

# Georgia College University Housing Policy Handbook

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## **University Housing Mission Statement**

University Housing develops inclusive and dynamic communities where students form relationships that help them grow as engaged citizens.

## **COVID-19 Statement**

Due to the impacts of COVID-19, some of our policies and procedures have been modified to adhere to guidelines put forth by the University System of Georgia and the Center for Disease Control.

## **Your Living Responsibility**

One of the goals of University Housing is to focus students' attention on the need to accept responsibility for the governance of their own community. It is imperative that you be concerned with the safety and treatment of all university property, including property found in your room/apartment and the public areas of your floor and residence hall. You have a responsibility in the group living environment to encourage your fellow students to share in accepting responsibility for ensuring that university property is not damaged or stolen. When you have knowledge of a person or persons responsible for specific damages to your community, it is your responsibility to notify your Community Advisor or Community Director.

## **Housing Host Policy**

Visitors or guests are defined as persons who are not contractual occupants of the specific room/apartment, suite, or residence hall in question.

Monday through Thursday, students are permitted, with the consent of the roommates, to have guests in their rooms/apartments between the hours of 10 a.m. and midnight. From 10:00 a.m. Friday until Sunday at midnight, with the consent of the roommates, students are permitted to have guests in their rooms/apartments anytime.

Guests may stay overnight during the Friday-Sunday visitation hours, with the consent of the roommates. Students can only host guests for two nights during a 14 day period.

Consideration for roommates and other floor students dictates that guests do not infringe on the

rights of contracted students. Therefore, all guests, regardless of gender, must be approved by all students of the room or apartment. All guests, regardless of gender, must use the common area bathrooms when visiting, unless approval is given by all roommates, suitemates. Guests must abide by all policies of the residence halls, and hosts are responsible for the conduct of their guests.

The in-room visitation policy exists to protect the rights of the contracted student to privacy and the opportunity to sleep and study freely. Space for group studying and socializing is available in the floor community room, study room and/or in the hall common spaces.

All guests must have a student of the hall as a host and be escorted by the host at all times. Any person without a host will be escorted from the building. Students are responsible for the behavior of anyone they escort or allow to enter into the residence hall.

The following guidelines are to be followed:

1. Guest is met at front door by host.
2. Guest must be escorted by a host at all times.
3. Guest must use appropriate bathroom facilities.

Students who violate visitation/host policies may face the loss of their visitation privilege. Guests who violate visitation/host policies may lose their privilege of entering the residence halls.

If an individual is found occupying space in an apartment/suite, they will be subject to disciplinary action which could result in being charged rent during the length of their stay and removed from the premises immediately. All roommates in the apartment/suite where the individual is staying may also face disciplinary action that could result in having to split the rent if the individual occupying the space cannot be held responsible.

## **Housing Contract Information**

### **Contract Conditions**

All students are held to the terms and conditions of the housing contract that they agree to when submitting a housing application. Students are encouraged to read the entire housing contract and keep a copy for their records. Housing contracts are available at the link below.

<http://www.gcsu.edu/housing/housing-contracts-and-forms>

## **General Room/Apartment Information**

### **Basic Care**

Students are responsible for the care and upkeep of their room/apartment and suite bathroom. Large nails, screws, bolts, wall anchors, and double sided tape are never allowed on the walls. See the section entitled "Decorations" for more information. It is your responsibility to keep the walls free from damage. Small marks can be removed with a clean, damp sponge. Do not soak the sheet rock with water.

All floor tile needs to be mopped on a routine basis. Never use wax on tile. To clean, use a clean

mop, warm water, and a mild detergent or ammonia. Never use a bleach product or a tile cleaner with a bleaching agent. Be very careful not to splash water onto the carpeted areas.

In the apartments the carpet is treated with a stain guard protector. Most spills can be removed if taken care of immediately. When spills occur, blot with a paper towel or cloth immediately. Do not rub the spot into the carpet. Warm water, a damp sponge, and mild soap will remove the majority of spots. If the spot will not release, contact The Village Office for assistance. Treating spots as they occur will save you money later.

The shower units are fiberglass and therefore scratch and stain easily. Care should be taken in cleaning the shower. Do not use abrasive cleaners or sponges. Showers must be cleaned on a regular basis to prevent stains.

Any major damages should be reported immediately to your Community Advisor or Community Director.

### **Room/Apartment Changes**

Room/apartment changes may take place as space is available and after occupancy has stabilized, usually two weeks after the start of the semester. You are encouraged to discuss room/apartment changes with your roommate. The student seeking the room/apartment change should complete an online Room Change Request to initiate the room change process. Instructions for submitting the request can be found at the link below.

<http://www.gcsu.edu/housing/housing-contracts-and-forms>

You will receive notification if the change is approved. Do not move until you are notified that the change is approved. If you move without prior approval from your Community Director, you may be assessed a charge, required to return to your original location and/or face disciplinary action.

### **Room/Apartment Conditions**

The condition of each room/suite/apartment is checked at the beginning and end of the year. To avoid being charged for damages for which you are not responsible, you should carefully check the Room Condition Report provided by your Community Advisor to make certain all existing damages are noted on the sheet (see Check-in/Check-out Procedures online). Any damages which take place in your room/apartment will be assessed to you and your roommate.

Students must maintain their rooms/apartments in a clean and orderly manner. Failure to do so may result in disciplinary action.

### **Room Consolidation**

Students who find themselves in a room without a roommate may be required to rent the room as a private room, move in with another student who also lacks a roommate, or have another student move in with them. Charges for a private room begin accruing the day after the student finds him/herself without a roommate. The consolidation process may continue throughout the semester.

## **Room/Apartment Entry**

University Housing respects the student's rights for privacy within the group living-learning environment and will strive to protect and guarantee this privacy.

Rooms/apartments may be entered under the following conditions:

- To provide room/apartment maintenance inspections, repair service, pest control or safety inspection
- When there is reasonable cause to believe that university regulations or laws are being violated
- For an emergency situation that requires that the room/apartment be entered
- When a student vacates a room/apartment for a break period, authorized personnel may enter a room/apartment to provide maintenance inspections, repair service or safety inspections.

Illegal materials or other items in plain view will be documented if they are noticed in the course of a maintenance repair, inspection, or in response to a violation of university or departmental policy. In the instance of illegal materials being found Public Safety will be called for assistance. The student will receive written notification of this action if documentation of property is required when the student is absent.

A student's room/apartment will not be entered without knocking. A sufficient time lapse will be allowed to provide the students ample opportunity to open the door. If no response is received, the room/apartment may be entered under the four conditions listed above. Before entering a room/apartment with the use of a key, staff members will identify themselves. Authorized university staff members who may enter a student's room/apartment are administrative housing staff members, Community Directors, Community Advisors, inspection, maintenance, custodial, and/or safety personnel.

## **Room/Apartment Furniture**

Each student room is provided with one desk, bookcase, chair, dresser, mattress, bed, and lockable closet per student (with the exception of Bell Hall). All furniture provided by the institution must remain in the student room in which it has been placed. There is insufficient storage space in the buildings to allow us to offer storage of furniture or other items. Under no circumstances can the furniture be removed from the room.

Each apartment is provided a sofa, chair, coffee table, end table, book case and kitchen table with four chairs (one and two bedroom apartments have a kitchen table with two chairs). The bedrooms are provided a full size bed, desk, chair, dresser and bookcase. Bedrooms in 8 person apartments are provided two twin beds, two bookshelves, two dressers and one desk (an additional desk may be requested). The kitchen is equipped with all major appliance including a refrigerator, stove, microwave and garbage disposal.

## **Room/Apartment Modifications**

You are encouraged to decorate your room/apartment. However, as you decorate, please

remember the following guidelines; and to avoid charges check with your Community Advisor and/or Community Director if you are unsure of the correctness of your decorations.

- State Fire Code Regulations must be adhered to at all times
- Lofting of beds is prohibited unless a loft kit is rented from our approved vendor; if a bed is lofted we encourage the use of the provided safety rail
  - For Bell Hall and Village 8 Person Suites with lofted beds, University Housing has safety rails available free of charge and we strongly encourage that residents request and use them
- Use only small nails or tacks to hang pictures and other wall hangings (no glue, large nails, screws, bolts, wall anchors, duct tape, or double-sided tape)
- 3M hooks/Command strips may be used to hang pictures and other wall hangings
- Decals cannot be affixed to any university property
- Wallpaper or adhesive-backed shelf paper may not be affixed to furnishings or walls
- Use only expansion-type rods to hang curtains
- Only draperies may be hung in windows, and only white draperies are allowed to be visible from outside the room/apartment
- Carpet tape is not to be used
- Furniture may not be removed from your room/apartment or public areas. You may be subject to a replacement cost and disciplinary action if you remove furniture.

To protect its property and the student, the university has established the following guidelines for personalization to student rooms/apartments.

### ***Painting***

Students may not paint their rooms/apartments.

### ***Decorations***

Decorations are encouraged as long as they do not create health or fire hazards or damage the walls, furniture, paint, or other parts of the room/apartment. Students can bring additional furniture, but remember all additional furniture and decorations must be made of flame-retardant material and are subject to the approval of roommate.

### ***Wall Hangings***

Large nails, screws, bolts, wall anchors, and double-sided tape on the walls, furniture or fixtures are prohibited. 3M hooks/Command strips or similar products may be used to affix things to the walls. TVs may not be mounted to the wall. Use of small tacks is permitted.

### **Room/Apartment Repairs/Work Orders**

When some aspect of your room/apartment needs to be repaired, contact your Community Advisor or submit a work order online through Maintenance Direct <http://www.gcsu.edu/housing/maintenance-requests>. The password to submit the form is bobcats.

During the academic year maintenance personnel usually address room/apartment repairs 7 days a week between 9 a.m. and 4:00 p.m. If the repair is the result of damage, the cost will be billed to you and/or your roommate(s). To report problems with vending machines, laundry machines or cable TV call the FixIt Line, 478-445-3494.

## **General Information**

### **Abandoned Property**

Items deemed to be abandoned property by housing staff will be inventoried and stored for a period of 30 days, during which time the housing staff will make attempts to contact the owner. If the property is not claimed and collected by the owner, University Housing will dispose of the items or donate them to charity.

### **Appliances & Electrical Fixtures (Central Campus)**

Because of health, safety and sanitation considerations, only certain appliances are authorized for use in the residence halls: small electrical appliances that have a completely enclosed heating element and are U.L. approved (i.e. rice steamers etc.) and small refrigerators that meet the residence hall specifications.

One microwave is allowed in the student rooms of all residence halls and must meet the following requirements:

- A. The unit and power cord must be U.L. approved.
- B. Maximum size, 800 watts.

Refrigerators are allowed in your room if they meet the following requirements:

- A. The unit and power cord must be U.L. approved.
- B. Maximum size, approximately 4.3 cubic feet.
- C. Maximum of 2 running amps.

Remember, your refrigerator must be unplugged and defrosted during semester break periods.

### **Prohibited items include, but are not limited to:**

- Coffee makers with hot plate bottoms
- Electric skillets
- Toasters
- Space heaters
- Electric blankets
- Electric grills
- Extension cords without a surge protector
- Items with exposed heating elements
- Hot plates
- Halogen lamps
- Lava lamps
- Holiday string lights
- Multiple extension cords plugged into each other
- Toaster ovens
- Candle warmers



### **Appliances & Electrical Fixtures (The Village)**

Basic appliances are provided for each apartment unit. The apartment comes standard with a refrigerator/freezer with ice maker, microwave, cook-top with conventional oven, dishwasher, garbage disposal, air-conditioning/heating unit, and (for buildings 1-3) washer and dryer in the apartment or (for buildings 4-6) access to common washers and dryers. Small electrical appliances that have a completely enclosed heating element and are U.L. approved (i.e., coffee-makers and popcorn poppers) are permitted in the kitchen area of apartment units.

### **Prohibited items include, but are not limited to:**

- Air-conditioning units
- Ceiling fans not already installed
- Hot plates
- Space heaters
- Appliances with open flames
- Appliances with open heating coils
- Electric blankets
- Any appliance that poses an electrical-overload hazard
- Candle warmers

It is the responsibility of the student to keep all provided appliances clean and in good condition.

### **Balconies & Roofs**

For safety reasons, students are not permitted on the balconies and/or roofs of any residence hall.

### **Behavioral Expectations**

Due to the likelihood of property damage and the potential for personal injury, ball playing, squirt guns, water fights (water balloons, water guns, and/or hoses), and “horseplay” are not permitted in the residence halls.

### **Bicycles, Scooters, Skateboards, Roller Skates/Blades, Hoverboards, etc.**

Students are encouraged to store bicycles, scooters, skateboards, roller skates/blades within their room/apartment, exterior bike rack, or area designated by the Community Director. If kept in the student room/apartment, any damage caused by storage of these items will be assessed to the student. To ensure safety within the halls and to avoid damage to the carpet or hallway, these items are to be walked, not ridden, within the residence halls. Fire regulations prohibit storing these items in hallways, stairwells, porch railings or public areas.

Hoverboards, including self-balancing scooters, battery-operated scooters, and hands-free segways, are prohibited in the residence halls and on campus.

Items not listed here that are misused within the building may be confiscated at the discretion of housing staff. Students are encouraged to register their bicycles with Public Safety. Contact your Community Advisor or Community Director for more information. Each summer Public Safety will remove all unclaimed bicycles from the bike racks outside housing facilities after the residence halls close.

### **Cable Television**

Expanded basic, HD, ESPN and HBO service is included in individual rooms and living rooms in the apartments. You are responsible for connecting the incoming cable to your electronic devices. To ensure all channels are received a channel scan should be completed on your television. To report problems with cable TV call the FixIt Line, 478-445-3494.

### **Candles/Open Flames/Incense/Noxious Odors**

Because of the danger presented by open flames, candles (with or without wicks) and such items are not permitted in student rooms/apartments and, if present, will be confiscated. Candle warmers are also prohibited since there is an open heating source. Continued use of candles may lead to disciplinary action. The burning of incense is not permitted. The odor may be disagreeable to other students and the live coal is a fire hazard. Any offensive odor that extends outside a room/apartment is prohibited.

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

All students must check in and check out of their room/apartment at the beginning and end of each semester. Upon move in, you will have your Bobcat Card programmed and be issued a room key, closet key, mailbox key if living at The Village, a Room Condition Report and be asked to complete appropriate documentation prior to moving into your room/apartment. There will be a Housing Program Fee that will be added to your account that will enable you to participate in hall programs and activities and use available hall items which may include recreation equipment, games, etc.

Check out takes place each time you change rooms/apartments or when you move out of the hall. To check out, you must schedule an appointment with your Community Advisor or Community Director, return your keys and complete an inspection of your room/apartment with a housing staff member. Damages incurred between check in and check out may be assessed during check-out. Failure to follow established check-out procedures may result in an improper check-out charge.

### **Common Area Computers**

The common area computers are for the use of the students in the hall and have been set up to meet the general needs of the students. To ensure continued access to the computers, students are to refrain from activities, including, but not limited to the following:

- Do not save anything onto the computer hard drive. Students should save their work on removable storage media.
- Do not change the configuration of the computers. They have been set up for general computer activities: word processing, spreadsheets, email, etc.
- Do not try to fix computer problems. If you are experiencing difficulty with a computer, contact the residence hall staff immediately; they will contact SERV (445-7378) to begin the repair process.

Failure to follow these and other GC acceptable use policies will result in possible disciplinary action and/or removal of all common area computers within a residence hall.

The computer lab at The Village offers free printing to Village students only. Printing is monitored on a monthly basis to check usage and abuse. Abuse of free printing includes: tampering with the printer, printing a large amount of jobs during a one month span, and/or allowing non-Village students to utilize free printing.

### **Computer and Network Usage**

Students are granted the ability to use the networks and computer systems owned or managed by Georgia College (GC) as long as they abide by the university policies, as well as local, state and federal laws. Student use of the network and computing resources should always be legal, ethical, reflect academic honesty, reflect community standards and show restraint in the consumption of shared resources.

Students should not download music, movies, or other intellectual property that has not been legally purchased. Students should not use the GC network or computing resources to violate or attempt to violate system security mechanisms of other institutions, businesses, or government agencies. Students should not use the GC network or computing resources to intimidate or harass any person or organization.

Authorized users may use computing facilities and resources for scholarly purposes, for official university business, and for personal purposes so long as such use:

- does not violate any law or university policy
- does not involve significant use of resources, direct costs, or interference with the performance of GC's network or any network GC is attached too
- does not result in commercial gain or private profit

All students must abide by the GC Acceptable Use Policy. Failure to adhere to the Acceptable Use Policy may result in loss of access to the GC Network, disciplinary actions and/or legal charges.

### **Cooking**

For health, sanitation, and safety reasons, the preparation of most foods is prohibited in student rooms. All preparation of food must take place in the kitchen located in your building and/or on your floor. **Due to COVID-19, common area kitchens in the residence halls are closed until further notice.** Storage or use of outdoor grills is not permitted in the residence halls.

You may cook in apartment kitchens. The care and cleaning of the kitchen is your responsibility. Do not pour cooking grease down your kitchen sink. It is up to the students to maintain the appearance and cleanliness of the kitchen and all appliances in it.

### **Darts and Dartboards**

Because of the potential for personal injury and property damage, darts and dartboards of any type are not permitted in the rooms/apartments, hallways and/or community areas of the residence halls.

### **Emergency Exit Doors**

Using an emergency exit in a non-emergency situation may result in a \$100 fine and disciplinary action.

### **Emergency Notification Device/Button**

In each hall, an emergency notification device/button has been installed on the wall by each bed. It is clearly identifiable with a red and white sticker over the faceplate. This device is for emergency use only. For safety reasons the device is not to be obstructed at any time.

- Once activated/pushed, an alarm will sound and a Public Safety officer will be automatically dispatched to the room
- The device has been designed so that it cannot be unintentionally activated
- Anyone activating the device in a non-emergency situation may be assessed a \$100 fine and face disciplinary action

### **Explosives, Fireworks and Flammables**

Possession of fireworks, explosives, gunpowder, ammunition or any flammables or material which may jeopardize the safety of others is strictly prohibited.

### **Fire and Safety Equipment**

The fire extinguishers, smoke detectors, fire alarm sounders, pull stations, emergency exit signs, sprinkler system, and emergency notification buttons are critical safety equipment and are provided for the protection of the students. Tampering with fire and safety equipment can result in criminal prosecution, disciplinary action, contract termination, and/or the assessment of fines. Where fire sprinklers exist, all sprinkler heads must remain free of obstructions to allow them to operate properly. Nothing may be attached or placed against any part of the sprinkler system. Evacuation information is posted on the back of your door. Georgia College is required to hold a fire drill each semester in all facilities and all occupants of the buildings are required to participate. Failure to evacuate when any alarm is sounded may result in disciplinary action.

### **Gambling**

Students are required to follow local and state laws as they pertain to gambling. The playing of cards or any other game of skill or chance for money or other items is not permitted within the residence halls.

### **Grills**

Persons may only grill on permanently placed grills outside residential areas within the following parameters:

- Storage of materials for grilling (charcoal, lighter fluid, etc.) is not permitted in student rooms/apartments
- Grilling is not permitted inside rooms/apartments, within 10 feet of any building or in hallways or stairwells
- Extreme caution must be used to prevent the danger of fire with live coals and sparks
- All debris and trash utilized for grilling must be completely clean and clear after each use

### **Insurance**

The university does not carry insurance to cover loss or damage to students' personal effects.

Individuals desiring such protection must make arrangements for the necessary coverage through their parents' homeowner's insurance or renter's insurance (University Housing recommends GradGaurd renter's insurance). To ensure the safety of your belongings, remember to always lock your room/apartment door when you leave.

### **Keys/ Bobcat ID Cards**

- **Adams, Bell, Foundation, Napier, Parkhurst, Sanford and Wells Halls**

Bobcat cards are programmed to provide access to the main entrances and certain community spaces in the student's assigned residence hall and a room/closet key is issued upon check in. Students are responsible for carrying their Bobcat card and room/closet key at all times. The exterior building doors are locked 24 hours a day. For security reasons, students are not to loan or duplicate their key or Bobcat card. All keys will be collected at the end of each semester and reissued at check in for the following semester.

Report all lost keys and swipe cards to your Community Director. You will be issued a temporary key or swipe card. For safety and security reasons, your locks will be changed and/or your swipe card invalidated and a new one issued if you do not return the temporary key/card within three class days. There is a \$25 charge for replacing a Bobcat card and a \$130 charge for replacing the locks and issuing new keys. The charge for replacing locks and issuing new keys in Bell is \$50.

- **The Village**

Bobcat cards are programmed to provide access to assigned apartments and a room and mailbox key are issued upon check in. Students are responsible for carrying their Bobcat card and room key at all times. The exterior building doors of buildings 4, 5 and 6 are locked 24 hours a day. The student's room key provides access to certain exterior doors. For security reasons, students are not to loan or duplicate their key or Bobcat card.

Report all lost keys and swipe cards to your Community Director. You will be issued a temporary key or swipe card. For safety and security reasons, your locks will be changed and/or your swipe card invalidated and a new one issued if you do not return the temporary key/card within three class days. There is a \$25 charge for replacing a Bobcat card, a \$50 charge for replacing the room locks and issuing new keys and a \$25 charge for replacing a mailbox key.

If you should lock yourself out of your room/apartment, the following persons should be contacted in the order listed to obtain assistance:

1. Your roommate/suitemate
2. Your Community Advisor
3. Community Advisor on Duty
4. Your Community Director

Please remember that the building staff is comprised of students and their schedules do not permit them to be available at all times.

Requests for doors to be opened are restricted to the door of the room/apartment belonging to the student who is making the request. Doors to other peoples' rooms/apartments will not be opened for any reason.

**Kitchens**

**Due to COVID-19 use of common area kitchens in the residence halls will be prohibited until further notice. Residents living on West Campus are able to use their apartment kitchens.**

Each residence hall provides a full kitchen for students to use at any time. Each kitchen is equipped with a stove, oven and microwave. It is the responsibility of the student to clean up after using the kitchen.

Each apartment in the Village provides a full kitchen equipped with a stove, oven, refrigerator, dishwasher and microwave.

**Laundry Facilities and Equipment**

Each residence hall is equipped with laundry facilities for use by the students. Our laundry machines are high efficiency washing machines and require HE (high efficiency) detergents. You are responsible for your own laundry items and for following the proper procedure for washing and drying. For safety reasons, always check and clean the lint filter on the dryer prior to each use. Use of the laundry facilities is restricted to students only.

Hall	Location
Adams	1 <sup>st</sup> Floor 133
Bell	Every floor
Foundation	1 <sup>st</sup> Floor 129
Napier	1 <sup>st</sup> Floor 131
Parkhurst	1 <sup>st</sup> Floor 136
Sanford	Ground level through kitchen
Wells	1 <sup>st</sup> Floor 138
Village 1-3	Inside each apartment
Village 4-6	On each floor near the elevator

**Lounges/Community Area Furnishings**

Public area furniture is provided for the use of all students and may not be taken to student rooms/apartments. A charge may be assessed for common area furniture that is damaged or found in a student room/apartment. Damage to common area furniture will be charged to the responsible individual(s).

**Mail Delivery**

Mail is delivered to The Village via USPS. Each apartment is assigned a mailbox located at the Clubhouse, and keys are issued to each student of that apartment at check in. Mail is delivered Monday- Saturday. All packages will be delivered to The Village Office and may be picked up Monday through Friday from 8 a.m. to 6 p.m.

Students should use the following address for mail delivery:

Student Name  
120 West Campus Drive, Apt. #  
Milledgeville, GA 31061

University Housing is not responsible for lost mail or packages.

Students of Central Campus can sign up for a mailbox in the Maxwell Student Union. Students will need to sign up for a mailbox at the mailroom during Freshman Orientation or when they arrive for the fall. Any mailbox keys for Central campus need to be returned to the mailroom.

### **Maintenance**

The university employs a maintenance and custodial staff to keep the public areas of the building in good physical condition. The maintenance and custodial staff provide safety equipment inspections, general maintenance (painting, plumbing, electrical, carpentry, heat, and air conditioning), and custodial services. Custodians clean hallways and the exterior of the building on a regular basis. You are responsible for cleaning your own room/apartment and suite bathrooms. Requests for maintenance should be given to a Community Advisor or the Community Director. Request for maintenance can also be made online through Maintenance Direct (<http://www.gcsu.edu/housing/maintenance-requests>). The password to submit the form is bobcats. The custodial or maintenance staff will then make the necessary repairs.

### **Non-compliance**

Failure to comply with reasonable directions and requests of a university staff member, or failure to heed an official summons of any university official acting in the performance of his or her duties could result in a disciplinary referral. Failure to appear for disciplinary appointments is viewed as non-compliance and may result in similar action as noted above.

### **Occupying Empty Spaces**

Students may not use or occupy a vacant space in their room/apartment. Empty spaces should always be ready for an incoming student to occupy. Using an empty space could result in being charged for said space, as well as additional fees for cleaning and/or repairing damages.

### **Parking and Transportation**

Students are required to register their vehicles, display a GC parking permit on their vehicles, and follow all university parking regulations when on university property. To view a campus parking map, log in to your personal parking account, request a guest parking pass, and access university parking regulations, visit [www.gcsu.edu/parking](http://www.gcsu.edu/parking).

Shuttle service is provided to all students and runs seven days a week while school is in session. Students are encouraged to use the service, as parking on campus is limited. To download the *TransLoc Rider* live shuttle map app, visit [www.translocrider.com](http://www.translocrider.com), and to view the semester shuttle schedule, visit [www.gcsu.edu/transportation](http://www.gcsu.edu/transportation). Also, be on the lookout for GC's on-demand, app-based, rideshare service, *TapRide*. The service will operate at scheduled times

throughout the week and transport you to and from select locations on campus and around Milledgeville for a flat rate.

### **Quiet Hours/Courtesy Hours**

Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn and study. The enforcement of quiet hours is the responsibility of each student.

Quiet hours are in effect daily from 10 p.m. to 10 a.m. This is the time when most students will sleep and study. However, courtesy hours are in effect at all times. You should expect to be able to study anytime. Please observe requests from your neighbor or roommate if they ask you not to disrupt their study time, regardless of the time of day.

Acoustic, non-amplified instruments may be played in student rooms/apartments from 10 a.m. until 10 p.m. Courtesy hours still apply. Any instrument that must be attached to an amplifier, non-acoustic instruments, and any instrument determined to be disturbing by the hall staff will only be allowed in the multi-purpose room.

One purpose of the residence hall is to provide comfortable living accommodations for all students. Any action that interferes with a student's right to study is a violation of this standard and may be subject to disciplinary action. Sound systems, video games, televisions and voices should be kept at a level that confines the noise within that room.

During final exam periods at the end of each semester, quiet hours are in effect 24 hours a day.

Students are responsible for the actions of their guests. If a guest is being overly disruptive they may be asked to leave the premises.

### **Safety and Security**

As a student, you play a major role in the safety of yourself and your fellow students. You can reduce your risk of being a victim of a crime by doing the following:

- If you see suspicious persons or if you feel threatened at any time, contact Public Safety immediately at 478-445-4400
- Always lock your door and take your key and Bobcat card, even if you are only going out for a few minutes
- Never prop open a door or deadbolt it open
- Never loan your key/Bobcat card to someone else for any reason
- Never let someone you do not know into the hall or your room
- Report lost keys or Bobcat cards and/or damaged locks immediately
- Report any security concerns to a staff member

Each bedroom is equipped with an Emergency Notification Button. When activated, a signal is sent directly to the Public Safety and an officer is dispatched to your room.

Emergency call boxes have been added around the halls and in some parking areas. To operate



the emergency phone, simply press the red emergency button. It should connect you directly to Public Safety.

Students who choose to endanger other students by propping open exterior doors, loaning their key or Bobcat card to a non-student, granting access to non-students or tampering with and/or damaging exterior doors, locks, emergency buttons or security phones will have their contract reviewed, face disciplinary action and/or be subject to criminal charges.

Student should also download the Rave Guardian application available for smartphones.

### **Screens and Windows**

For safety reasons, screens are not to be opened or removed from windows. Ledges are not to be used for storage, nor are students allowed to walk or sit on ledges. Students will be subject to disciplinary action and will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges. Removal of the screen may result in a re-installation charge to repair/replace damaged screens. Additional disciplinary action may also be taken.

### **Severe Weather**

In case of severe weather such as thunderstorms or tornadoes, you should immediately move to the interior of your building on lower floors. If evacuation is necessary, instructions will be issued through a university staff member and or GC Alert. In all severe weather situations, be sure to stay in contact with and follow the instructions of housing staff members and Public Safety.

If you live in Buildings 1, 2 or 3 at The Village, you must move to the bathroom in your apartment and close the door. If evacuation is necessary, instructions will be issued through a university staff member. In all severe weather situations, be sure to stay in contact with and follow the instructions of Village staff members.

### **Signs, Pictures and Posters**

Georgia law prohibits the removal of traffic and/or street signs. Therefore, traffic or street signs regardless of how it has been obtained are not permitted in the residence halls. Pictures and other materials that may be considered objectionable should not be displayed in areas that may be visible from the hallway and/ or building. Alcoholic beverage signs or containers are not allowed as window displays. You may not hang anything in your windows other than blinds or white curtains. Flags, signs, pictures, and advertisements are not permitted. Writing on windows is defacement of university property and, therefore, is also not permitted.

### **Smoking/Tobacco Use**

All residence halls - and GC buildings - are tobacco free. Use of tobacco products, including electronic tobacco devices, is prohibited throughout the residence halls, student rooms/apartments and indoor/outdoor public areas. Hookahs may be stored in residence hall rooms but the use of them is prohibited on campus.

### **Social Media Community Standards**

University Housing uses several social media outlets including Facebook, Twitter, Instagram, YouTube and Pinterest. The department welcomes student participation through comments and posts as long as the content adheres to the Georgia College Social Media Guidelines Policy, the Georgia College Student Code of Conduct and University Housing Handbooks.

While the moderators of these sites will not necessarily remove “negative” comments, University Housing reserves the right delete posts that include offensive language, “trolling,” “flaming,” adult content, inflammatory political or religious content, unrelated posts (nonsensical and extremely off-topic), spam, illegal content (relating to drug, illegal activities with intent to commit, copyright infringement or the spreading of malicious software), real-life personal information about self or others, and posts attempting to impersonate an individual or organization. Posts seeking sublets, roommates, and properties for rent are inappropriate on the University Housing sites and will be removed.

As a user of University Housing sponsored social media, you are expected to adhere to these standards. Exhibiting the behaviors listed above is not acceptable and subject to either temporary or permanent removal from the social media community and disciplinary action as necessary.

For more information about Georgia College social media guidelines please visit <http://www.gcsu.edu/communications/gc-brand>.

### **Solicitation, Selling and Advertising**

For reasons of student privacy, safety and security, solicitation of any type is prohibited. Report any solicitors to the staff of Public Safety immediately.

Student organizations that wish to promote events within the residence halls may provide the University Housing office with a maximum of 60 posters or fliers at least 10 days in advance of the event. University Housing staff will distribute and post all materials. All materials must be approved (stamped) by the Campus Life office and adhere to the university policies.

University Housing will not distribute any external materials to all students or to every door. Materials posted that do not adhere to this policy will be immediately removed and destroyed.

Designated posting areas are available in each hall. Postings are not allowed in stairwells, entrances, exits, exterior walls, corridors, main entrance doors or fire doors.

### **Spray Paint**

Use of spray paint inside the buildings, in stairwells, hallways or on sidewalks bordering the residence halls is prohibited. Spray paint should be used on grass areas or on covered areas that will not leave lasting marks. Using spray paint on a surface that is not covered may be considered vandalism and will result in disciplinary action and a minimum \$200 cleaning charge.

### **Syringes and Needles**

Students who must use hypodermic needles and syringes for medical reasons are required to provide their own containers for disposal and must dispose of these items properly. For questions

about proper disposal contact Shea Groebner, Assistant Director of Facilities Operation, EHS & Fire Safety at [shea.groebner@gcsu.edu](mailto:shea.groebner@gcsu.edu) or 478-445-8690.

### **Toilets**

To prevent the possibility of overflow, toilet tablets should not be used in the toilet tank or toilet bowl. Feminine hygiene products, food and large quantities of toilet paper should not be flushed down the toilet. If there is a clog in the toilet, turn off the water at the stop valve and submit a work order.

### **Trash Disposal**

Students are to dispose of their personal trash in the manner prescribed in each hall. All trash should be bagged before disposal. Personal trash is not to be placed in public area receptacles inside of or at the entryways of the buildings. It is not the custodial staff's responsibility to remove personal trash. Any object that cannot fit in a large trash bag must be taken to the city dump. Students who put their personal trash in these receptacles may be charged or face disciplinary action. There are blue bins in each trash collection area designated for recycling paper, plastic and cans.

### **Video Surveillance**

In a response to common area damages and vandalism issues, University Housing may use camera and video surveillance in the public areas of the residence halls and apartment buildings to identify parties responsible.

### **Water Beds**

Water beds are prohibited in student rooms/apartments.

## **Housing and Residence Policies and Conduct Procedures**

For information regarding Residence Life policies and the Student Conduct process please visit <https://www.gcsu.edu/student-code-of-conduct>