

FLORIDA ATLANTIC UNIVERSITY™  
HOUSING AND RESIDENTIAL EDUCATION

# Community Guide

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2022-2023

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## SECTION I: WELCOME TO FLORIDA ATLANTIC HOUSING

The Housing and Residential Education (HRE) staff at FAU welcomes you to your new home and community! It is our hope that your time spent here will help you to thrive academically, provide you with lifelong social networks, and develop your skills as a global citizen. Living on-campus comes with responsibilities and is governed by regulations, policies, and guidelines that promote the safety of our residential communities so that all have the optimal opportunity to study and live in a respectful environment.

Awareness and active participation in maintaining our community standards is the role of each and every resident on the FAU campus. All community members are expected to do their part in upholding university regulations and policies. If you see something, say something!

The purpose of this guide is to provide a concise description of the policies of the Department of Housing and Residential Education that are incorporated into the individual Housing and Residential Education contract. By executing a contract for housing, you agreed to comply with all regulations, policies and procedures of the University, including those detailed in this guide.

In order to aid the community in maintaining community standards, residents are encouraged to work with the HRE staff to resolve conflicts and concerns as they arise. In situations where a resident's behavior may be adversely affecting the learning or living community, however, FAU reserves the right to take resident conduct action in accordance with [FAU Regulation 4.005](#) and the [FAU Student Code of Conduct, Regulation 4.007](#). The outcome of this resident conduct action may include, among other sanctions, a change of housing assignment or the cancellation of the Housing and Residential Education contract.

Housing and Residential Education staff reserve the right to amend or add additional rules and/or procedures as necessary for the safety, care, cleanliness, and smooth operation of the facilities. Residents will receive reasonable notice of any such amendments or additions.

All FAU residents are expected to know and adhere to the [Student Code of Conduct, Regulation 4.007](#). Residents and their guests must know and adhere to all policies outlined in [Regulation 4.007](#), which correlate with this Community Guide. Where no specific violation is listed, the specific action will be considered Section 5(m) of the [Student Code of Conduct Regulation 4.007](#).

## SECTION II: MISSION

Housing and Residential Education creates safe and diverse living communities for residents through quality residential facilities. We deliver impactful programs and services focused on academic success, critical thinking, career exploration and social responsibility that provide and enhance skills for life-long learning.

## SECTION III: VISION

The Department of Housing and Residential Education will strive to educate our residents outside of the classroom to provide them with a collegiate experience that better prepares them for a pluralistic society.

## SECTION IV: PROFESSIONAL STAFF POSITION

### *Director:*

Responsible for the comprehensive Housing and Residential Education component of the residence halls and student apartment communities at the Boca Raton & Jupiter campuses. Provides fiscal management for the department budget by ensuring efficient operations and programming. Works directly with the Director, Housing Facilities in responding to and addressing the student impact from facilities related issues and concerns. Coordinates with the Director, Housing Facilities to make recommendations regarding housing construction/renovation, capital projects, and general facilities R&R. Coordinates with the Dean of Students the facilitation and resolution of student crisis, student conduct/conflict resolution and addressing students of concern. Serves as a member of the leadership team guiding University's enrollment management efforts in addition to coordinate housing involvement with all Admissions & Orientation events for Boca Raton & Jupiter campuses. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

### *Associate Director for Contracts and Assignments:*

Oversees all aspects of the Housing assignments process for new and returning students, including applications and contract generation, deposits, assignment priorities, room change procedures and room selections, re-contracting and forecasting occupancy. Oversees customer service programs and initiatives including supervision of the main housing office front desk coverage responding to students, parents, university internal and external inquiries. Works closely with the admissions, new student orientation, financial aid, business services and other related offices regarding student housing assignments and contracts.

### *Associate Directors for Residential Education:*

Directly supervises the assistant directors. Plan and implement in-area training and development for area professional staff, possibly area Housing staff, and support staff in collaboration with training staff. Assist with the recruitment and selection of professional and support staff for the Department. Assist with centralized training, plan and implement in-area training and development programs for student staff. Provide leadership, guidance and support to staff, students, and student groups by guiding their efforts to develop communities, by maintaining residence hall community standards, and by supporting their development of hall and area events, which complement the academic mission of the university, engage the students' interest, leadership skill development, their role as citizens of their various communities (floor, hall, campus), and increase their social awareness and sense of responsibility.

### *Assistant Directors for Residential Education (West & East Campus):*

This position provides leadership and direction and supervision for the residence facilities in a neighborhood. They are the direct supervisors of REACs, REOCs, and BOMs. Each assistant director chairs departmental committees.

### *Assistant Director for Marketing and Communication:*

Responsible for all marketing and promotional print and digital materials. Manages updates made to the website and creation of graphics through Housing ticket request system. Runs social media channels. Provides photography and videography needs to promote the department.

*Assistant Director for Safety Education:*

Responsible for the coordination and management of a safety operations and education for the Department of Housing and Residential Education. Directly supervises the Community Service Office Program within the Department of Housing and Residential Education and the Field Community Service Officer Program. Implement Fire Drills and Health, Safety inspections and Residential Safety Month.

*Assistant Director for Academic Initiatives:*

Responsible for the organization and implementation of academic initiatives and the residential curriculum for the Department of Housing and Residential Education. Oversees the operation of the Get Wise Academic Success Centers and organizes academic outreach for at-risk students. Supervises the Residential Education Model Committee, which is responsible for the design and implementation of our Residential Curriculum.

*Building Operations Managers (BOM):*

This position coordinates all service requests (maintenance and custodial work orders) from residents, managing the resident and student assistants, key/fobs control operations, room transfers, fee administration for damages and other miscellaneous assessments, inventory and record maintenance.

*Residential Education Operations Coordinators (REOC):*

The Residential Education Operations Coordinator is a full-time professional staff member. Who is responsible for operation of a residential community of 500-700 residents, to which they are assigned. The Residential Education Operations Coordinator is charged with shaping the experiences, environment and student success of residential students by providing services and resources through the Department of Housing and Residential Education's Residential Curriculum (Residential Education Model-REM). This position coordinates all service requests (maintenance and custodial work orders) from residents, managing the resident and student assistants, key/fobs control operations, room transfers, fee administration for damages and other miscellaneous assessments, inventory and record maintenance. This position also supervises desk assistants and community services officers.

*Residential Education Hall Coordinators (REHC):*

The Residential Education Hall Coordinator is a full-time professional staff member. Who is responsible for operation of a residential community of 500-700 residents, to which they are assigned. The Residential Education Hall Coordinator is charged with shaping the experiences, environment and student success of residential students by providing services and resources through the Department of Housing and Residential Education's Residential Curriculum (Residential Education Model-REM). This position supervises 10-15 Resident Assistants.

## SECTION V: RESIDENT STAFF POSITION

*Housing Community Service Officers:*

The role of the Housing CSO (HSCO) is to provide outstanding quality customer service to the students, staff, faculty, and visitors of FAU. As a HCSO, your primary role is to observe and report and to be a front desk resource to residents. HCSO's serve as the primary contact person for visitors, students, and most importantly to our residents.

*Desk Assistants:*

The role of the Desk Assistant is to provide outstanding quality customer service to the students, staff, faculty, and visitors of FAU. As a Desk Staff member, your primary role is to be a resource to residents. DAs serve as the primary contact person for visitors, students, and most importantly to our residents.

*Get Wise Desk Assistants:*

The role of the Get Wise Desk Assistants is to monitor the space, track tutoring use, and provide resources to students in those spaces. Get Wise is a residential after-hour student support service center staffed by highly-trained math learning assistants, subject area tutors, and writing consultants. Get Wise has two locations both on the quad in Glades Park Tower and the other in Atlantic Park Towers.

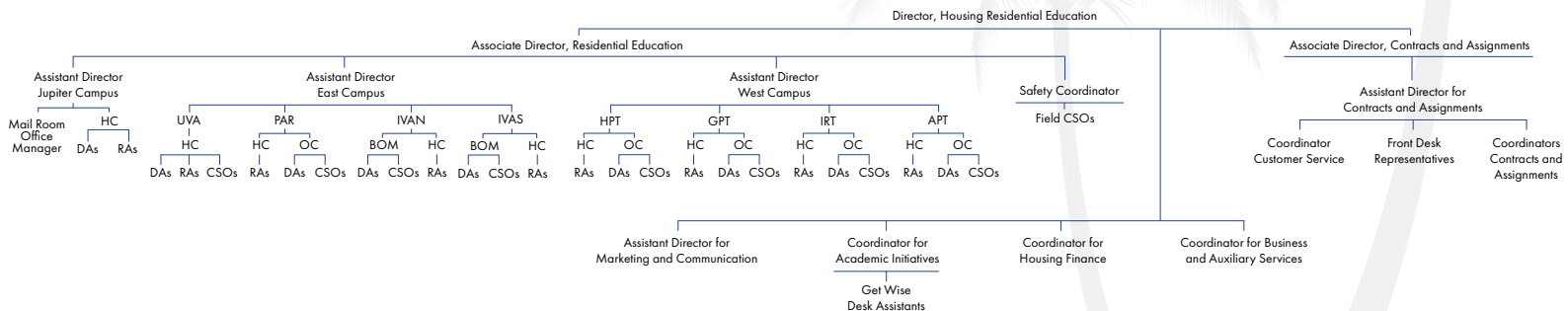
*Resident Assistants:*

The role of the Resident Assistant (RA) is to enable student success through the development of enhanced learning opportunities and enriching educational experiences within a supportive campus and residential environment. Through targeted one-on-one conversations, and relationship/community building, the RA will help our residential students experience a holistic and seamless living learning environment. Through the Residential Education Model they will ENGAGE, EXPLORE, DEVELOP, and STRENGTHEN their skills and experiences in the community with their peers, staff and faculty, while creating a diverse, safe, and inclusive living environment.

## SECTION VI: COMMON TERMINOLOGY

FAU Housing and Residential Education "Professional Staff" includes but is not limited to: Assistant Directors, Coordinators, Assistant Coordinators, and other full-time staff employed by the Department of Housing and Residential Education. "Student Staff" includes Resident Assistant (RA) Desk Assistant (DA), and Community Service Officer (HCSO).

## SECTION VII: STAFF ORGANIZATIONAL CHART



## SECTION VIII: HOUSING POLICIES

### ALCOHOL

- A. In accordance with Florida Atlantic University's policy on alcoholic beverages Policy 1.2, which can be found by reading the Presidential Memorandum#19 beer and wine are permitted in residence halls by residents of legal drinking age (21 years of age and older).
- B. Residents who display intoxicated behavior or who require assistance due to consumption of alcohol or other substances, are subject to student conduct follow-up in accordance with the FAU student code of conduct, [Regulation 4.007](#).
- C. Residents under the legal drinking age may not be present during the consumption or possession of alcoholic beverages on residential properties nor may residents of legal drinking age dispense to or consume alcoholic beverages in the presence of underage individuals.
- D. Residents are not permitted to carry open containers of alcohol in the housing common areas and lobbies. This includes hallways, floor/building, lounges, multipurpose rooms, study rooms, conference rooms and parking lots.
- E. Beer kegs, party balls, funnels, hard liquors, and any drinking game paraphernalia such as beer pong tables, shot glasses, and beer or wine glasses are not permitted in or around university housing. Collections of empty beer or alcohol bottles or cans are not permitted. Any resident found in possession of these items will be required to immediately discard the container and contents.
- F. Please note that the university offers a Medical Amnesty Policy, which applies to FAU residents who initiate and seek assistance and/or medical treatment on behalf of themselves, another student, or a friend experiencing an alcohol and/or other drug related emergency. This policy states that the resident calling for assistance, as well as the individual in distress, will not be subject to student conduct action. If medical attention is required, residents should immediately call 911. To review the full Medical Amnesty Policy, including exceptions to the policy, please visit: <https://www.fau.edu/dean/pdf/medical-amnesty-policy.pdf>
- G. Any university official has the right to request appropriate resident identification when questioning an individual's age with regard to the possession or consumption of alcohol.

### ANIMAL POLICY

- A. Possession of animals, other than fish as defined below, are prohibited. Any cost associated with the possession of an unauthorized animal will be charged to the responsible resident(s) or to all residents of the room/suite/apartment, (damaged furniture, cleaning, pest control, etc.).
- B. Feeding or petting stray or wild animals is prohibited.
- C. Fish are allowed in fish tanks which are no larger than 10 gallon capacity. Residents are responsible for maintaining the tanks and are responsible for any and all damage caused by the fish or the tank.
- D. This policy shall not affect the verification process of service animals or approval process of emotional support animals by Student Accessibility Services.

Failure to comply with the process as outlined by [Student Accessibility Services \(SAS\)](#) regarding service animals and emotional support animals may result in a Code of Conduct Violation and/or a breach of the Housing Contract.

## BICYCLES, MOTORIZED TRANSPORTATION, AND VEHICLE PARKING

- A. Motorcycles, mopeds, and gas are prohibited inside University Housing. Storage or parking of these vehicles is allowed only in designated parking lots. Improperly stored vehicles will be removed at the owner's expense.
- B. Designated parking lots adjacent to Housing and Residential Education facilities are reserved for residents. All vehicles must be parked in parking lots and not on grass or other places. Several of the parking lots designated as Faculty or Staff lots are available for resident parking at designated hours. Check the signs posted prior to parking vehicles.
- C. Bicycles and electric powered scooters, including two-wheeled "hover boards", may be stored in either bicycle racks or in resident rooms, provided they do not impede movement within the unit. Bicycles and electric powered scooters, including two-wheeled "hover boards", may not be used inside residential facilities and may not be chained to railings, buildings or any portion of buildings or equipment on Housing and Residential Education grounds.

## COMPLIANCE

You are part of an environment that depends upon everyone understanding and abiding by the community standards. Residential students and their guests must know and adhere to all policies outlined in [Regulation 4.007](#), which correlates with this Community Guide.

Please be advised that if you fail to abide by these guidelines, you will be contacted by the Office of Student Conduct and Conflict Resolution related to Florida Atlantic University's Student Code of Conduct, [Regulation 4.007](#), up to, and including, removal from University Housing.

## COMPLICITY POLICY

An individual who aides another in any action that violates this Community Guide or University policy, or assists in the concealment of any conduct that constitutes a violation of these rules, or does not leave the scene of the violation, may be subject to student conduct action in accordance with [Regulation 4.007](#).

## COMPUTER NETWORK

- A. All users of the FAU network must abide by the rules contained in the FAU Acceptable Use Policy. The FAU Office of Information Technology (OIT) monitors the FAU network by a variety of methods, both automated and manually driven. When a situation on the network is detected that is not in keeping with FAU regulations, a user's access to the network might be limited or cutoff.
- B. The use of the FAU network is a privilege that may be revoked at any time for inappropriate behavior. Such behavior includes verbal or written threats or conduct that intentionally or recklessly places another individual in reasonable fear of physical harm through words or action directed at that person, or creates a hostile environment in which others are unable to reasonably work, learn, live, or engage in other activities. All complaints regarding inappropriate behavior will be subject to review by HRE staff and/or the Dean of Students' Office.
- C. Individual users are not allowed to share their network connection with more than one computer/device at the same time. This prohibits the use of network devices such as; hubs, switches, wireless access points, and routers that would permit the user to connect multiple computers/devices to the FAU network.
- D. The primary purpose of the FAU network within Housing and Residential Education is to support residents' educational goals and to build an active, virtual community for our residents. In support of these goals, the following activities are prohibited and may result in revocation of network access, possible student conduct action in accordance with FAU Student Code of Conduct, [Regulation 4.007](#), and/or criminal charges:



1. Allowing unauthorized persons to access the FAU network.
2. Violating copyright laws.
3. Using the FAU network for personal financial gain.
4. Operating unauthorized servers (email, FTP, www, game, or any other program that makes your computer a server) or P2P or Grid applications.
5. Setting up a router or building a private subnet.
6. Modifying or attempting to modify University owned or licensed information.
7. Attempting to modify, damage, disrupt network services, or attempting to use security tools to catalog the network or other users.
8. Using traffic intensive applications (these types of applications may cause problems within the network or dilute the level of service to other users).

## CLEANLINESS

Residents are expected to maintain their assigned spaces in a clean and sanitary manner.

- A. Trash is to be disposed of by the resident in designated bins, trash chutes, or dumpsters. Garbage may not be left in hallways, entrance-ways, stairwells, trash rooms, apartment/room, or on balconies and patios. Failure to adhere to this policy will result in a removal fee charge.
- B. Residents are responsible for cleaning their assigned residential space, including bedrooms, bathrooms, common rooms, and kitchens (if applicable). Individuals will not be allowed to check out or will be charged an improper check out fee in instances where the common areas within their assigned residential spaces are not cleaned. The front desk does not have vacuums, brooms, or other cleaning items.
- C. Florida Atlantic University Housing facilities are located in Florida, which has a climate conducive to mold and mildew, and that it is necessary to provide proper ventilation and humidification of rooms to retard and prevent the growth of mold and mildew. Resident agrees to be responsible for properly ventilating and dehumidifying the room and suite/apartment and contents to retard and prevent mold and mildew, and that the University shall not be responsible for damage to the room, suite/apartment or personal property of the resident for damages caused by mold and mildew. Residents are responsible for knowing and following recommended procedures related to mildew and mold prevention and removal.
  1. Proper cleaning of the suite is necessary for good living conditions, especially the bathroom fixtures, toilets, showers, tubs, sinks should be cleaned with a brush and bleach based or germ-killing antiseptic cleanser. Trash should be removed daily and no open containers with water/fluids should be left in the rooms for extended periods of time.
  2. After a shower leave the bathroom door open with the light on for 15 minutes to remove excess moisture from the air in the bathroom. Mop up all water on the floor and hang towels and bath mats to dry. Fully extend the shower curtain to allow it to dry between showers.
  3. Do not cover vents, nor place obstructions in front of vents to allow for best air flow. Periodically clean your vents by using a vacuum, broom/brush, or simply wipe with an antiseptic, germ killing, cleaner and a clean cloth.

## DISRUPTIVE BEHAVIOR

- A. Behavior that creates a disruption to the learning environment of others, including, but not limited to: loud talking or music, skateboarding, in-line skating, or other sports/recreational activities in rooms, hallways, elevators, courtyards, balconies, stairwells, elevated walkways, patios, multi-purpose areas or lobby areas are prohibited.
- B. Stereos, radios, TVs, and other sound systems may not be played so loudly that they disturb

others, including those within a shared suite. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member at any time. Due to the unique nature of subwoofer sound to travel throughout the building, no subwoofers are allowed in residential facilities.

C. Out of respect for community property, sports and general roughhousing are not permitted in the residential facilities. See also Quiet Hours.

#### DOORS AND LOCKS

A. Residents are expected to enter and exit through main entrance doors of their building.

B. Entering or exiting through unauthorized egress/regress areas and/or emergency exit doors, in non-emergency situations, is prohibited.

C. Doors and locks may not be propped, tampered with, or damaged. Locks may not be added on any doors in the resident's unit, nor may they be changed or replaced except by authorized HRE staff. Residential suite, stairwell, and exit doors may not be propped open for safety and security reasons.

#### FAILURE TO COMPLY WITH ROOMMATE AGREEMENT

A roommate agreement is both a process and a document whereby residents discuss how they will live with each other in their room and suite. Students are encouraged to complete a Roommate/Suitemate agreement with the assistance of the Resident Assistant located on their housing portal. Failure to abide by the terms of an agreement among roommates/suitemates/apartment-mates may result in student conduct action and/or other administrative action. Residents are expected to resolve disputes in a cooperative manner. Residents are encouraged to resolve their disputes using conflict resolution practices on their own or guided by the assistance of HRE staff.

However, the following Bill of Rights is a list of responsibilities of and between University Housing residents. Enjoyment of life in University Housing will depend to a large extent on the thoughtful consideration that is demonstrated.

Residents have:

- The right to a clean tidy environment.
- The right to expect that each roommate/suitemate will respect each other's personal belongings.
- The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate/suitemate, or similar disturbances.
- The right to free access to one's room and facilities without pressure from a roommate/suitemate.
- The right to expect that guests will respect the rights of the host's roommate / suitemate and other residents.
- Guests and hosts are mutually responsible for the conduct of the guest, even if the term guest refers to another resident of University Housing.
- The right to expect reasonable cooperation in use of the suite/apartment cable line, public areas, micro-fridge where applicable and other appliances.
- The right to a limited degree of personal privacy.
- The right to be free from intimidation and/or physical harm.
- The right to address issues and concerns with the University Residential Education staff. Your Resident Assistant and the other Department of Housing and Residential Education staff are available for

- assistance in helping with roommate or suitemate conflicts.
- The right to expect roommate(s) / suitemate(s) to keep doors locked for security purposes

## FIRE SAFETY

### A. FIRE ALARMS /SMOKE DETECTORS

- Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of FAU regulations and policies, as well as Florida state fire codes.
- Violations of state fire codes will result in University student conduct action and are punishable under state law. Proper response to fire alarms is required.
- Failure to evacuate or comply with staff directives during fire drill/evacuation is prohibited.

### B. FIRE HAZARDS

- Possession of candles with wicks, open flames, incense, hot plates, or other heating units with an open flame or heating element are prohibited.
- The use or storage of propane, flammable fluids, hazardous liquids, and/or chemicals is not permitted in Housing and Residential Education facilities.
- Any substance that potentially could cause fire, damage, or explosion is not permitted inside the residence halls.

### C. FIRE DRILLS

Housing and Residential Education, in conjunction with FAU Environmental Health and Safety and the Boca Raton Fire Department, will conduct a fire drill in each residential facility once per semester, including the summer. Residents are expected to evacuate the building whenever a fire alarm occurs. Failure to do so may jeopardize the safety of all residents and will result in student conduct action.

## GAMBLING

It is impermissible to conduct, organize, or participate in any activity involving games of chance or gambling except as permitted by law.

## GUEST / VISITATION

As defined by the Department of Housing and Residential Education, a guest is any person who does not live in the hosts assigned building and/or room/suite/apartment. The ability to host guests is a privilege for residents living in on-campus housing. If a conflict arises due to or in conjunction with guest(s) and another resident of the community, the rights of the resident prevail over the rights for the guest. HRE staff reserves the right to ask any guest to leave at any time and to prohibit any residential students from hosting guests in the future.

- Hosts assume full responsibility for the conduct of their student and non-student guests. Hosts will be held responsible for any violations of University regulations and policies committed by their guests. Hosts are expected to be familiar with University and HRE policies and to inform their guests accordingly. Guests are required to respect and follow University and HRE policies and regulations.
- Hosts may have overnight guests for up to 15 nights per semester with the prior approval of roommates/suitemates. Hosts may have an overnight guest for a maximum of three consecutive nights. An overnight guest is defined as any individual who is present in the community between 12am-9am. If a resident hosts two guests over the course of one night, this will count as two overnight visits. Hosts may have a maximum of two overnight guests at a time.
- All overnight guests present in residential facilities, must be registered at the Building Front Desk. Failure to register overnight guest will result in dismissal of guest from residential facility and

follow up with the host through the Resident conduct process.

D. Residents are not permitted to assign or sublease their assigned space.

E. Residents may not permit additional individuals to live with them in their assigned space. Hosts may not allow guests to store food and/or personal belongings in their assigned space.

F. HRE staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate the area including bedrooms, suites, apartments, common areas, patios, lounges or lobbies.

G. All guests must be escorted at all times and carry a valid photo I.D. Guests may not be left alone within residential rooms/apartments without their host present. Guests are not allowed to bring ESAs.

H. In designated residence halls during home football games, all guests must be signed in at all times of day. Residents will be able to sign in a maximum of two guests.

#### HARBORING UNAUTHORIZED PERSONS/TRESPASSING

Residents are required to check in to their assigned room assignment and only residents assigned to that designated space are allowed to reside there. If a resident is found sharing their space with an unassigned/unauthorized person, student conduct action will be taken. See also Unauthorized Entry.

#### HEALTH & SAFETY CHECKS/VIOLATIONS

Housing and Residential Education staff will conduct health and safety checks in each room, suite, and apartment at least once per semester, including the summer terms. Items that are prohibited, illegal to possess, or pose danger to the safety of the individual or residential community, or which violate state or federal laws, University policy or HRE policy, may be subject to disposal or removal at the request of HRE staff. The possession of illegal items may result in criminal prosecution, disciplinary action in accordance with the FAU Student Code of Conduct, [Regulation 4.007](#), or both.

Residents should be aware of the following:

A. All items, including decorations, must be at least 12 inches from the ceiling and no items may be hung from or placed on the ceiling.

B. Extension cords are permitted with the following restrictions:

a. UL approved three pronged extension cords that are 14 gauge or heavier (NOTE: The lower the gauge number the heavier/thicker the cord).

b. Cords cannot exceed 10 feet in length.

c. Cords cannot impede safe traffic in the unit.

d. Cords must not be pinched in doors.

e. Only ONE appliance may be plugged into a multi plug adapter.

f. Only UL approved multi plug adapters with circuit breakers are permitted.

C. Christmas lights excluding LED lights are not permitted in the residential facilities. They can not be wrapped around any stairs or bed ladders (PAR).

D. Only low wattage appliances which do not produce grease, smoke laden vapors, or that have no open elements are permitted in the residence halls.

E. Residents may bring their own refrigerator as long as it does not exceed 3.6 cubic feet or 400 watts. Microwaves can also be brought by these residents as long as they do not exceed 1100 watts in power.

F. Improper use of any kitchen facility or the use of a cooking appliance in an unauthorized area (e.g., residence hall bedroom) is prohibited.

G. Residents who live in Apartments (IVAN/IVAS/UVA) are permitted to have the following items: hot air popcorn popper, small electric grill (e.g., George Foreman grill), toaster oven small

convection oven, food processor, crock pot, blender, electric mixer, coffee maker, and toaster.

H. Residents in the Residence Halls (APT/GPT/HPT/IRT/PAR/ RH1,2&,3) are permitted only the following to be used in their personal suite: blenders, electric kettles, air fryers, electric tea kettle, and coffee makers.

I. Residents in the Residence Halls (APT/GPT/HPT/IRT/PAR/RH1,2&,3) are not permitted to have the following items in any residence hall: toasters, deep fryers, hot plates, and appliances with open heating elements.

J. Appliances not mentioned as permitted are prohibited. Residential Education staff will request the resident remove any unauthorized appliance.

K. Personal charcoal grills are permitted for use only in exterior facilities surrounding University Village and Innovation Village Resident Apartments. Residents are permitted to use personal charcoal barbecue grills at a safe distance (at least 20 feet or more) from buildings and entrances. The use of grills is not permitted under any covered walkways, landings, entrances, balconies or stairwells.

L. Possession of alcohol stoves or propane grills, hibachis, and gas grills is not permitted within all residential facilities.

#### ILLICIT DRUGS

A. The manufacture, sale, possession, use, possession with the intent to distribute or grow, presence at or party to illegal drug activity within residential facilities, surroundings, or as a part of its activities as covered under local, state or federal law is prohibited.

B. Prohibited activities include but are not limited to the possession of drug paraphernalia, misuse of prescription medications prescribed to you or another person.

C. Usage or possession of medical marijuana is prohibited in the residence halls and adjacent areas.

#### KEYS, LOCKS, AND IDENTIFICATION

A. An Owl Card or other form of identification with a picture must be presented upon request of a HRE staff member or other university official. Presenting false identification or impersonating another person or a university official is prohibited.

B. Unauthorized possession, duplication or use of keys or Owl Card in any university facility, or unauthorized entry, or access to university facilities is prohibited.

Keys and Owl Cards must remain in the possession of the person to whom they are issued and may not be used by another person. Owl Cards and/or FOBs are required to receive entry and extended access to the residential facility (e.g., exterior access doors, towers, elevators, lab resources). Residents requesting access assistance from front desk staff must go to the front desk and should be prepared to verify their residency in a specific hall by front desk staff members. Excessive request of front desk staff assistance due to lack/loss of OWL card possession may result in student conduct action and/ or other administrative action.

Replacement keys will result in a lock change and the resident will be responsible for associated costs. Additional locks (keyed locks, chain locks, deadbolts) may not be installed. Residents may use their own portable safes or lock boxes to keep valuables safe.

#### LITTERING

Residents may not dispose of litter in any form on University grounds or facilities. This includes, but is not limited to, cigarette butts, flyers, cans, bottles, etc. Residents are responsible for placing their trash in the designated trash rooms, trash bins, and/or dumpsters located in the residential community. Residents in violation of this policy will be held responsible for the cost of clean-up.

#### MAIL TAMPERING

Tampering with mailbox locks or removing mail addressed to another person is prohibited. Mail addressed to anyone other than the current occupant(s) should be returned to the mail center. Only authorized staff is permitted to enter mail centers, sorting or distribution areas.

#### MISUSE OF GROUNDS

- A. Parking or driving on the lawns within University Housing is prohibited.
- B. Camping or sleeping on the grounds is also prohibited.
- C. Hammocks are prohibited within University Housing.

#### NOXIOUS/OFFENSIVE ODORS

Causing noxious odors (e.g. drugs, marijuana, incense, cigarettes, clove cigarette, candles, trash build up, etc.) is prohibited. See also Illegal Drugs.

#### POSTING POLICY

All items posted must also be in compliance with the University Posting Policy. No individual, including mail center staff persons, is permitted to distribute any materials other than HRE approved materials into the residents' mailboxes. Improper use of residents' mailboxes will be referred for appropriate authorities for action in accordance with the FAU Student Code of Conduct, Regulation 4.007, and/or law enforcement officials.

Registered Resident Organizations are the only non-housing affiliated groups permitted to post informational flyers in Housing and Residential Education areas. For more information visit: <http://www.fau.edu/involvement/clubhouse/resources/>

1. All posted materials must specify the date, time, place, name of the sponsoring organization of the event or program, and organization contact name, email or webpage where questions or concerns regarding the program/event can be directed. Materials that do not contain this information will not be accepted.
2. All materials must conform to the policies and procedures of FAU and the Department of Housing and Residential Education.
3. Materials may not exceed 11" x 18" in size.
4. All flyers/ posters must first be approved and have the must have the Housing stamp, and may have the student union Administrative stamp as well before poster/flyer can be posted.
5. Flyers/posters are to be delivered to the Department of Housing and Residential Education, at least 10 business days before the event date. Materials received after that date may not be posted in time to afford sufficient notice of the event.
6. Posted materials (flyers, posters, etc.) hung in the residence halls without prior permission of the Department of Housing & Residential Education will be removed and disposed of. Appropriate action may be initiated with the Office of Student Conduct and Conflict Resolution with the student organization found violating this policy.
7. A total of 112 flyers/posters can be duplicated for the residence facilities. They are to be counted out and divided by hall, with the name of the hall written on the top of each group as follows:

Number of Posters That Will Be Approved For Each Residence Hall

Central Office:	2
Atlantic Park Towers:	20

Glades Park Towers:	19
Heritage Park Towers:	17
Indian Park Towers:	17
Parliament Hall:	17
Innovation Village Apartment (North/South):	17
University Village Apartment:	10
Jupiter Housing:	13
Total:	130

**A. Placement of Banners:**

RSOs and University departments are prohibited from hanging banners in the residence facilities without approval by director.

**B. Tabling in the Residence Halls:**

The Department of Housing and Residential Education may permit tabling in the residence halls by RSO's, University departments, or outside organizations. These requests need to be made to the director at least two weeks before the tabling to the director.

**C. Conducting Collection Drives in the Residence Halls:**

Recognized student organizations can request the opportunity to conduct collection drives in the residence halls by contacting HRE six weeks in advance of their planned collection dates. RSOs will be required to submit for approval all publicity that will be used to publicize the drive. Drives are restricted to a maximum length of two weeks. Only one drive may occur at a time.

## PROJECTILES

Throwing any object from a window, ledge, roof, or balcony or within the courtyards adjacent to Housing and Residential Education facilities is prohibited. The use of slingshots, airsoft guns, BB guns, paintball guns, or other related items are prohibited. See also Weapons.

## QUIET HOURS

**A.** Quiet hours will be enforced during the following periods: Sunday through Thursday 10:00 p.m. - 9:00 a.m. and Friday through Saturday 12:00 a.m. - 11:00 a.m. Quiet hours are enforced at these times regardless of holidays or semester breaks.

**B.** During final examination periods, quiet hours will be enforced 24 hours per day, beginning at 10 p.m. on the evening before the last day of classes extending through the last graduation of the semester.

**C.** Courtesy hour restrictions are enforced 24 hours each day. At no time should residents' noise level interfere with the academic community.

## ROOM MODIFICATIONS

**A.** Nails, tacks, boards, or any adhesive products which damage wall, floor, and ceiling surfaces are strictly prohibited.

**B.** Painting, wallpapering, caulking, plastering, and paneling in a unit by the resident is not permitted.

**C.** Posters, pictures, and other decorative objects may be attached to interior surfaces of a unit with the understanding that the residents of the unit will be held financially responsible for any resulting damage.

**D.** Shelves or other items are not to be attached to walls or ceilings.

**E.** Carpet may not be affixed to the floor surface.

**F.** Residents will be charged for the repair of any damages from the violation of these policies.

#### SALES /SOLICITATION

- A. Door to door solicitation, sales, and canvassing are not permitted. Door to door distribution of flyers or leaflets is not permitted.
- B. Residents may not engage in any sales, business, marketing, or telemarketing activities in their units or within any public area of the University Housing facilities.
- C. Fliers may not be placed on cars.

#### SMOKING/TOBACCO

Smoking is not permitted on campus including all Housing and Residential Education buildings, in compliance with the [Florida Clean Indoor Air Act, F.S., 386, Part II](#) and the Florida Atlantic University tobacco-free policy which also prohibits the use of e-cigarettes. The use and/or possession of all tobacco products including cigarettes, cigars, pipes, smokeless tobacco, snuff, chewing tobacco, smokeless pouches, e-cigarettes, and any other form of loose-leaf, smokeless tobacco are prohibited on all FAU campuses.

In an effort to create a healthier environment for all residents, faculty, employees, vendors and visitors at Florida Atlantic University, this tobacco free policy will be in effect for all indoor spaces, outdoor locations, and within cars on campus.

#### UNAUTHORIZED ENTRY

Individuals, who are not authorized, licensed or invited to enter Housing and Residential Education facilities and the immediate surrounding areas are subject to arrest for trespassing. Knowingly hosting persons under trespass notice is prohibited. See also Harboring Unauthorized Persons/Trespassing.

#### UNAUTHORIZED OCCUPANCY

Residents may only occupy one side of the room and/or their assigned bed-space at all times. Guests are not allowed to sleep or settle into the unoccupied space/area.

#### UNAUTHORIZED ROOM CHANGE

Residents are prohibited from swapping rooms within any residential facility without approval. Residents who move before approval will be required to move back to their original assignment, will be charged an improper room transfer fee, and will not be granted the room change. Residents must pick up new room keys at the building front desk within 48 hours of assignment notification. Failure to complete a room transfer within this time may result in the revocation of transfer approval.

#### VANDALISM

Damage, destruction, or defacing property of another person, group, or the University is prohibited. Damage to hall decorations is considered vandalism.

#### WEAPONS

Possession and/or storage of weapons, where possession would be in violation of state statutes or regulations of Florida Atlantic University, is not permitted in University residence halls and resident apartment communities. See also Projectiles. Such weapons include, but are not limited to:

- A. Rifle, shotgun, BB gun, paintball gun, airsoft gun, pellet gun, air/C-02 gun, or blow gun
- B. Any major components including barrels, stocks or grips, and receivers, or firearms, whether partial components or components of a complete firearm
- C. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a Taser



- D. Incendiary explosive material, device, liquid, or poison gas
- E. Tear gas bombs or smoke bombs
- F. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement
- G. Any straight-blade knife of four inches or more such as a dagger, dirk, or stiletto; pocket knives of less than four inches and culinary knives designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy
- H. Any martial arts weapon such as nun chucks or throwing stars
- I. Any speargun, longbow, crossbow, and arrows, or other projectile

#### WINDOWS

- A. Windows are not to be used by residents as an entrance or an exit to units except when directed to do so by emergency personnel or in an emergency situation.
- B. Window coverings of any type (except those issued by Housing and Residential Education) are prohibited.
- C. For safety purposes, items are not to block or impede access or exit to/from the unit via the window, and signs, flags, stickers, design items, pictures, posters, banners, bottles, or bottle collections, post-its and similar objects may not be displayed in windows.
- D. Residents in University Village are not permitted to remove and/or tamper with their window screens.



## SECTION IX: HOUSING PROCEDURES

### ABANDONED PROPERTY

The Department of Housing and Residential Education does not have storage facilities. All furniture belonging to residents must be removed from campus prior to check out. Items left in University Housing areas (including trash areas) will be subject to removal by the HRE staff at the owner's expense.

The staff will remove items remaining in the resident's room after check out. The resident will be assessed a fee for this service. Property which remains after a resident checks out, leaves University Housing without formally checking out, or following the semester's end, will be charged a packing and removal fee and items will be discarded.

Students who are suspended or dismissed from the University, who have not checked out, staff will remove items remaining in the resident's room. Items will be kept for 14 days, the resident will be charged a packing and storage fee for this time period. Items not claimed after this period will be discarded.

### ACCESS

The University reserves the right to have authorized University staff, property management personnel, state officials, and other authorized personnel enter the student's rooms/apartments/suites with prior notice (24 hours) at reasonable times to inspect, maintain, and repair the premises and furnishings.

Students are expected to promptly report damages and necessary repairs, in accordance with established and published procedures. In the event of an emergency, notice may be given immediately before entering.

In accordance with the Community Guide, when authorized personnel have a reasonable belief that a violation of a University or Housing regulation, local ordinance, state or federal statute is in progress, and/or other emergency purposes exist, they may enter the student's rooms/apartments/suites without notice. Student's signature on this contract and/or online submission electronically of this contract constitutes explicit consent for authorized personnel to enter the student's rooms, apartments, and/or suites without notice for such purposes.

### BREAK HOUSING

Residents are permitted to remain during November holiday break, Semester (fall – spring, spring - summer) and Spring Break. However, HRE staff coverage and mailroom services will be reduced during these periods. All residents who desire to stay between during semester break must complete a Break Housing Agreement available online at [www.fau.edu/housing](http://www.fau.edu/housing).

### CHECK IN

Residents are required to check in to their assigned room assignment on designated dates at designated times. Assignments may be provided to some residents in advance. Some room assignments will not be available until the time of check in. During check in, a resident will receive key(s)/key fob, and a reminder to complete their digital Room/Apartment Condition Report (RCR/ACR), and other pertinent information from Housing and Residential Education. Residents are expected to read all documents received at check in from University Housing personnel/on their housing portal or university email. Residents are responsible for knowing the contents of these documents.

### CHECK OUT

Checking out of HRE facilities occurs when a resident leaves the residential facilities and is not returning. If

checking out due to withdrawal, dismissal, suspension or expulsion from the University, checkout must be completed within 48 hours. At the end of the each academic semester, residents must leave 24 hours after their last final or by Noon on the last day of the semester, whichever comes first. Residents should sign up for a check out time with their Resident Assistant or on the housing portal.

It is important for the resident to read all check out information posted and received via their FAU email carefully and completely. There will be a per day charge for any resident who does not officially check out of his or her University Housing assigned space by the designated time. Ask your Resident Assistant or come to front desk for more details on checking out of your assigned space.

In the case of contract termination, the University will not be held responsible for the belongings of the resident and reserves the right to take possession and/or discard the belongings, change locks, and charge the resident accordingly. For immediate check-out due to situations deemed an emergency pursuant to [Regulation 4.007](#), the process will follow the non-traditional check out procedures.

#### COMMUNICABLE DISEASES

Residents who contract a communicable disease and are ordered quarantined by a licensed physician or the Student Health Services staff will be required to immediately find other lodging at their own expense until clearance to return is given by a University physician. Failure to comply with this policy will result in disciplinary action in accordance with the FAU Student Code of Conduct, [Regulation 4.007](#). In cases where the Department of Housing and Residential Education staff is required to enter the unit in order to provide cleaning, charges may be assessed.

#### CONSOLIDATION AND VACANCY OPTION

Consolidation is defined as the moving together of residents by the Department of Housing and Residential Education who are paying for a double occupancy room but for some reason, not necessarily because of their actions, are currently in a room with no assigned roommate; or are living in a four-bedroom suite with empty rooms within the suite. Double rooms are normally occupied by two residents and a four-bedroom suite/apartment is occupied by four residents. If one or more of the occupants does not check in, or, later moves out, the remaining residents may be required to consolidate, at the option of the University.

#### COOKING AND COOKING SPACES

- A. Indoor cooking is possible in the community kitchens in the residence halls and apartment kitchens in Innovation Village and University Village Apartments. Residence hall kitchens are not designed to be primary cooking areas. These kitchens are intended for reheating food or making snacks. It is the primary responsibility of the residents in a community to keep these kitchens clean. Residents are responsible for proper use of cooking appliances.
- B. Improper use of any kitchen facility will result in a health and safety violation and disciplinary action in accordance with the FAU Student Code of Conduct, [Regulation 4.007](#).
- C. To avoid setting off your local smoke detector, follow these basic steps for cooking in the University Village kitchens: turn on exhaust fan, open the kitchen window, turn on the air handler, and clean your oven regularly. In Innovation Village Apartments, be sure to turn on the exhaust fan when the stove is in use.
  - a. Should a local alarm sound, contact the Resident Assistant on Duty or the Front Desk staff for assistance. The University Police and a Residential Education staff member will respond when necessary. Should a pattern form in a specific apartment unit indicating misuse of local alarms, disciplinary action will be taken in accordance with the FAU Resident Code of Conduct, [Regulation 4.007](#).

### DAMAGE BILL APPEAL PROCESS

During the departmental check out process a HRE staff member will assess any/all damage in the resident's room/suite/apartment space. Any/all assessed damages will be billed to the residents' account. Residents have the opportunity to appeal damage charges so long as the appeal is submitted within 60 days after charges have been placed on the resident's account. For more information about the appeal process visit: <https://www.fau.edu/housing/damage>.

### EMERGENCY BLUE LIGHT PHONES

Phones, identified by a blue light, are posted in various locations around campus. If you have concerns for your safety, are in danger, or wish to have a security escort, simply follow the instructions posted. The phones are connected directly to the University Police Department. These phones are only to be used in case of emergency. Tampering with or making a false call on these phones may result in criminal charges and/or disciplinary action in accordance with the FAU Student Code of Conduct, [Regulation 4.007](#).

### KEYS/KEY FOBS/ RE-PROGRAMING ID KEYS

Keys and Key Fobs are issued to each resident at check in. Residents should report a lost or stolen key and/or Key Fob immediately to their building front desk. So the lock can be changed and a new key/key fob can be issued. A charge of between \$50 and \$150 for key and lock changes is assessed depending on the type of suite. A \$15 fee is assessed for the replacement of a mailbox key. Keys may not be duplicated or transferred. Residents are expected to carry their keys and Owl Card at all times.

### HURRICANE INFORMATION:

Each resident receives a Hurricane Preparedness guide during move-in. The guide is also available via the HRE website. This brochure contains pertinent information regarding hurricanes. In addition, residents should sign up for [FAU Alert](#) via [My FAU](#) and download the Owl Ready app via the [App Store](#) or [Google Play](#).

Housing and Residential Education facilities are not a designated shelter area. In the event of an evacuation, all residents are expected to evacuate the residential facilities and follow instructions given by FAU staff, FAU Police, or public officials. In the event of an evacuation, residents must bring any necessary items with them including clothing, identification, money, and prescriptions as they will not be permitted back into the residence halls and resident apartments until the University reopens. Below is some general information about storm statuses:

- A. Severe Weather Warnings: In case of a severe weather warning, residents should close all windows and blinds/curtains and stay clear of window openings or doors with glass panels. All electrical appliances should be unplugged. Adhere to the instructions of the Residential Education staff members and/or other public officials. Please check the Florida Atlantic University webpage at [www.fau.edu](http://www.fau.edu) for information during severe weather periods.
- B. Hurricane Watch indicates that a hurricane condition is a strong possibility and may threaten the area within 36 hours. All windows and curtains/blinds should be closed. Do not tape windows. All items considered valuable should be covered with plastic and stored in a high place. Each resident must determine where they will be seeking shelter and report this information to their Resident Assistant. Residents planning to use a Red Cross Shelter must plan to bring their own food and water.
- C. Hurricane Warning indicates that a hurricane is expected in 24 hours or less. All residents may be evacuated from University Housing if an evacuation is ordered. All electrical equipment, including refrigerators must be unplugged and any perishable food disposed of. Residents with friends or relatives in the local area will be asked to go there. Residents who seek shelter off

campus must inform a Department of Housing and Residential Education staff member and provide their evacuation information and location. Residents planning to use a Red Cross Shelter must plan to bring their own need to bring food and water. More information can be found in [FAU's Hurricane Guide](#).

#### LIABILITY INSURANCE / LIMITATION OF UNIVERSITY LIABILITY

The University is insured under the State of Florida's self-insurance trust fund. The University, however, is not liable for damage to or loss of personal property or for failure or interruption of utilities. Residents are encouraged to review family homeowner's insurance policy or to carry personal renter's insurance. There are several insurance companies that specialize in providing coverage for college residents who live away from home.

#### LOCK OUTS

If a resident temporarily misplaces a key, the Resident can come down to the building front desk for a lockout. The first lockout is complimentary for the Resident. Either subsequent lock outs will result in a \$25.00 charge that will be added to the Resident's account. A tag key may be checked out at the building front desk for 30 minutes to allow the resident to retrieve their own keys. A lock change will result if a resident has lost key(s) or has not returned the tag key within the 24 hour period.

#### LAUNDRY

Residents are responsible for monitoring their laundry and removing their laundry from washers and dryers in a timely fashion. HRE will not be responsible for unattended laundry and/or reviewing camera footage or retrieving items. Residents should contact FAU PD to file a police report.

Any unattended items will be retrieved from the laundry rooms every Friday 12:00pm- 4:30PM and will be disposed of no later than Tuesday at 9am.

Residents should not tamper with or try to reset laundry units. If items are stuck, please place a work order and notify the front desk. Residents are responsible for following all posted instructions on how to use the laundry facilities.

#### MISSING PERSONS PROCEDURES

If a resident is thought to be missing, Florida Atlantic University Police Department will be contacted. The FAU Police Department will make the determination of whether the Resident should be considered missing and for how long. Should the Resident be determined to have been missing for 24 hours or more, the designated emergency contact will be notified. If the Resident is under the age of 18 and is not emancipated, the Office of the Dean of Students, or a designee, is required to notify a custodial parent or guardian no later than 24 hours following the determination that the Resident is missing. This contact will be the parent/guardian listed on the housing portal Housing and Residential Education contract, or listed in the FAU Resident Information System. Finally, the Associate Vice President for Student Affairs/Dean of Students will be contacted.

#### OCCUPANCY CHECKS

Resident Assistants contact each resident to verify the occupancy within the resident units. Occupancy Checks are completed approximately the first or second day of classes each semester. This process requires each occupant of a unit to sign the Resident Assistant's roster sheet verifying the resident has checked into their assigned space. Any resident not signing the roster is considered a No Show. If, by the time Occupancy Checks are completed, the resident assigned to the unit (No Show) has not notified the Department of Housing and Residential Education Main Office regarding their arrival delay, the unit is considered available for reassignment to another Resident.

## PARKING AND TRANSPORTATION

For information regarding residential parking please visit: [www.fau.edu/parking](http://www.fau.edu/parking), email [faupark@fau.edu](mailto:faupark@fau.edu), or call 561-297-2771. Residents are responsible for abiding by all Parking and Transportation signage and posted notices.

## PEST CONTROL

If you have any pests in your building and/or living area, please submit a work order using the procedure in the Work Order section below. Pest Control will be notified to address the reported area. Residents may be required to move during treatment process.

## REMOVAL (CONFISCATION) OF UNAPPROVED ITEMS POLICY

- A. Items that are prohibited, illegal to possess or pose danger to the safety of the individual or University Housing community, or which violate state or federal laws, University policy or Department of Housing and Residential Education policy, are subject to removal by the resident, appropriate staff, or FAU Police. The possession of illegal items may result in criminal prosecution, disciplinary action in accordance with the FAU Student Code of Conduct, [Regulation 4.007](#), or both. Illegal items will be turned over to the University Police. Illegal items University Police do not accept will be disposed of in the presence of University Police.
- B. HRE staff will remove the item(s). If an item is removed, the resident will be issued documentation indicating the removal and labeling of the item.
- C. Requests for removed items to be returned prior to the resident checking out of University will be evaluated on a case-by-case basis by the Residential Education Coordinator.
- D. All removed property will be considered abandoned property if the resident does not request its return in writing to the Residential Education Coordinator within 5 business days following the end of the semester or the resident's check out of the space, (see Abandoned Property). Abandoned property will be discarded after 14 days.

## RESIDENT ASSISTANT ON DUTY

Resident Assistants from each of the residence facilities staff, will be on duty Monday through Thursday from 5:00 PM - 8:00 AM the following day. On Friday and Saturday, there is a Resident Assistant on duty from 5:00 PM - 5:00 PM the following day.

## ROOM CHANGES/SWAPS

A resident who wants to transfer to a different room/suite/apartment must request a room change. The resident should visit their building front desk for more information on how to initiate this process. Residents requesting a change/swap due to a roommate/suitemate/apartment mate situation may be asked to complete mediation with those individuals. As an alternative to a room change/swap. Please note that no room changes will occur within the first two-weeks of the fall and spring semesters and are prohibited during the summer semesters.

## CAMPUS SAFETY

- a. All residents should sign up for FAU Alert via My FAU.
- b. Download the FAU Owl Ready app via the App Store or Google Play.
- c. Crime can happen on campus just as it can happen in the community. Don't take any chances and don't take your safety for granted. Some tips:
  - i. Keep your door(s) locked at all times.
  - ii. Always find out who is knocking before opening the door. Look through the peephole or, if there is not a peep-hole, ask who it is before you open the door.

- iii. Never leave the room/suite/apartment/exterior door(s) propped opened.
- iv. Always close the apartment windows when you vacate the apartment.
- v. Keep your keys safe. Don't lend your keys to anyone and don't leave your keys lying around.
- vi. If your keys are lost or stolen, report this to the building front desk immediately so that the lock can be changed.
- vii. Have your keys ready before you get to your door or your car, especially after dark.
- viii. Always report any suspicious activity to your Resident Assistant and to the FAU Police Department.
- ix. Do not walk alone or on dark paths, especially at night. Use the buddy system or call the Night Owls, 561-297-6695 (NOWL) or contact one of the resident members of the Community Service Officers (CSOs) on duty each night, 561- 297-3500.
- x. Carry identification at all times.
- xi. Let your roommate(s)/suitemate(s) know where you are going and when you will return.
- xii. If you are the victim of a crime, report the incident to the FAU Police Department and to a member of the Residential Education staff immediately.
- xiii. Do not leave valuables (including keys, wallet, credit cards, ATM card, ID card, electronics, purse/backpack) in plain sight or unattended.
- xiv. Record serial numbers of all valuables (stereo, computer, bike, etc.).
- xv. Use the FAU Police Department's engraving service to put your Resident ID Number on all valuables.
- xvi. Make sure your belongings are covered against fire, theft, etc. by your insurance policy. Know the terms and conditions of your specific policy before you have to file a claim.
- xvii. Do not allow anyone without keys into any residence hall. Direct them to a courtesy phone.

## FIRE SAFETY

During the academic year, resident will be informed about emergency evacuation of University Housing. Each building/apartment is equipped with a fire alarm system. These systems are regularly inspected and approved by the State Fire Marshal. Smoke detectors are located in every apartment/suite area. Emergency lights are located in the hallways and stairwells of each community. Fire extinguishers are located in hallways or community areas of each community. Special precautions should be taken by all residents to reduce the danger of fire in their living areas. If you discover a fire or smoke, activate the nearest fire alarm pull station and call FAU Police (561-297-3500) immediately to report the location of the fire. It is the responsibility of the residents to immediately vacate the building when alarms sound. When a fire alarm sounds, follow the guide below:

- A. Pre-plan your evacuation route and locate the nearest alarm pull station.
- B. Leave your room and exit the building using the closest and safest route. Do not use the elevator.
- C. Assemble in the parking lot nearest your building or the grass areas at least 50 yards from the building.
- D. The Residential Education staff will notify residents when it is safe to re-enter the building.
- E. Once outside the building, follow the direction of the Department of Housing and Residential Education staff.
- F. When evacuating the building, residents should be fully clothed including shoes, as they may be outside of the building for an extended period of time.
- G. See your Resident Assistant for area specific information regarding building evacuation.

### EVACUATION FOR RESIDENTS WITH MOBILITY CONCERNS

In the event of a fire alarm, electrical outage, or other occurrence which impedes the operation of the elevators in a given building, it is essential that all residents are aware of evacuation procedures. Since elevators will not be operational residents with this mobility concerns should proceed to the stairwell closest to their location when the emergency arises. If the area is blocked due to the emergency, the resident should proceed to the opposite stairwell on the floor. At that time please look for a HRE staff member, who will assist as appropriate. If the Resident has a cellphone on their person, contact 9-1-1 and let them know your location.

### SPECIAL HOUSING ACCOMMODATION

Residents who require special housing considerations based upon a disability or health concern must register with Student Accessibility Services (SAS). In order to register, Residents must submit an SAS Application for Support Services and provide appropriate documentation of any/all disabilities.

### STORAGE

The Department of Housing and Residential Education does not have space for storing resident items, excess room furniture, boxes, or other items. The furniture in your room upon check-in must remain in the room. The resident will be charged for any furniture missing upon checkout. Residents will be charged a removal fee for any items left in the room upon check-out.

### SWINGS

The swings are located on the south side of Jupiter Residence Hall 1 and also at the BBQ/Volleyball area of the University Village Apartments. Residents may use the swings for their intended purpose of recreation and relaxation. Alterations of any kind may not be made to the swings or the posts. In addition, jumping off the swings is prohibited as it is a safety hazard.

### WELLNESS CHECKS

Any person concerned about another resident should contact FAU Police, the Department of Housing and Residential Education Main Office, or a specific building front desk to request a wellness check. When a wellness check is requested a HRE staff member will proceed to the resident's suite/apartment and knock on the door, and call resident phone number. If no one answers, the HRE staff member will contact FAU Police. Upon arrival, FAU Police and the HRE staff member will announce themselves and then key into the room to confirm whether the resident is present.

### WORK ORDERS

Work requests should be completed by the resident experiencing the problem by taking the following steps:

1. Go to [fixit.fau.edu](http://fixit.fau.edu).
2. Type in your FAU Log In Credentials.
3. Is this your first time logging into this system?
  - a. If yes, follow steps B & C below. If not, go to step 4.
  - b. Make sure your first name, last name, and email are all correct on the screen.
  - c. Next, click on the settings tab. Here you will be able to enter in your phone number to be contacted by maintenance staff. You can also set up email notifications to know when your work order is completed.
  - d. Once you have your settings complete, go back to the Maintenance Request tab
4. Select the location – Either Boca Raton or Jupiter Campus.
5. Select your building – Make sure you know what specific building you live in.



6. Select the area needing work – Common suggestions will include bathroom, living room, suite, etc.
7. Area/Room Number – Put your specific building and room number here (Example: IRT 125A; IVAN 704R; ALG 109)
8. Select Problem Type – Choose the type you need help with. Most requests can be classified as General Maintenance or Custodial.
9. Describe your problem or request – Be as detailed as possible.
10. Photo Upload - You may upload a photo of up to 3MB, if you wish.
11. Submit your work order and a technician will be assigned to your request.

THANK YOU FOR CHOOSING  
FLORIDA ATLANTIC UNIVERSITY  
HOUSING AND RESIDENTIAL EDUCATION  
TO CALL HOME!

EMAIL US AT [HOUSING@FAU.EDU](mailto:HOUSING@FAU.EDU)

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