

## Welcome to the USF Residential Community!

As a resident living on campus at the University of South Florida, you have joined a unique community. Living on-campus will contribute to your learning and academic success, provide many opportunities for involvement, create life-long friendships, and offer conveniences only experienced when living on campus! As a part of this community, you will have the responsibility for developing and living by community standards and expectations. The experiences you encounter living with others will help to develop the skills you will need to succeed in organizations, neighborhoods, and communities throughout life. Get ready for an exciting time of friendships, learning, engagement and growth. We encourage you to interact with your neighbors and get involved as much as possible. Thank you for choosing to live on-campus at USF. Go Bulls!

### Vision and Mission

Housing & Residential Education's dynamic residential experience produces proud USF alumni and engaged global citizens. We are dedicated to creating safe and welcoming residential communities that promote student success.

### Motto

Best place to live. Best place to work. Best place to learn.

### Commitment to Community

The Department of Housing & Residential Education employs a Residential Curriculum to provide a holistic learning experience. The Residential Curriculum's priority is to develop residents into global citizens who are academically, socially, and personally responsible through learning outcomes. This means that you as a resident play a vital role in creating an environment that will help USF students grow and succeed at the university.

### Commitment to Diversity

The Department of Housing & Residential Education works in the promotion of a healthy living and learning environment within an inclusive community and does not discriminate on the basis of a person's race, color, gender, religion, creed, national origin, disability, marital status, disabled veteran status or sexual orientation. Housing & Residential Education strives to create a supportive and constructive environment in which everyone feels free and comfortable to contribute to the community. This can only be accomplished when multicultural understanding exists. To experience growth, we must allow ourselves to incorporate new perspectives into our framework, despite the discomfort this may initially cause. With this in mind, Housing & Residential Education will provide opportunities for you to share your experiences, values and beliefs, and to hear the same of others. In turn, we ask that you work with us to create a safe, supportive environment that will allow assumptions, biases, and prejudices to be identified and challenged.

### Disability and Accommodations

For reasonable accommodations within the living environment or programs, please contact the Residence Life Coordinator or Assistant Residence Life Coordinator.

## SECTION 1 | STUDENT LEADERSHIP OPPORTUNITIES

### Residence Hall/Area Councils

Each hall or area has a council that plans activities for, and addresses issues within, the hall and/or area. Ask your Resident Assistant (RA)/Community Manager (CM) or Residence Life Coordinator how to get involved.

### Residence Hall Association (RHA)

RHA is a student organization representing all on-campus residents. Weekly meetings include Senators from each hall council, the leadership of RHA, and advisors. RHA provides and supports community events throughout on-campus housing, and assists residents with addressing concerns and issues.

RHA is an excellent opportunity for you to get involved, gain leadership experience on campus.

### **National Residence Hall Honorary (NRHH)**

National Residence Hall Honorary is an organization comprised of the top 1 percent of student leaders living in the residence halls, and is geared toward providing recognition for those outstanding individuals who work to improve life within the residence halls. The National Residence Hall Honorary is responsible for awarding the “Of the Month” (OTM) awards. To recognize the contributions of others, please nominate someone for an OTM: <http://otms.nrhh.org/>

## **SECTION 2 | POLICIES & GUIDELINES**

Living in a residence hall represents a unique opportunity to experience community living. In a community, residents are afforded rights and have responsibilities to uphold the policies and procedures of Housing & Residential Education and the USF Student Code of Conduct. All residents will be held accountable to the USF Student Code of Conduct, Federal and State Law, and Housing & Residential Education contract. The University reserves the right to make additional and/or modify existing rules and regulations. The Department agrees to make every reasonable effort to inform resident students of any regulation changes or pertinent policy information.

### **Alcohol**

The possession and consumption of alcohol is a privilege provided to those of legal age living within the residence halls with certain restrictions. These restrictions are designed to ensure the safety and well being of all students. Any behavior deemed disruptive that interferes with the rights of students living in housing due to alcohol consumption will lead to disciplinary action.

Consumption of alcoholic beverages and/or possession of open alcoholic containers are strictly prohibited in public areas. Public areas include hallways, labs, lounges, office areas, stairwells, common areas, community kitchens, public bathrooms, any non-approved recreational areas, outside buildings and any other areas deemed public by Housing & Residential Education.

Residents 21 and older:

- May possess and consume alcohol only within the strict confines of their room or apartment
- May possess and/or consume alcohol in the presence of their underage roommate
- May not drink and/or possess an open containers when underage guests are present in the student room/apartment

Residents younger than 21:

- May not be in possession of or consume alcohol
- May not have any guests, even those of legal drinking age consume alcohol in the room/apartment.

Residents may not possess excessive amounts of alcohol. The definition of “excessive” will be at the discretion of the Housing & Residential Education staff. Kegs, party balls, trashcans, beer bong, beer pong tables or large vessels that contain alcoholic beverages are strictly prohibited within residence halls and surrounding areas. The creation or playing of games that encourage the drinking of alcohol is prohibited.

### **Appliances/Cooking**

Use of electrical appliances is permitted in rooms and apartments only under certain guidelines. Due to concern for fire and safety standards, only microwaves which use less than 1,000 watts, automatic coffee makers, and refrigerators which do not exceed 4.5 cubic feet may be used in student rooms and suites.

The following appliances are not allowed to be used in individual bed rooms or suites:

- Toasters
- George Forman grills
- Hot Plates

- Roasters
- Popcorn poppers
- Deep freezers

The above appliances are allowed in apartments that contain a kitchen area. For more information as to specific appliances allowed within your room, please see your RA/CM.

Cooking is strictly prohibited in bedrooms or suites, but may be done in designated cooking areas in each building and within apartments that contain a kitchen area.

### **Damages**

It is the responsibility of the occupant(s) to pay for the replacement or repair of damaged property within a resident's room or in areas adjacent to it (i.e., windows, doors, and suite study areas). Charges may also be incurred for not cleaning the room properly, failure to return the room to its original condition at checkout, or not returning one's keys to Holly M or the area desk at check-out.

Residents may be responsible for damages that may occur in common areas. Common areas may include, but are not limited to, suites, lounges, kitchens, bathrooms, hallways, stairwells, mail rooms, and elevators. Residents may be billed for damage, vandalism, stolen furniture, or housekeeping charges in a common area.

### **Doors**

Exterior doors are never to be propped or disabled for any reason. Disabling or propping open building exterior doors carries the same consequences as tampering with other fire and life safety equipment and may result in immediate disciplinary action.

End door alarms (installed in some communities) will be armed nightly from 8pm to 8am and are not to be used during these times. End doors should only be used in the event of an emergency or as directed by a staff member. Tampering with end doors, including door propping and alarm disabling or destruction are prohibited.

### **Elevators**

In order to keep elevators in safe working conditions, the following are prohibited and may result in disciplinary action: Intentional damage/and or vandalism, misuse, or tampering with elevators; smoking in elevators; overloading; use of emergency alarms and emergency stops in non-emergency situations.

### **Fire and Safety**

All residents are required to follow these fire and safety regulations. Our Fire and Safety regulations follow mandates set by the USF Office of Environmental Health and Safety. Fire drills are required at the beginning of each semester to insure that residents know what to do in the event of a fire and how to properly evacuate the building. Please review Fire and Safety information on the USF Office of Environmental Health and Safety website: (<http://www.usf.edu/administrative-services/environmental-health-safety/fire-safety/residential-info.aspx>)

In the interest of safety for all residents, it is imperative that fire and safety equipment is operable at all times. Tampering with fire and safety equipment is a third degree felony (Florida Statue 806.10) Therefore, the following acts are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, sprinkler heads, and other emergency equipment.
- Tampering or pulling a fire alarm under false pretenses.
- Rendering a smoke detector inoperative
- Obstructing stairwells and/or corridors with furniture, debris, and other materials.
- Disabling or propping open the exterior door to any building

Restricted items:

The following are prohibited because of their serious potential as fire hazards:

- Open flames such as candles, incense, smoking, the burning of any materials, or other flame-emitting items.
- Use or possession of fireworks or firecrackers.
- Extension cords (only power strips with built in circuit breakers are allowed in the halls).
- Personal grills
- Flammable Liquids (and other hazardous chemicals)
- Portable electric heaters
- Lava lamps, halogen lamps and all lamps with paper shades. Never cover any light with any material that prevents the free flow of air around the bulb.
- Extreme care should be taken with appliances such as curling irons, hair dryers, and irons. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds.
- Large gatherings. Private gatherings held in student rooms/apartments must be confined to that specific room or apartment. The Housing & Residential Education staff reserves the right to determine if the occupancy of the room/apartment for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations.

Fire, Health & Safety Inspections:

Housing & Residential Education staff will facilitate Fire, Health, and Safety Inspections each semester with at least 24 hours notice to residents. Any violations found during these inspections must be corrected within the specified time period. Residents are to immediately correct unsafe or potentially hazardous conditions in your room (such as overloaded power outlets) as requested by staff. Failure to correct fire, health, and safety violations may result in disciplinary actions.

### **Interactions with Housing and University Staff**

Housing Staff members, who in the course of their duties are confronted with violations of University policy, are obligated to report them. Housing staff members include Residence Life Coordinators, Assistant Life Coordinators, resident assistants, community managers, facilities staff, housekeeping staff and desk workers. The harassment of any housing staff members may result in disciplinary action.

### **Keys**

In the interest of safety and security, residents are prohibited from giving their room key and/or access cards to anyone else to use. Keys are not to be duplicated under any circumstances. It is the responsibility of residents to report and pay for the replacement of any lost or stolen keys.

### **Elevators**

In order to keep elevators in safe working conditions, the following are prohibited and may result in disciplinary action: Intentional damage/and or vandalism, misuse, or tampering with elevators; smoking in elevators; overloading; use of emergency alarms and emergency stops in non-emergency situations.

### **Maintenance**

Housing & Residential Education Facilities Maintenance staff strives to provide the best living environment for all residents. The Maintenance staff and residents share responsibility to maintain all rooms and buildings.

Your responsibilities include:

- Maintaining the condition of your room and its contents,
- Timely reporting of damages and concerns to School Dude (<http://www.housing.usf.edu/housingapps/schooldude/work.asp>),
- Arrangement of furniture and belongings to facilitate easy access by maintenance staff (bathroom cleanings, AC filter changes, etc.),
- Restitution for damages to the physical area of your room (including the window and the exterior door).

## **Motorized Vehicle and Traffic Rules and Regulations**

Motorcycles, mopeds, golf carts, other motorized vehicles or parts to a motorized vehicle may not be stored in the buildings at any time -including the period between semesters. These vehicles must be properly parked in a designated parking spot on campus, following parking rules and regulations.

## **Pets**

Fish in aquariums limited to 10 gallons are the only pets allowed in on-campus housing. All other pets are prohibited, even to visit for a short time.

## **Posting/Advertising Materials**

Any materials posted in common areas including outside of room /apartment doors, windows, hallways, lounges, kitchens, common areas, etc. are subject to approval by Housing & Residential Education staff. Materials posted inside rooms such as posters, pictures, etc. must be agreed upon by all roommate(s).

Housing & Residential Education Flier Approval Requirements:

- Prior approval is required and a pdf of the poster must be submitted to HREFlierApproval@usf.edu.
- Posters need to be from a recognized USF club, organization or department.
- For approvals to be made, fliers must contain an ADA statement, similar to: "For reasonable accommodations, please contact [insert name], [phone number and/or e-mail address] (FL Relay 711)."
- Once approved, exactly 200 copies (no orange paper please) can be delivered Argos (RAR) 235 at least two (2) weeks before event. Fliers received with less than two (2) weeks will still be distributed and posted, to the best of our ability, but guarantees cannot be made.
- Flyers/posters are distributed to every Resident Assistant and one to each building for posting in the residence halls on campus.

## **Quiet Hours**

Quiet hours are:

- Sunday-Thursday from 10:00pm until 10:00am;
- Friday-Saturday from 12:00am to 12:00pm.

During these hours, residents are expected to refrain from excessive noise and other disruptive activities.

Non-designated quiet times are "courtesy hours." Courtesy hours are in effect 24 hours a day. During these times, residents are expected to maintain reasonable volume levels including conversations in stairwells, slamming doors, and music volume. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. During Reading Days and Finals Week, 24-hour quiet hours are in effect until the completion of the final exams period.

## **Residence Hall Network**

The primary purpose of this network is to support students' educational goals. In support of these goals, the following activities are prohibited:

- Setting up a router and building a private subnet;
- Setting up ANY type of information server such as a web, gopher, email, game, etc.;
- Propagating e-mail chain letters; forging mail; allowing unauthorized persons access to the Network; the use of the
  - The use of the Network for personal financial gain;
  - Copying University-owned or licensed information to another computer without prior written approval;
  - Modifying or attempting to modify University-owned or licensed information including software and data;
  - Attempting to damage or disrupt networking services;
  - The use of the Network, the University's campus-wide network, or related resources in the commission of crime;
  - The use of traffic intensive applications that may cause problems within the network or dilute the level of service to other users
  - No print servers, mail servers, FTP servers, etc. are allowed. The network sharing of any computer-related device or materials that may cause excessive network traffic is forbidden.

For policies, procedures and protocol relating to the USF Information Technology (IT), please refer <http://www.usf.edu/it/>

## **Guests**

You are responsible for the conduct of your guests, regardless of who they are, when they are present in housing. If you intend to have visitors or guests in the hall, be aware that you may be subject to disciplinary action because of their behavior. Additionally, residence hall staff members reserve the right to ask any non-resident to leave the residence halls. See also "visitation"

## **Activities within Your Room**

Along with your roommate, you are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you may still be held responsible if you are present during a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if you leave for only a few minutes. This will prevent others from committing violations in your room without your knowledge. It is your responsibility to put an end to any violation that occurs in your room, and to call Housing staff and/or University Police if you need assistance.

## **Roommate Agreement**

All residents are required to complete a roommate agreement at the beginning of the assignment into their room. Resident Assistants and Community Managers will use the roommate agreement to open a discussion with each resident, and address any real and/or potential roommate conflicts. The Roommate Agreement, once agreed upon and signed by all roommates and a Housing & Residential Education staff member, is considered a binding agreement. If roommate conflicts continues all roommates are encouraged to attend mediation with the Resident Life Coordinator or Assistant Resident Life Coordinator.

## **Smoking**

USF is a tobacco and smoke free campus. USF is committed to providing a safe, healthy and enjoyable learning, living and working environment. Smoking and use of tobacco products are not allowed in any indoor or outdoor areas, including residence halls, parking garages, grounds, sidewalks or recreational areas. This policy also includes the use of e-cigarettes.

By becoming a tobacco and smoke free campus, USF hopes to promote overall health and wellness for the university community and create a more attractive and enjoyable campus experience by completely eliminating smoking and tobacco product use.

Visit <http://www.usf.edu/administrative-services/environmental-health-safety/tobacco-free/> for more information.

## **Solicitation**

Solicitation by organizations or individuals, for commercial or personal gain, is not permitted. If a person is found to be soliciting in the residence halls please report the person's name and company to University Police immediately.

## **Sports within the Buildings**

In the interest of personal safety and out of respect for the hall environment, sports of any nature are not permitted in the hallways, bathrooms, lobbies, elevators or other common areas of the building. This includes throwing any objects from or at a residence hall building. Examples of prohibited items include footballs, Frisbees, squirt guns and water pistols, Nerf guns, and sling-shots. Riding skateboards, including longboards are prohibited inside buildings.

## **Subletting**

A room may be occupied only by the student to whom it is assigned. This contract may not be re-assigned, and residence hall space may not be sublet to another person (Reference: Student Housing Contract).

## **Vandalism**

It is not acceptable to deface, damage, or destroy property, including but not limited to: personal property, bulletin boards, lounge areas, bathroom facilities, and other common areas.

## **Visitation**

Hosting visitors is considered a privilege. A resident's right to comfortably study, sleep, and have privacy in their room or apartment at any time takes priority over any resident's ability to host a guest. A resident's request for any guest to leave at any time must be honored. The safety and security of a comfortable environment could be compromised if unwanted guests are present, or if guests refuse to leave because they are visiting within posted visitation hours. Guests must be escorted by a resident at all times.

Visitation is defined as periodic visits of guests and does not encompass cohabitation in a room, suite or apartment as each space in university housing may be occupied only by the student to whom it is contracted. Residents are not permitted to loan keys or access cards to guests at any time. Only visitors of the same sex are permitted to spend the night and must have the explicit consent of the roommate beforehand. However, even with consent, no visitor may stay more than 3 nights in a 30-day period.

All residents will have the opportunity to vote for one of three guest visitation policy choices at the beginning of the Fall Semester.

- 1) No guest visitation.
- 2) Guest visitation between 10:00am and 2:00am, Monday through Thursday with weekend guest visitation beginning at 10:00am Friday and continuing until 2:00am Monday.
- 3) 24 hours a day/seven days a week guest visitation. Visitation within student rooms must be determined by mutual agreement among roommates.

## **Weapons**

No weapons of any kind are permitted in any residential facility. Residents who bring anything deemed to be a weapon into the residence halls are subject to disciplinary action, including suspension of their housing contract.

## **Windows / Screens**

For your safety and security, the opening of windows is not permitted in the Andros Complex. Open windows have a detrimental effect on the air conditioning for the building. Each window has been sealed to prevent water intrusion. In other buildings windows can be opened by residents; however, residents should keep personal security in mind. Windows may only be used as a means to enter and exit a building in an emergency. Window screens are never to be removed from the window.

## **SECTION 3 | POLICIES & GUIDELINES**

### **Abandoned Property**

Belongings left in one's room/suite/apartment, or within common areas of the residence halls, after the contract period ends or the contract is cancelled are classified as abandoned property. Residents have 30 days to claim their property. After 30 days, the University reserves the right to dispose of all abandoned property.

### **Communications from the University**

You are responsible for checking your resident mailbox and your USF e-mail account frequently. These are the methods by which the University and Housing & Residential Education will contact you for official business. Failure to check these university-issued communication sites does not exempt you from any information delivered to them.

Floor and Hall meetings are held at the beginning of each semester and periodically during the semester. Floor and Hall meetings are for your benefit, and as a member of the community. You are responsible for any and all information discussed at these meetings. If you are unable to attend a meeting, you should contact your RA for a summary of anything that you missed.

### **Communications from the University**

You are responsible for checking your resident mailbox and your USF e-mail account frequently. These are the methods by which the University and Housing & Residential Education will contact you for official business. Failure to check these university-issued communication sites does not exempt you from any information delivered to them.

Floor and Hall meetings are held at the beginning of each semester and periodically during the semester. Floor and Hall meetings are for your benefit, and as a member of the community. You are responsible for any and all information discussed at these meetings. If you are unable to attend a meeting, you should contact your RA for a summary of anything that you missed.

### **Contract Cancellation**

Please refer to the Terms and Conditions of your housing contract for information regarding cancellation fees and deadlines. There are specific dates by which you can cancel and corresponding fees depending on the date you cancel your contract. Students wishing to cancel their contract should refer to <http://www.housing.usf.edu/resources/forms/> or visit with the Assignments Office team located in Argos Center.



## **Check Outs**

Residents will be provided with specific checkout information from RA/CM before each closing period. Students should refer to this information for more specific details regarding their responsibilities

When you are checking out because you will no longer be living in the room (end of year, room change or contract cancellation) you must vacate your room, check out and sign off on your Room Condition Report (RCR) with your RA, and return your keys and a copy of your RCR to your area desk (either Holly M or Juniper-Poplar) by midnight on your effective date of cancellation. Failure to do so will result in a charge for improper check out.

### **Vacating the Residence Halls**

All residents must vacate the residence halls within 24 hours of their last final exam with the exception of graduating seniors. Graduating Seniors must receive permission from their Residence Life Coordinator or Assistant RLC to extend their residence until after commencement. Residents may leave items in rooms during breaks between academic semesters, but may not occupy their rooms during the break time unless their specific residence hall is designated as "open". If wishing to stay in an open building, you must request permission in advance (<http://www.housing.usf.edu/resources/forms/>). Residents who are not registered for classes will be required to vacate the halls/apartments within 24 hours.

## **Furniture**

All furniture assigned to student rooms, apartments, floor lounges, and other public areas must remain in their appropriate locations. The removal of University furniture from student rooms and/or public areas is prohibited. Residents are responsible for the proper care of University furniture, and will be charged for any damages, repair and replacement costs at checkout. All furniture belonging to residents must be removed from campus prior to checkout time . Any furniture left will be subject to removal at the resident's expense.

## **Room Condition Report (RCR)**

Before residents arrive their room/suite/apartment is inspected, and the condition is noted on a room condition report form. All residents are given a copy of the report form and have the opportunity to make any additions or corrections to it in conjunction with the resident assistant. This process should occur and the form returned within the first 24 hours of occupancy. This room condition report form will be used at the time of checkout, during which housing staff members will compare the condition of the room and furniture noted on the form to the condition at check out. Residents should carefully examine their room/living unit and save the copy of the room condition report form. It is to the student's benefit to be very descriptive of the condition of their room/apartment and its contents, noting any marks, holes, tears, etc. Failure to turn in a copy of the inventory form by the 24 hour deadline will result in the assumption that they are in complete agreement with the assessment on the original report form, which will then be used at the time of check out.

## **Room Access**

All due respect is given to the privacy that residents enjoy in their rooms. Occasionally, circumstances present themselves which necessitate authorized University personnel to enter student rooms for the purpose of repair and maintenance, assessment of damages, inventory of University property, determination of compliance with University policies, and emergencies where imminent danger to life, safety, health is reasonably suspected. When possible, advance notice will be given to residents. Submitting a work request authorizes maintenance personnel to enter your room.

## Room and Roommate Changes

Housing & Residential Education assigns rooms and roommates. Unfortunately, it is not always possible to give everyone their first choice. The staff reserves the right to make assignments and changes as necessary.

- No roommate changes will be made during the first two weeks of each semester.
- Students are encouraged to first talk with their RA before asking for a room change.
- In cases where no such resolution seems possible, the students should consult with their RA for assistance.
- The RA/CM, Residence Life Coordinator or Assistant Residence Life Coordinator will mediate and attempt to resolve the situation.
- If the situation cannot be resolved at this level, the Residence Life Coordinator or Assistant Residence Life Coordinator can approve a room change.
- Room change requests will be facilitated via the Housing website.
- Once approved, all room changes will result in a change of address. Moving residents are responsible for knowing and checking their new mailbox upon completion of their move.
- Residents will be provided with a timeline that indicates the dates they are allowed to move.

## Room Personalization

We encourage you to use your creativity and ingenuity to make your room as comfortable as possible. Below are guidelines for room personalization to keep maintenance problems to a minimum and/or to save you money at checkout time by avoiding unnecessary charges resulting from damages to the room.

- No physical alterations are to be made to any part of the building. Residents may not remove or relocate the fixtures, switches, outlets, closet or cabinet doors, fixed dressers, beds, desks, or any other fixed items in the room, suite or building.
- Nails may not be driven into the walls. Contact paper is not to be used. Remember, assessments will be made for the full amount to replace any furniture or room accessories that are damaged or missing at time of check-out
- Room Painting Program: If you believe that your room needs to be painted, you should submit a work request. Facilities staff will evaluate each request and paint where necessary.
- Waterbeds: Due to the chance of water damage and because of their excess weight, waterbeds are not permitted.
- “Medium Loft” type beds found in Juniper and Poplar halls may have the height adjusted. Residents wishing to change the height must submit a work request for maintenance to adjust the height.

## SECTION 4 | CONDUCT PROCESS

Please visit the Student Rights and Responsibilities website for information: <http://www.sa.usf.edu/SRR/>

## SECTION 5 | SERVICES

By being aware of the services provided as well as procedures for utilizing your services, living on campus can be convenient and fun. Please be aware of the following procedures and services and utilize them to your advantage.

### Air Conditioning and Heating

General information about Air Conditioning in Florida

- Maintaining a clean dust free room helps in promoting a cleaner healthier living space.
- Reduce the entrance of humidity into the room by keeping windows closed. This will minimize the likelihood that condensation will develop in the space.

- Avoid setting air conditioning thermostats below 70 degrees as doing so may causes condensation to increase and “wetness” to develop which could lead to mildew growth.
- Keep air vents clear. Blocking return vents starves the air conditioner system, making it run harder and less efficiently.

*Juniper, Poplar, and Maple Halls:*

Energy efficient thermostat systems are in place that adjust the temperature as occupancy changes. When the room is unoccupied, the temperature will adjust to be more energy efficient, as when residents return, the system will adjust the temperature to within the set range of 70-76 degrees which is preprogrammed to maximize comfort, control moisture and reduce energy consumption. These thermostats were installed in 2013 in Juniper as part of the Student Green Energy Fund, and in 2015 in Poplar and Maple Halls. Housing Facilities regularly schedules filter changes in each air conditioner unit accordingly to the manufacturer’s specifications and environmental conditions. In Maple it is suggested that residents do not block the vent openings at the bottom of the unit in order to allow air to circulate through the unit and run more efficiently.

*Castor and Beta Halls:*

Each room has its own thermostat. Fan controls have been preset and cannot be changed. Housing Facilities regularly schedules filter changes in each air conditioner unit accordingly to manufactures specifications and environmental conditions. It is suggested that residents do not block the vent openings at the bottom of the unit in order to allow air to circulate through the unit and run more efficiently.

*Andros 1 Area:*

Each suite of four rooms shares one air-conditioner which is located in the study area. The thermostat is located in one of the four bedrooms in the suite. Please keep the thermostat set between 70-76 degrees. Housing Facilities regularly schedules filter changes in each air conditioner unit accordingly to manufacture specifications and environmental conditions. It is suggested that residents do not block the large vent opening at the bottom of the air-conditioner panel in order to allow air to circulate through the unit and run more efficiently.

*Andros 2 Area:*

Residential rooms share a centralized air conditioning systems that is located on the end of each common corridor. The system is set to run between 70-76 degrees. Housing Facilities regularly schedules filter changes in each air conditioner unit accordingly to manufacture specifications and environmental conditions.

*Cypress Apartments and Suites, Holly, Kosove, and Magnolia Apartments:*

Each apartment/suite has its own central air conditioning unit and allows for residents to set the temperature within a maximum and minimum range.

- Return vents in Cypress A/B are located on the wall near the ceiling in each bedroom.
- Return vent in Cypress C/D are located at the ceiling in the small common area corridors.
- Return vent in Holly are located under the vanity countertop.
- Return vent in Kosove are located in the ceiling and small common area corridor.

Facilities regularly schedules filter changes in each air conditioner unit accordingly to manufacture specifications and environmental conditions. It is suggested that residents do not block any return vents on the door of the air conditioner closet in order to allow air to circulate through the unit and run more efficiently.

*Greek Village*

Each floor in the house has its own air conditioner. Thermostats are located in the hallways and living rooms and allow residents to set the temperature within a maximum and minimum range. Facilities regularly schedules filter changes in each air conditioner unit accordingly to manufacturers specifications and environmental conditions. It is suggested that residents do not block any return vents on the door of the air conditioner closet in order to allow air to circulate through the unit and run more efficiently.

## **Bicycle Security**

Bicycle racks are provided in each housing complex for bicycle security. Please see that your bike is securely fastened to the rack to avoid theft. To avoid electrical hazards and to maintain a clear path for the grounds maintenance crew, bicycles should never be locked to light or electrical posts or stairway railings. The University Police provide engraving services to make identification easy should your bicycle be stolen. Bicycle registration is available to students at NO CHARGE from USF Parking Services and University Police.

## **Bulletin Boards**

Your RA will keep you informed by posting information on hall bulletin boards. Centrally located boards are also kept up to date. To place information on a bulletin board, you must obtain permission from your Residence Life Coordinator.

## **Digital TV & Philo IPTV**

All rooms are wired to receive all channels on the Housing & Residential Education digital cable TV system. All residents have access to HBO GO, MAX GO, and Philo (20-hour DVR and live TV viewing on your devices when on campus). Learn more and view the channel guide at <http://www.usf.edu/student-affairs/housing/resources/tv/>.

## **Ethernet Connections**

Ethernet connections for access to the Internet and university computing services are provided at no additional charge in all rooms. If you need assistance with your Ethernet connection, please contact the IT Help Desk at (813) 974-1222.

## **Emergency Procedures & Inclement Weather Information**

For all emergency situations (bomb threats, Hurricanes, tornados, emergency evacuations, etc.), all residents should refer to MoBull messenger, resident assistants, community managers, Residence Life Coordinator or Assistant Residence Life Coordinator. In addition, residents can contact the USF Police department at (813) 974-2628 (<http://www.usfpd.usf.edu/>).

## **Facilities Management**

An assigned Housekeeper or Maintenance Technician will respond to repair and address problems in your room or suite only upon written request. Report any necessary repairs on a Work Request, which can be found at <http://www.housing.usf.edu/housingapps/schooldude/work.asp> . Please contact the RA/CM On-Call for your community for emergency requests after hours.

## **Hall Security and Access Cards**

The exterior doors of each building are secured 24 hours a day. Card access is applied to each resident's student ID at check-in so they may access their hall. It is the responsible use of access cards that makes any security system effective.

## **Laundry**

Each community has centrally located laundry facilities. Washers cost \$1.00 per load and dryers cost \$1.00 for 45 minutes of drying time. Report any problems you encounter with the machines to Area Desk staff.

## **Lost or Stolen Keys**

In the interest of your personal safety, it is the policy of Housing & Residential Education to re-core student rooms at the student's expense if the room key is determined lost. If you lose your room key report it to your Area 24-Hour Desk (Holly M or Juniper-Poplar) immediately. A temporary key will be issued, and students are given until 9am the following day to return the temporary key before a charge and re-coring is initiated. Re-coring charges are not due up-front; they will be posted to your OASIS account. If your key cannot be found in the time allotted, you may contact your Residence Life Coordinator or Assistant Residence Life Coordinator to request that the temporary key period be extended.

These policies also apply to temporary access cards that are issued for the outside doors. If you are issued a temporary access card, it must be returned to Holly M/Juniper-Poplar desks within 72 hours.

If you believe your keys have been stolen, contact the University Police at 813-974-2628 to fill out a police report. You are responsible for the cost of re-coring your room even if your keys have been stolen.

### **Mail**

Every resident on campus has an assigned mailbox. Mailbox numbers and corresponding combinations will be distributed upon arrival or can be retrieved at your area mail room by showing USF ID. Incoming mail is first delivered to the Physical Plant on campus, and then distributed to the mailrooms for each area Monday-Friday. Packages are delivered by the appropriate service provider Monday-Saturday, directly to area mailrooms.

Mailboxes are sometimes shared by two students and are assigned based on room assignment. If a student changes their room assignment, their mailbox/address changes and they will need to change their address/re-direct incoming mail. Please check your mail on a regular basis.

### **Recreation**

The housing areas have a centrally located pool, picnic area, and sand volleyball court for the enjoyment of residents and guests.

Andros and Argos have basketball and volleyball courts for recreational use. Courts and outside picnic areas must be reserved for exclusive programs through the appropriate Residence Life Coordinator.

### **Telephones**

Residents who wish to activate the land-line phone service in their room should visit <http://www.housing.usf.edu/resources/forms/> to obtain the phone service activation form and read more about the connection process. Connection and monthly usage charges will apply.

### **Tutoring and Learning Services**

This center is open to all students. Services provided include: Tutoring with STEM Mart, Math Center, Chemistry Center; Writing Center; Study Skills; and workshops. The Center is located in the Learning Commons of the Library and they can be reached at 813-974-9281.