, or other residents' property in the residence halls is prohibited. This behavior encompasses any type of vandalism, including writing or spray painting graffiti on an internal or external surface.

## **Drugs/Drug Paraphernalia**

All federal, state, and local laws regarding illegal drugs will be strictly enforced. Specifically, the transport, possession, possession with intent to deliver, delivery, manufacture, purchase, sale, distribution, or use of illegal drugs or controlled substances is prohibited. Prescription drugs must be taken by patients for the intended use and in the prescribed manner as directed by their physician. In addition, possession of drug-related paraphernalia (e.g., bong, hookah pipe or roach clip) is prohibited. For specific information on the University of Alabama's policies regarding illegal drugs, please see the Community Living Standards.

## **Early Arrival**

Students who are participating in University-affiliated activities prior to the official start date of the housing contract may be permitted to move into their permanent room assignment with approval from Housing and Residential Communities.

## **Electrical Appliances**

Residence halls must comply with University policy, which restricts each individual residence hall room to 1800 watts usage at any time. In addition, no single appliance can exceed 1000 watts of usage. Residents can use approved appliances, stereos, lights and other electrical devices, but it is up to the residents of each room to decide how they wish to use their wattage. Because of the fire hazard they represent, all two-prong extension cords, plug adapters, and halogen lamps and bulbs are prohibited. Residents using extension cords must use grounded three-wire extension cords and/or surge protectors. Space heaters are prohibited for use in residence hall rooms. Residents must report all electrical problems experienced in their rooms (e.g., tripped circuit breakers) to the Resident Advisor or the Community Office.

Residents are encouraged to use appliances that are in good repair and functioning safely. Generally speaking, appliances that have an exposed heating element or exposed heating coil are not approved for use because of the potential for fire if something comes in contact with it.

Additionally, appliances that can generate enough heat to bring oil to a boil are not permitted, again for their potential to cause a fire. The list below is NOT exhaustive, but does list some examples of appliances that have been approved for use in the residence halls as well as examples of the appliances that are not permitted. Some of the appliances listed below as prohibited have been determined to present unacceptable fire safety hazards. Residents will be held financially and contractually responsible for damages incurred by use of prohibited items or unsafe use of permitted ones.

If you have questions about a specific appliance, please contact your Community Director or email us [housing@sa.ua.edu](mailto:housing@sa.ua.edu) with your question.

### **Approved**

blender  
can opener  
food processor  
coffee maker  
crock pot  
electric mixer  
toaster  
small refrigerators\*  
(2' x 3' x 1'-6 cubic feet)  
\*all rooms & suites are provided  
a microwave & a refrigerator.

### **Not Approved**

air conditioner (personal)  
ceiling fan  
deep fat fryer  
electric crepe maker  
electric fry pan  
electric griddle  
electric grill  
electric hamburger cooker  
electric space heater  
electric waffle iron  
electric wok  
fog and smoke machines  
halogen bulbs and lamps  
hot oil popcorn popper  
hot plate  
indoor grill or broiler  
slow cooker/grill convertible  
space heaters  
toaster oven  
  
George Foreman Grills

### **Eligibility to Live in Campus Housing**

Undergraduate and graduate students are eligible for campus housing; preference is given to incoming freshmen and current residents. Students must be registered for at least 12 credit hours and for graduate students registered for at least 9 credit hours.

## **Excessive Noise**

Excessive noise is defined as any noise that can be heard outside of the residence hall room from which it originates. Residents are encouraged to be respectful of other residents' rights and to be responsible in maintaining a reasonable noise level. See quiet study hours for more specific guidelines regarding noise.

Amplified instruments are not permitted in residence hall rooms at any time. Residents should see their Community Director regarding space in the hall where they may use amplification equipment. Placement of sound equipment in windows is prohibited.

## **Extenuating Room Changes**

The University may require residents to move to other accommodations in University-owned and operated facilities if it is determined by Housing and Residential Communities to be in the best interest of the resident and/or other occupants of the residence hall community to do so. In any case, efforts will be made to offer comparable accommodations. A move may, however, result in a room rate change for which residents are responsible. Room changes will occur within a time frame determined by Housing and Residential Communities.

## **Exterior Doors (Propping)**

Any behavior or action that inadvertently causes or could reasonably cause life threatening physical injury or serious property damage is prohibited. For example, propping open exterior doors creates a potential unauthorized entry, promoting an unsafe living environment, and is prohibited.

## **Failure to Comply**

Failure to comply with verbal, written, or published instruction by Housing and Residential Communities staff, when such officials are working within the appropriate performance of their duties, is prohibited. Excessive abusive language or other behavior which is threatening and directed toward University staff, including resident staff, is prohibited and subject to disciplinary action. Additionally, residents are required to present proper University identification to University staff in a cooperative manner when requested.

## **Firearms, Firecrackers and Weapons**

The storage, possession or use of any type of firearm, fireworks, firecracker, explosive material or dangerous weapon in the residence halls or surrounding vicinity is strictly prohibited. This list includes, but is not limited to, rifles, shotguns, pistols, blow guns, air guns, bows and arrows, B-B guns, knives and tools of the martial arts. Failure to observe these regulations may result in arrest, disciplinary action and/or termination of the housing contract.

## **Fire Safety**

Fire safety and prevention is of paramount importance in a residence hall living environment. The responsibility for this safety rests with each resident living in the hall. Starting a fire, pulling a fire alarm without due cause, tampering with smoke detectors, falsely reporting a fire emergency to police or fire department, and the unauthorized use or damage done to any emergency or safety equipment, are all prohibited. These are considered serious violations because of the risk they pose to the residence hall community.

- **Evacuation**

In the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately. Residents must remain outside until the "all clear" signal has been given. Interference with or non-adherence to emergency evacuation procedures in a residence hall is prohibited. Balconies, hallways and stairwells must have a clear passage at all times.

- **Fire Hazards**

It is prohibited to keep any item, including room decorations that may pose a fire hazard in a residence hall room. These items include, but are not limited to, any open flame source or flammable liquid (e.g., oil lamps, candles, hookah pipes, incense, gasoline, natural cut trees, branches, or greens, and halogen lamps and bulbs. (See Electrical Appliances for more information.)

- **Celebratory Candles, Incense, and Hookah Pipes**

Any item requiring an open flame is not permitted in the residence halls and apartments. This includes items such as celebratory or decorative candles (with or without wicks), incense, and hookah pipes.

## **Furniture**

All furniture in public areas and residence hall rooms is University property. It is not to be removed for use in spaces other than its original location. Damaged or missing furniture in residence hall rooms will be billed to the residents. Damaged or missing furniture in public areas may be subject to Group Damage Charges to all the residents of the floor or building. Waterbeds are not permitted in the residence halls. Beds may be bunked according to the specifications outlined by Housing and Residential Communities.

## **Gambling**

In accordance with the laws of the State of Alabama, gambling is not permitted in the residence halls. The sponsoring of raffles is also not permitted.

## **Group Damage Charges**

In public areas of residence halls, including but not limited to lounges, hallways, kitchens, elevators and bathrooms, the replacement or repair costs for damages are assessed to an individual when responsibility can be determined. However, when individual responsibility for damages cannot be determined, the residents of a floor, suite, wing or entire hall are collectively

responsible for repair or replacement costs. This action of collective billing is implemented by the Community Director or the Associate Director of Facilities.

## **Guest Policy**

The Guest Policy is designed to protect the rights of all residents and to ensure that all residents enjoy a safe and comfortable living environment. The Guest Policy states:

- The roommate's rights to privacy, sleep and study take precedence over the rights of a host to have a guest. The host must have approval from the roommate to have a same sex guest.
- A guest's stay is limited to no more than 48 consecutive hours.
- The host is responsible for his/her guest and must escort his/her guest in the residence halls at all times.
- Guests of the opposite gender must use the appropriate suite/floor bathroom. A public restroom is available in most buildings.
- A guest may stay or sleep only in his/her host's room.

## **Guidelines for Distribution of Printed Materials**

Rationale: Common area bulletin boards in the lobby of each residence hall and designated bulletin boards managed by the Resident Advisors are provided to accommodate the distribution of printed materials to allow students living in the residential communities to be informed concerning campus activities and events. Distribution guidelines have been established to respect the privacy of residents living in campus housing and also provide efficient and effective use of time spent by Resident Advisors responsible for developing community and serving as university resources.

Following are guidelines for the distribution of any printed materials from University-sponsored groups, University-affiliated groups, and nonaffiliated groups.

- University-sponsored and University-affiliated groups may submit materials directly to Housing and Residential Communities in Burke Hall. Groups and individuals are not permitted to post materials directly to residence hall bulletin boards; instead, only Housing and Residential Communities staff is authorized to post materials. Materials from nonaffiliated groups are not posted in the residence halls.
- Flyers and other materials for posting will not be permitted for distribution from Community Offices unless an exception is made by the Executive Director of Housing and Residential Communities or designee.
- Unless information is classified as an emergency or urgent we will require at least two business days for materials to be posted.
- University-sponsored and University-affiliated flyers will minimally be posted on one designated bulletin board in the residence hall.

- Flyers must be dated and should include contact information including name and telephone number of the individual or sponsoring organization. Flyers that are not approved or dated will be removed.
- Flyers may be provided for each hall or for each Resident Advisor (RA). A maximum of forty-five (45) copies are necessary to post one flyer in each residence hall. A maximum of two hundred (200) copies are necessary to provide one flyer for each Resident Advisor. Specific quantities are included as an attachment with these guidelines. Flyers will be posted for a maximum of 14 days.
- Announcements (meetings, birthdays, etc.) using any media (chalk, paint, etc.) on residence hall property are prohibited. This includes, but is not limited to walls and sidewalks. Individuals will be charged accordingly for any damages/clean-up costs incurred as a result of improper posting. Violators will be tracked by Housing and Residential Communities and posting privileges may be revoked.
- Materials for distribution should be no larger than 11" x 17" in size. Materials larger than this will be posted only as space permits.
- At no time are materials to be posted on residence hall doors or walls or on the entrance doors unless the materials are designated as an Emergency or Urgent Information Notice.

**Residence Hall Association.** Special consideration is provided for flyers and information provided by the Residence Hall Association. In buildings where common area bathrooms exist, postings may be placed in these locations. In buildings that do not feature common area bathrooms, the Community Director or Residence Hall Director and RHA representative will designate locations for RHA publicity.

### **Materials for Individual Distribution**

Rationale: Housing and Residential Communities staff members do not have access to campus mailboxes and therefore, individually addressed items require special handling. Any materials addressed to individual residents will be made available in common areas for residents to pick up. Distribution guidelines have been established to respect the privacy of residents living in campus housing and also provide efficient and effective use of time spent by Resident Advisors responsible for developing community and serving as university resources. The following are guidelines for the individual distribution of any printed materials from student organizations, university departments, and agencies. These materials must be sorted and bound for distribution.

- All materials to be distributed should be sorted, bound, and labeled by residence hall. This includes unique items such as door hangers.

- All materials will be delivered to the residence halls and placed in the resident advisors mailbox for distribution. Resident Advisors should deliver materials the day they are received.
- Miscellaneous bulk items (flowers, candy, valentines, etc.), individually addressed, will be placed in a common area for pick up.
- Bulk materials for individual distribution other than Emergency, Urgent Information, and official Housing and Residential Communities notices will not be delivered during the last three weeks of each semester.

### **Emergency or Urgent Information Notices**

Rationale: At various times during the academic year it may be necessary to post emergency or urgent information notices. Many times this will require a special effort to ensure notices are posted quickly and in prominent locations. In some instances, notices will be posted outside of residence hall doors, walls, or entrance doors. Placement on entrance doors should not impede visual sight lines.

- Emergency notices are distributed to the residence halls from Housing and Residential Communities
- *All notices should be posted immediately upon receipt from Housing and Residential Communities*
- Notices are to remain posted until the Community/Residence Hall Director is given authorization to remove the flyers or the emergency situation is resolved.

### **Harassment and Threats**

Harassment, defined as any physical force, violence or other behavior (such as threats) that interfere with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities, and causes the person to have reasonable apprehension that such harm is about to occur, is strictly prohibited. This includes, but is not limited to, harassment in person, harassment by an accomplice, and harassment by the use of technology such as the telephone, voice mail, answering machine, fax machine, computer email, or other electronic communication media. Harassing behavior also includes threats or damage to another person's property, with the purpose or effect described above.

### **Health & Safety**

Health and Safety Inspections are intended to assure residents are promoting a clean and well-maintained living environment. As a member of the UA community Housing and Residential Communities students are responsible for promoting and maintaining a safe and secure environment in the residence halls. Scheduled health and safety inspections of residence hall spaces are performed by a University staff member periodically throughout the year.

## **Holiday and Break Periods**

All halls, except those designated by the Department of Housing and Residential Communities, are closed during official University holiday periods (spring, Thanksgiving and the semester break). Students who need housing accommodations during this period of time are encouraged to seek housing with friends or off campus alternatives. Students who do not have other housing alternatives will be accommodated in temporary housing, which will consist of multiple students assigned to one of the campus apartments and an additional charge will be assessed. Details and procedures about temporary housing arrangements during break periods are published prior to each break period. In addition, students are required to vacate the premises within 24 hours after completion of their last scheduled examination during final examination week or by the official closing time and date of the residence hall, whichever is earliest.

During the times that the residence halls are closed for break periods, entry by residents is prohibited. If emergency access is necessary during office hours, students should contact Housing and Residential Communities at (205) 348-6676 or the UAPD at (205) 348-5454 and request to speak with the Residential Communities staff on duty.

## **Housekeeping**

Each residence hall community has a housekeeping staff that works to provide a pleasant living environment. Students are responsible for the cleanliness of their own rooms and are encouraged to support the housekeeping staff by disposing of trash and leaving all public areas in clean condition. You may not leave personal trash or pizza boxes in any public areas. Public areas include lounges, kitchens, hallways, hall/suite bathrooms, study rooms, stairways and lobbies. Problems with residents not leaving these areas reasonably clean after use may result in billing charges to floor residents for additional cleaning. Residents should contact their Community Director or call the Housing office at 348-6676 if they have a housekeeping problem.

## **Illegal Entry/Trespassing**

Unauthorized entry into any Housing and Residential Communities property, including restricted access areas of residence halls, is strictly prohibited. These areas include, but are not limited to, any place that is officially closed, restricted only to designated persons (including other residents' rooms), or where the safety and welfare of residents could be endangered.

## **Keys**

Each resident is issued a key when checking into the residence hall. Unauthorized use, possession, or duplication of residence hall keys is strictly prohibited. Residents are encouraged to carry their keys at all times and to avoid losing or misplacing them.

Lockouts. Resident Advisors (RAs) do not provide key access for residents' rooms. Residents who are locked out of their rooms may borrow a key, at no cost, up to three times per academic year from the Community Office. The key must be returned to the office within 24 hours. Failure to do so will result in a lock change at the resident's expense. After the fourth time of borrowing

a key, a lock change will automatically be requested for the resident's room. The charge for the lock change (re-key) will be assessed to the student. To ensure security, any lost key must be reported to the Community Office immediately. A lock change then will be requested and the cost will be assessed to the student. At the end of the year, residents must return keys to the Community Office, or they will be billed a replacement charge.

### **Kitchens**

Some Residence Halls have a community kitchen equipped with an electric range, microwave, sink and food preparation area. Residents use their own cooking utensils in these kitchens and are responsible for keeping these areas clean after use.

### **Laundry Facilities**

For your convenience, Action Card-operated laundries are located in most of the residence halls. Residents are expected to help keep the laundry rooms clean and report any malfunctioning machines to the Housing Office at 348-6676 or for washer/ dryer problems call MacGray 1-800-622-4729. Laundry View, an online interactive laundry website shows the current usage of many of the largest laundry facilities in the Residence Halls. You can access it with the following link: <http://laundryview.com/lvs.php>.

### **Residence Hall Access**

All campus residence halls are on a 24-hour limited access policy. This means access is restricted to living areas of the building 24 hours a day. Residents' room keys or card access exterior doors in the building in which they reside. In multi-building communities, residents' keys will access other buildings in the same community where community services are located (i.e., laundry, community desk, etc.). Residents are strongly urged to carry their keys at all times and to lock their doors when they are not in the room.

### **Lofts**

Lofts are not permitted in any of our buildings unless the lofts are provided by University Lofts or have been approved prior to construction by the Associate Director of Housing Operations and the Director of Environmental Health and Safety.

### **Lounges**

All residence halls have some type of lounge and/or recreational facilities that are typically furnished with couches, chairs, tables, and televisions. Residents and hall staff frequently use these areas for meetings, programs, studying and socializing.

### **Maintenance**

See work order requests

## **Pest Control**

See work order requests

## **Work Order Requests**

Problems with air conditioning, heat, locks and/or leaks that occur after 3:30 pm and on weekends see your RA, or the resident manager. Contact your area desk for the telephone numbers to call.

Name  
Residence Hall and Room Number  
Telephone Number  
Request (Please Be Specific)

Your request will be reported to the proper personnel, and repairs will be made as soon as possible. If you have a maintenance emergency after hours, contact your Resident Advisor or the Community Office immediately. These requests may be submitted online by...

## **Motorcycles/Mopeds**

Licensed motorcycles, mopeds and motorbikes may only be parked on campus in designated motorcycle parking areas. Motorcycles, mopeds or motorbikes may not be parked or stored inside of a residence hall, on walkways, on access ramps, or under the framework of a residence hall. Any motorcycle, moped or motorbike parked in violation of the aforementioned restrictions, or considered abandoned, lost or stolen is subject to impoundment by the University.

## **Network Access**

All residence hall rooms are wired for one cable TV, one telephone and two computer network connections. With an Ethernet-equipped computer plugged into the in-room data port, students can reach library catalogs, send e-mail, surf the Internet and check your professors' web pages for future assignments. Students can also access the campus network from their computers in several campus residence halls. Students should contact any of the Network and Computing Support team members at the Help Desk at 348-HELP.

## **WIRELESS NETWORK ACCESS**

Although residents need an Ethernet cable for internet access in most residence hall rooms, all halls have common areas that offer wireless access, including living/game rooms and laundry rooms.

## **Parking Services**

Location:

Student Services Center, Room 103

Office Hours

Monday thru Friday, 7:45 a.m. until 4:30 p.m.

Telephone

(205) 348-5471

### **Personal Property Liability**

The University does not insure student belongings and is not liable for loss or damage. Students are encouraged to check with their family's insurance provider to determine how their homeowner's/apartment dwellers policy might cover their personal property. If this coverage is not provided, students may wish to consider obtaining personal renter's insurance.

### **Pets/Aquariums**

Pets are prohibited in the residence halls. The only exception to this policy is fish. Students having a prohibited pet will be asked to remove it. If the pet is not removed within 24 hours, disciplinary action will be taken. Additionally, the student may be assessed for any pest control or cleaning costs. Residents are permitted to keep fish in their room providing: (a) the fish tank size does not exceed 10 U.S. gallons; (b) all residents of the room agree to having a fish tank in the room; and (c) all appropriate precautions are taken to ensure that the electrical connection to the fish tank is safe.

NOTE: This policy does not apply to persons with a disability that require the use of a service animal. If you require the use of a service animal, approval from the Office of Disability Services must be submitted to Housing and Residential Communities.

### **Quiet Study Hours**

During this time, stereos, radios, televisions, computer games, musical instruments and conversations must be kept at levels that will not interfere with the study or sleep of other residents. The enforcement of Quiet Hour policies is a shared responsibility. Noise problems involving residents may result in disciplinary action.

### **Recreational Equipment**

Riding a bike, skateboarding, or rollerblading and use of outdoor sporting equipment such as balls, Frisbees, golf clubs, bats, lacrosse sticks, etc. are prohibited inside of all residence halls because of the risk of unintended injuries, accidents, and potential property damage. Possessing or using any motor-driven vehicle inside a residence hall is also prohibited, except for devices utilized by a person with a disability.

### **Roofs, Ledges, and Balcony Areas**

The presence of individuals or objects on roof, balcony or ledge areas is prohibited at all times, except in an emergency. Roof, balcony, and ledge areas are restricted for safety reasons and for protection of property.

### **Room Changes**

Housing and Residential Communities provide students with the opportunity to make room changes throughout the academic year. A student who wishes to make a room change can pick up a room change request form from his/her area desk or from the central housing office in Burke East. After completing the form, the student returns it to the area desk or to the housing office. Room changes within the same building will be handled by the Community Director. Room changes between buildings will be handled by the Assignments Office in Burke East. If vacancies exist and the requested change can be made, the student will be notified by e-mail and/or phone. If the student accepts the new assignment, he/she has 48 hours to move from one room to another. No room changes are made until 10 days after the first day of classes at the beginning of each semester. If vacancies exist and no students are in an overflow situation, room changes can begin at that point. If any students are assigned to overflow spaces, room changes will not be made until all residents have been moved to their permanent assignments.

### **Room Condition**

Each resident of a room must complete, sign, and return the Room Condition Report (RCR) at the beginning of the school year, or at the time of moving into a new residence hall room, to document the condition of the room when it is initially occupied. Residents will be held responsible for any damage to their room that is found when they move out unless (a) it was noted on the RCR; (b) it is normal wear and tear; or (c) it is a maintenance problem that arose during the year that was properly reported. Rooms will be inspected at the end of the spring semester or whenever the room is vacated. Residents are encouraged to be present for this inspection and to schedule this inspection with their Resident Advisor (RA) before moving out. If, for any reason, the inventory form has not been completed and returned, Housing and Residential Communities will assume that there were no problems with the room when the residents initially moved in.

### **Sexual and Discriminatory Harassment**

Housing and Residential Communities follows the procedures and protocols outlined by the University in regard to sexual and discriminatory harassment. These policies can be found on the University website at <http://www.ua.edu/academic/facsen/handbook/word/handbook-word.html>

### **Smoking**

Smoking is prohibited in residence hall rooms, apartments, and common area spaces, including hallways, lounges, lobbies, stairwells, laundries, vending areas, balconies, breezeways, connectors, and porches. In addition, smokers are expected to remain at a reasonable distance from building entrances while smoking, such that second-hand smoke does not interfere with

access or the rights of others. Smokers are also to dispose of cigarette and cigar butts appropriately in provided containers. Littering with cigarette butts is not acceptable.

## **Soliciting, Surveying, Publicizing & Marketing to Residents**

Please note specific Guidelines for distribution of flyers

### **Guidelines for Solicitation/Elections**

#### **Solicitation by Nonaffiliated Groups**

Rationale: Solicitation guidelines have been established to respect the privacy of residents living in campus housing and limit intrusions in the living environments meant only for students living in campus housing.

- Solicitation by nonaffiliated groups is prohibited in or around the residence halls. Solicitation includes, but is not limited to, private businesses and off-campus organizations.
- Flyers may not be left in bulk.
- A sign will be posted at the entrance of the residence halls stating that no solicitation is permitted and that individuals who enter the buildings representing private businesses should report to the area desk for instructions.

#### **Solicitation by University-Affiliated Organizations**

Rationale: Solicitation guidelines have been established to respect the privacy of residents living in campus housing and limit intrusions in the living environments meant only for students living in campus housing.

- University-affiliated organizations will not solicit door to door in the residence halls, with the exception of Student Government elections held in the spring semester. See Student Government Elections for more specifics.
- University-affiliated organizations may solicit for money-raising projects outside the residence halls or in the lobby or main lounge of the residence halls with the written approval of the Executive Director of Housing and Residential Communities & the Residence Hall Association.
- Organizations that wish to solicit outside of the residence halls need to apply through the Dean of Students Office, for a University of Alabama Solicitations Request.
- All members of the University-affiliated organization must have a copy of the approval letters with them at any time they are soliciting in or around the residence halls.
- When written permission is received the student organization may solicit only at the prearranged location and time without exception.
- University-affiliated organizations are responsible for collecting and securing any funds or items solicited. The Department of Housing and Residential Communities is not responsible for any funds or items solicited.

- When outside, the University-affiliated organization will remain 25 feet from the front entrance of the residence hall. When in the building, the University-affiliated organizations will remain in the lobby or main lounge of the residence hall. No equipment or furniture needed (table, chairs, etc.) will be removed from the residence halls.

### **Student Government Elections**

Exceptions to the door-to-door solicitation policy are made only for the Student Government Elections for the Student Body President, and Residence Hall Association President. The Executive Director of Housing and Residential Communities will identify periods of access and guidelines prior to each election cycle. Arrangements must be approved in advance with each Community Director or Residence Hall Director.

### **Guidelines for Electronic Messages**

#### **Electronic Messages for Students in Campus Housing**

Rationale: Each Community Director manages listservs of students living in his/her area. The purpose of these listservs is to provide information and updates specifically related to Housing and Residential Communities.

Activities for University-Affiliated organizations should utilize the resources available through the Coordinating Council of Student Organizations.

Messages from University-sponsored groups should utilize appropriate listserv resources. In emergency situations where no other listserv options exist for faculty and staff, the following guidelines will be used:

- Messages should be sent to [djones@sa.ua.edu](mailto:djones@sa.ua.edu)
- Messages should be prefaced by a specific request for distribution.
- Only brief messages (50 words or less) will be sent. Messages should include basic contact information and refer students to a website or other source for more information.
- Unless an emergency exists (student safety at risk, etc.), messages need to be received by 5pm on Friday for posting to listservs the following week.

### **Guidelines for Research**

#### **Distribution and Collection of Data for Surveys, Assessments, and Other Research Projects**

Rationale: Distribution and collection guidelines for surveys, assessments, and other research projects have been established to respect the privacy of residents living in campus housing. Data collection for individual or class projects is not permitted in the residence hall living or common areas without approval from Housing and Residential

Communities. Exceptions to this guideline include survey research sponsored by the Office of Institutional Research, the Division of Student Affairs and Housing and Residential Communities. All requests for research involving residence hall students, services or facilities should be submitted to the Executive Director of Housing and Residential Communities.

## **Guidelines for the Crimson Signal**

### **Messages and Announcements on the Bulletin Board Channel or the Crimson Signal**

Rationale: The Residence Hall Association in collaboration with the Faculty Resource Center provides the Bulletin Board Channel and the Crimson Signal as a service to residents on campus. Guidelines and policies have been established to allow students living in the residential communities to be informed concerning campus activities and events. For questions please contact the Residence Hall Association at 348-4953.

- University-sponsored and University-affiliated groups may submit materials directly to the Residence Hall Association.
- The Residence Hall Association reserves the right to edit for length or content all materials submitted for broadcast.
- Additional information regarding policies and procedures can be found at [www.rha.ua.edu](http://www.rha.ua.edu)
- University employees, non-affiliated individuals and non-affiliated groups are prohibited from canvassing, selling, soliciting or promoting the sale of any goods or services on University premises (including the residence halls).
- Recognized student groups may conduct fund-raising events (involving the sale of goods, services, subscriptions, tickets and the like) in the residence halls if the group receives the prior written approval of the Executive Director of Housing and Residential Communities.
- However, an individual student can invite anyone into his/her residence hall room for the purposes of considering or buying the invitee's goods or services.

## **Substance-Free Areas**

Substance-free rooms are offered in residence hall communities throughout campus. Students living in all campus housing spaces are required to abide by local and state laws regarding alcohol and illegal substances. A substance-free room is an even more restrictive environment where all roommates and their guests agree to keep the room free from substances, including alcohol, cigarettes and other smoking materials, and illegal drugs, at all times. Residents who request and/or are assigned to a substance-free room may be transferred if they or their guests use substances, as defined above, in a substance-free room.

## **Supplying False Information**

It is a violation to knowingly supply staff with false or misleading information that is needed for an official purpose, including the misrepresentation of identity or misuse of identification cards.

## **Theft and Possession of Stolen Goods**

Theft of any kind or the possession of stolen property is prohibited. Theft includes the unauthorized possession, use, or removal of University property or the unauthorized use of any service (e.g., phone calling cards or authorization codes, other ID cards, cable television services, computer services, etc.).

## **Unauthorized Access**

Authorized Entry:

- Residents of the residence hall
- Residents of the community to the building where the Community Office is located
- Parents and guests invited by residents of the residence hall
- Officials and authorized employees of the University
- Local, state and federal law enforcement officers
- Licensed subcontractors and business vendors expressly authorized by the Department of Housing and Residential Communities.

Entry Procedures

All guests must be escorted by a resident of the residence hall. Hosts are required to greet the guest at the entrance and escort guests at all times.

- If you do not have the room telephone number, contact the Community Office during office hours.
- Need assistance? Contact the Community Office during office hours.

Access Violation

Any resident of the residence hall or member of Housing and Residential Communities staff are expected to ask guests to wait outside until the host can greet the guest at the entrance and be escorted at all times.

Propping entrance doors at any time is prohibited.

Any University official may request to see identification at any time.

- Any person who enters the building without an escort from a member of the residence hall or fails to comply with the requests as stated above will be subject to any or all of the following consequences. The host may also face these consequences.
  - Immediate removal of guests from the residence hall
  - Disciplinary action which may include termination of the housing contract
  - Criminal prosecution and trespass

## **Visitation Policy**

Residents may have invited visitors in the student room and residence hall; however, some halls have restrictions related to when visitors may be present, commonly referred to as visitation.

Standard visitation allows visitors from 10am-12am Sunday-Thursday, and 10am-2am Friday and Saturday. Open visitation allows visitors anytime with the permission of the roommates, suitemates, and other community members who may be affected by the visitor's presence.

Both visitation options require roommate/suitemate/community members' consent. Students complete roommate agreements early in the academic year to establish guidelines when guests are invited into the student room. In addition, students living in the residence hall are responsible for maintaining the visitation standards as members of a common community. The Resident Advisor is available to mediate when roommate or community agreements are not upheld. Invited visitors gain access to the residence hall by calling their host and asking to be escorted while visiting. Students are held responsible for the behavior of their guests.

- **Standard Visitation**  
Visitors permitted with roommate consent Sunday-Thursday 10am-12am; Friday and Saturday 10am-2am in single sex residential communities.
- **Open Visitation**  
Visitors permitted anytime with roommate consent in co-ed residential communities.

## **Weapons**

The storage, possession, manufacture, sale, distribution, or use of any type of firearm, fireworks, firecracker, explosive material or dangerous weapon in the residence halls or surrounding vicinity is strictly prohibited.

## **Window Systems**

Tampering with or removing any window screens, latches, stops, or apparatus in either resident rooms or public areas is prohibited. These devices are needed to safeguard the community from potential hazards, including unauthorized entry and pest entry. Residents will be billed if Housing and Residential Communities is required to replace or reinstall any parts of the window system. The throwing, dropping, propelling, pouring or hanging of anything in or from windows, balconies, ledges, and landings is strictly prohibited.