

Welcome to the University of South Florida residential community. Living on campus will contribute to your learning and academic success, provide many opportunities for involvement, create lifelong friendships, and offer conveniences only experienced when living on campus! As a member of this community, you are responsible for developing and living by community standards and expectations. The experiences you encounter living with others will help to develop skills you will need to succeed in organizations, neighborhoods, and communities for the rest of your 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 the Bull's life!

## **Our Vision**

Our dynamic residential experience produces proud USF alumni and engaged global citizens.

## **Our Mission**

We are dedicated to creating safe and welcoming residential communities that promote student success.

## **Our Motto**

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

## **Commitment to Community**

Housing & Residential Education employs a Residential Curriculum to provide a holistic learning experience. At the conclusion of the residential experience, students will be global citizens who are holistically well, interpersonally competent and academically engaged. This means that you play a vital role in creating an environment that will help USF students grow and succeed at the university.

## **Commitment to Diversity**

Housing & Residential Education promotes 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 where everyone feels free and comfortable to contribute to the community. 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, we will provide opportunities for you to share your experiences, values, and beliefs, while listening to those of others. In turn, we ask that you work with us to create a safe and 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 at programs, please contact the Residence Life Coordinator or Assistant Residence Life Coordinator. If you are unsure of who to contact, please email [housing@usf.edu](mailto:housing@usf.edu).

## **SECTION 1 | STUDENT LEADERSHIP OPPORTUNITIES**

### **Hall Councils**

Each residence hall has a Hall Council that plans activities for the community. This is a great opportunity to gain valuable event planning and leadership skills while developing relationships with your neighbors. Learn how to get involved by asking your Resident Assistant (RA), Community Manager (CM), or Residence Life Coordinator.

## **Residence Hall Association (RHA)**

RHA is a student organization that represents all campus residents. Weekly meetings include Senators from each Hall Council, the RHA Executive Board, and the RHA Advisor(s). RHA hosts leadership development initiatives and events to inspire a greater sense of belonging throughout campus. Furthermore, RHA advocates for residential students in an effort to enhance the campus living experience. RHA is an outstanding opportunity to deepen your connection to the university.

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

The National Residence Hall Honorary (NRHH) is a student organization that supports the top one percent of student leaders living in the residence halls. This organization invests in the professional and leadership development of its members. NRHH also dedicates time to the recognition of residential students and staff. For example, NRHH regularly awards *Of the Month* (OTM) awards. To recognize the contributions of others, all residential community members are encouraged to submit OTM nominations: <https://otms.nrhh.org/>

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

***POLICIES AND GUIDELINES MAY BE UPDATED DURING THE YEAR. VIEW UPDATED POLICIES ON OUR WEBSITE:*** [usf.edu/housing](https://usf.edu/housing) > Resources > Policies

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 the Housing contract. The University reserves the right to make additional and/or modify existing rules and regulations. Housing & Residential Education 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 under 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, 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 in individual bedrooms or suites:

- Toasters
- George Foreman 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 apartment kitchens.

## **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 the area desk at check-out.

Residents may be responsible for damages that 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**

Never prop open or disable an exterior door. 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 8 p.m. to 8 a.m. 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 condition, the following actions 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/or 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: <https://www.usf.edu/administrative-services/environmental-health-safety/programs-services/fire-safety/residential-info.aspx>

### *Fire and Safety Equipment*

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 Statute 806.10) Therefore, the following acts are prohibited:

- Covering a detector or in some other way rendering a smoke detector inoperable
- Obstructing stairwells and/or corridors with furniture, debris, and other materials.
- Disabling or propping open the exterior door to any building

### *Restricted items and actions*

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)
- Electric heaters or portable heaters
- Lava lamps, halogen lamps and all lamps with paper shades. Never cover any light with a 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 & Residential Education 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, custodial staff and desk workers. The harassment of any housing staff member may result in disciplinary action.

### **Keys**

In the interest of safety and security, residents are prohibited from giving their room key and/or access card(s) 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.

### **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 (Submit Maintenance Requests via the link on the [usf.edu/housing](https://usf.edu/housing) homepage)
- 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 Vehicles and Traffic Rules & 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 no larger than 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).

Fliers posted in common areas of the residence halls must receive approval via the Residence Hall Flier Approval form, accessible at [usf.edu/housing](https://www.usf.edu/housing) > Resources > Promotions & Reservations. Please refer to this form to view current requirements and procedures.

## **Quiet Hours**

Quiet hours are:

- Sunday - Thursday from 10 p.m. until 10 a.m.
- Friday - Saturday from midnight (12 a.m.) until noon (12 p.m.)

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. Residents are expected to maintain reasonable volume levels (including conversations in stairwells), not slam doors, and limit 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 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 here: <https://www.usf.edu/it/class-prep/residence-hall-information.aspx> and here: <https://www.usf.edu/it/>

## **Guests**

You are responsible for the conduct of your guests, regardless of who they are, when they are present in on-campus housing. If you intend to have 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 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 & Residential Education staff and/or University Police if you need assistance.

## **Roommate Agreement**

All residents are required to complete a roommate agreement shortly after moving in. 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 persist, all roommates are encouraged to attend mediation with the Residence Life Coordinator or Assistant Residence Life Coordinator.

## **Smoking , Tobacco, Vapor**

USF is a tobacco-free, smoke-free, and vapor-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, smoke and vapor 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: <https://www.usf.edu/administrative-services/environmental-health-safety/tobacco-free/>

## **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 Inside the Building**

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. The 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 living space at all times 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 a.m. and 2 a.m., Monday through Thursday with weekend guest visitation beginning at 10 a.m. Friday and continuing until 2 a.m. 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**

Open windows have a detrimental effect on the air conditioning for the building. Each window has been sealed to prevent water intrusion. In some 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 canceled 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 email account regularly. 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/CM 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 the Housing Portal (accessible via the link on the [usf.edu/housing](https://usf.edu/housing) homepage) or visit the Housing & Residential Education central office located on the second floor of Argos Hall.

## **Check Outs**

Residents will be provided specific checkout information from RA/CM before each closing period. Students should refer to this information for more specific details regarding their responsibilities. Information may also be sent to your USF email address.

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/CM, and return your keys to your area desk 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 winter break (between the fall and spring 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 using the Housing Portal (accessible via the link on the [usf.edu/housing](https://usf.edu/housing) homepage). Residents who are not registered for classes will be required to vacate their residence hall 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 have the opportunity to make 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. Upon request, residents will be given a copy of the report form. This room condition report form will be used at the time of checkout, during which time housing staff members will compare the condition of the room and furniture noted on the form to the condition at checkout. 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 when each resident checks 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 Maintenance Request authorizes maintenance personnel to enter your room.



## Room and Roommate Changes

Housing & Residential Education assigns rooms and roommates for those who do not choose a space during room selection or for those who become eligible to receive a room assignments outside of a room selection period. 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 talk first with their RA before requesting 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 Portal (accessible via the link on the [usf.edu/housing](https://usf.edu/housing) homepage).
- Residents will be provided with a timeline that indicates the dates they are allowed to move.
- 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.

## 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 minimize maintenance problems 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 checkout.
- Room Painting Program: If you believe that your room needs to be painted, you should submit a Maintenance Request via the link on the [usf.edu/housing](https://usf.edu/housing) homepage. Facilities staff will evaluate each request and paint where necessary.
- Waterbeds: Due to the chance of water damage and because of their excessive weight, waterbeds are not permitted.
- “Medium Loft” type beds found in Juniper, Poplar and The Village residence halls may have the height adjusted. Residents wishing to change the height must submit a Maintenance Request via the link on the [usf.edu/housing](https://usf.edu/housing) homepage.

## SECTION 4 | CONDUCT PROCESS

Please visit the Student Rights & Responsibilities website for information: <https://www.usf.edu/student-affairs/student-rights-responsibilities/>

## SECTION 5 | SERVICES

By being aware of the services provided as well as procedures for utilizing these services, living on campus can be convenient and fun. Please review the following procedures and services so you can utilize them as needed.

### Air Conditioning and Heating

General information about air conditioning in Florida

- Maintaining a clean dust-free room promotes a cleaner and 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 your living space.
- Avoid setting air conditioning thermostats below 70 degrees as doing so may cause 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, Maple and Cypress 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 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. 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 are not able to be changed by residents. Please submit a maintenance request to adjust the temperature range in your room (preset is between 70-76 degrees). Housing Facilities regularly schedules filter changes in each air conditioner unit accordingly to manufacturer’s 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.

#### *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 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 manufacturer’s 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 manufacturer’s 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.

#### *The Village (Beacon, Endeavor, Horizon, Pinnacle, Summit Halls)*

Each room has its own thermostat. Residents may adjust the temperature between 70-76 degrees. Air filter changes for each air conditioner unit are scheduled according to manufacturer’s specifications and environmental conditions.

## **Bicycle Security**

Bicycle racks are provided in each housing complex for bicycle security. Please ensure that your bike is securely fastened to the rack to help prevent 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 Department provides 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 Edu IPTV**

All rooms are wired to receive television channels on the Housing & Residential Education digital cable TV system. All residents have access to HBO GO, MAX GO, and Philo Edu (20-hour DVR and live TV viewing on your devices when connected to the campus network). View the channel guide and learn how to receive technical support at [usf.edu/housing](https://usf.edu/housing) > Residential Experience > Resident Services > Campus 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 24-hour IT Help Desk at 813-974-1222.

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

For all emergency situations (bomb threats, Hurricanes, tornadoes, emergency evacuations, etc.), all residents should refer to MoBull messenger, resident assistants, community managers, Residence Life Coordinators or Assistant Residence Life Coordinators. In addition, residents can contact the USF Police department at 813-974-2628 Visit: <https://www.usf.edu/administrative-services/university-police/>

## **Facilities Management**

An assigned Housekeeper or Maintenance Technician will respond to work orders and address problems in your living space upon written request. Report any necessary repairs by submitting a Maintenance Request via the link on the [usf.edu/housing](https://usf.edu/housing) homepage. Please contact the RA/CM On-Call for your community for emergency maintenance 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. Do not allow anyone else to use your USF ID card.

## **Laundry**

Each community has centrally located laundry facilities. Washers cost \$1.25 per load and dryers cost \$1.25 for 45 minutes of drying time. Please remove laundry from washers/dryers upon the completion of a cycle. All laundry not removed after 72 hours will be bagged, tagged, and subject to abandoned property fees. Report any problems via the phone number provided in the laundry room or by using the [MyUSF Mobile app](#).

## **Lost or Stolen Keys**

In the interest of your personal safety, it is the policy of Housing & Residential Education to re-core student rooms and/or apartments/suites at the student's expense if the key is determined lost. If you lose your key, report it to your 24-Hour Desk (Holly M, Juniper-Poplar, or The Hub) immediately. A temporary key will be issued, and students are given until 9 a.m. the following business day to return the temporary key before a charge and re-coring is initiated. Re-coring and key replacement charges are not due upfront; they will be posted to your OASIS account.

These policies also apply to temporary access cards that are issued for the exterior doors. If you are issued a temporary access card, it must be returned to your 24-hours desk within 72 hours.

If you believe your keys have been stolen, contact the University Police Department at 813-974-2628 to submit a police report. You are responsible for the cost of re-coring your room and/or apartment/suite unit even if your keys have been stolen.

## **Mail**

Each student is provided with a mailing address. Mail is delivered to the Housing Department via the USF Post Office Monday-Friday. The location of mail pick-up will vary by community. Packages are delivered by the appropriate service provider Monday-Saturday to the Holly H and Juniper-Poplar mail centers. Students are notified via text and/or email that their package is available for pick-up if they have opted-in via the Housing Portal accessible via the link on the [usf.edu/housing](http://usf.edu/housing) homepage.

Mailing addresses can be found in the Housing Portal and are associated with each room. If a student changes their room assignment, their mailing address changes and they will need to change their address/ re-direct incoming mail. Students living in Juniper, Poplar and Magnolia will retrieve their mail from assigned mailboxes in the Juniper-Poplar lobby. All other residents will retrieve mail from the Holly H Mail Center and will be notified via a text and/or email when mail is available for pick-up if they have opted-in via the Housing Portal accessible via the link on the [usf.edu/housing](http://usf.edu/housing) homepage.

## **Recreation**

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

Argos and The Village 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.

## **Tutoring and Learning Services**

This center is open to all students. Services 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.

**An electronic version of this document is available at [usf.edu/housing](http://usf.edu/housing) > Resources > Policies**