



FLORIDA ATLANTIC
HOUSING AND RESIDENTIAL EDUCATION

COMMUNITY GUIDE

2025-2026



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**Please Note: 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.*



The Housing and Residential Education (HRE) staff at Florida Atlantic welcomes you to your new home and community! We hope your time here will help you 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 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!

This guide provides a concise description of the Department of Housing and Residential Education policies incorporated into the individual Housing and Residential Education contract. By executing a housing contract, you agree 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 adversely affect the learning or living community, however, FAU reserves the right to take action against resident conduct per FAU **Regulation 4.005**. 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/terms and conditions.

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 in **Section 5(m) of the Student Code of Conduct Regulation 4.007**.

MISSION

SECTION II

Housing and Residential Education creates safe living communities for students 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.

VISION

SECTION III

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

ATLANTIC EXPERIENCE LEARNING AIMS

Education Priority:

By engaging in the Florida Atlantic residential experience, Owls will cultivate a sense of self, create relationships and enrich their communities.

Learning Goals & Outcomes

Self-Development

Healthy Relationships

Community Responsibility

Resident Assistants (RA): The role of the Resident Assistant is to enable student success by developing enhanced learning opportunities and enriching educational experiences within a supportive campus and residential environment. Through targeted one-on-one conversations (Owl-Chats), and relationship/community building, the RA will help our residential student experience by engaging the resident in a living-learning environment. Through the Atlantic Experience Curriculum, they will grow their skills and experiences in the community with their peers, staff, and faculty. The RA is supervised by the building's Community Coordinator.

Resident Assistants On Duty: Resident Assistants from each residential facility will be on duty Monday through Thursday from 5:00 p.m. - 8:00 a.m. the following day. On Friday and Saturday, a resident Assistant is on duty from 5:00 p.m. - 5:00 p.m. the following day.

Front Desk Staff (FDS): The role of the Front Desk Staff is to provide outstanding quality customer service to the students, staff, faculty, and visitors of FAU. FDS primary role is to observe, report, and be a front desk resource to residents. FDS is the primary contact person for visitors, students, and, most importantly, our residents. FDS are supervised by the buildings Operations Coordinator.

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-hours student support service center staffed by highly trained math learning assistants, subject area tutors, and writing consultants. Get Wise has two locations, Parliament Hall and Atlantic Park Towers. Get Wise Desk Assistants are supervised by the Assistant Director of Academic Initiatives, Assessment, and Student Leadership.

COMMON TERMINOLOGY

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

RESIDENTIAL STUDENT ORGANIZATIONS

Community Councils
Resident Student Association (RSA) &
MAC Resident Student Association (MACRSA)
National Residence Hall Honorary (NRHH)
Business & Professional Women's Scholarship
House (BPWSH)



Assistant Director(s) for Residential Education:

This position provides leadership, direction, and supervision to the different areas of the residential community and oversee functional department wide efforts towards training and career development, curriculum, student leadership, assessment, student conduct, community wellbeing and marketing.

Residential Education Community Coordinators

(CC): The Residential Education Hall Coordinator is a full- time professional staff member. Who is responsible for the operation of a residential community of 500-700 residents to which they are assigned. The Community 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 (The Atlantic Experience Curriculum). This position supervises 8-14 Resident Assistants.

Residential Education Operations Coordinators

(OC): The Residential Education Operations Coordinator is a full- time professional staff member who is responsible for the operation of a residential community. This position coordinates all service requests (maintenance and custodial work orders) from residents, manages key/fobs control operations, room transfers, fee administration for damages and other miscellaneous assessments, inventory, and record maintenance. This position also supervises front desk staff.

Counselor In Residence (CIR): The CIR will provide consultation services in the residence halls, help students identify and utilize campus resources, and community support. This position will provide some support for mental health crises, while working in conjunction with Counseling and Psychological services.



Jupiter Residence Halls 1190 Main Street Jupiter, FL 33458-5882 Front Desk: 561-799-8023	Heritage Park Towers 1800 Brevard Court Boca Raton, FL 33431-6471 Front Desk: 561-297-5200	Innovation Village Apartments - South 990 North University Drive Boca Raton, FL 33431-6482 Front Desk: 561-297-5700
Atlantic Park Towers 1900 Dade Ave. Boca Raton, FL 33431-6497 Front Desk: 561-297-4867	Indian River Towers 815 Indian River Street Boca Raton, FL 33431-6459 Front Desk: 561-297-5000	Parliament Hall 1700 St. Lucie Ave S Boca Raton, FL 33431-6487 Front Desk: 561-297-5800
Glades Park Towers 921 Indian River Street Boca Raton, FL 33431-6440 Front Desk: 561-297-5340	Innovation Village Apartments - North 980 North University Drive Boca Raton, FL 33431-6482 Front Desk: 561-297-5750	University Village Apartments 1880 East University Drive Boca Raton, FL 33431-6488 Front Desk: 561-297-5029

RESIDENT BILL OF RIGHTS

A positive residential experience at Florida Atlantic University depends on mutual respect, open communication, and shared responsibility. The Resident Bill of Rights outlines the expectations and entitlements all students have while living in University Housing. These rights are grounded in the principles of safety, respect, cooperation, and community.

As a resident, you have the right to:

- A clean, safe, and well-maintained living environment.
- Respect for your personal property and belongings.
- Study in your room without undue interference or excessive noise.
- Sleep without disruption from noise, guests, or other disturbances.
- Access your room and shared spaces without pressure or restriction from roommates or suitemates.
- Expect that guests will respect the rights of roommates, suitemates, and other residents.
- Guests to be held accountable for their conduct, even if the “guest” is another resident of University Housing.
- Reasonable and fair use of shared amenities such as shared spaces, outlets, cabinets, and appliances.
- A reasonable degree of personal privacy.
- Live free from intimidation or physical harm.
- Address conflicts or concerns with the support of Residential Education staff, including your Resident Assistant and other Housing and Residential Education professionals.
- Expect shared responsibility for safety—including locking doors and not propping open suite, stairwell, or exterior doors.

ROOMMATE AGREEMENT

Sharing a room or suite can be a new and exciting experience for many students moving on campus. It offers great opportunities for connection, personal growth, and learning to live in a shared space. However, it also requires communication, cooperation, compromise, and mutual respect to ensure a healthy and comfortable living environment for all.

To support this, students are strongly encouraged to complete a Roommate Agreement with the guidance of their Resident Assistant (RA) by the second Tuesday of each term’s start.

The Roommate Agreement is both a process and a document that helps residents set clear expectations for how they will live together and share their space. These agreements are designed to foster respectful communication, encourage compromise, and prevent potential conflicts.

If a dispute arises, residents are expected to:

- Address concerns directly and respectfully with their roommate(s) or suitemate(s) as soon as possible.
- Participate in a room mediation facilitated by Housing and Residential Education (HRE) staff if initial efforts to resolve the issue are unsuccessful.
- Honor the terms agreed upon in the Roommate Agreement.

Failure to engage in the mediation process or to uphold the agreed-upon expectations may result in student conduct proceedings and/or administrative action by the Department of Housing and Residential Education.

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 required to complete their roommate agreement by no later than the

second Tuesday of the beginning of each term with the assistance of the Resident Assistant (RA). Residents are expected to resolve disputes in a cooperative manner by communicating with their roommate(s) to address the concern as soon as possible. When discussing conflict, residents should be respectful and willing to compromise. Should a roommate conflict arise; residents will be asked to participate in a room mediation with their room/ suitemate(s) to be held with HRE staff. Failure to abide by an agreement among roommates/ suitemates/apartment-mates may result in student conduct and/ or other administrative action.

BUILDING AMENITIES

LAUNDRY

All residence halls and University Village Apartments (UVA) are equipped with communal laundry facilities available at no cost to residents. In Innovation Village Apartments, each apartment unit features its own in-unit washer and dryer, which are shared among the assigned residents. Residents are expected to monitor their laundry and remove it from the machines promptly.

- Unattended Laundry: Housing and Residential Education (HRE) is not responsible for lost, damaged, or unattended laundry. HRE does not review security footage or retrieve lost items. If necessary, residents should contact FAU Police to file a report.
- Laundry Pick-Up: Unattended laundry items will be collected from the communal laundry rooms every Friday between 12:00 p.m. and 4:30 p.m. and disposed of by Tuesday at 9:00 a.m. if not claimed.
- Laundry Unit Use: Residents should not tamper with or attempt to reset laundry machines. If an issue occurs, please submit a work order and notify the front desk. All residents must follow posted instructions for safe and proper use of the machines.

FRONT DESK EQUIPMENT & COMMUNITY RESOURCES

Each residential community has a front desk that offers items for checkout, supporting both personal needs and community living. These may include:

- Board games, card games, game equipment, etc.
- Cleaning wipes and supplies
- Band-Aids and other first aid items
- Dry erase markers

To borrow an item:

- Residents must sign out the item at the front desk.
- Signing out an item signifies acceptance of responsibility for loss or damage.
- Charges for lost or damaged items will be applied to the student's university account.

COMPUTER LABS AND PRINTING

FAU has open computer labs located in several residence halls, providing students living on campus with convenient

access to computers and printing facilities. These labs are accessible to residents of the respective halls and apartments. Students can print documents (for a fee) from these labs. Besides the residence hall labs, FAU also has other open computer labs on campus, as well as instructional labs for specific courses.

Specific locations and details:

- Indian River Towers
- Innovation Village
- Parliament Hall
- University Village Apartments
- Glades Park Towers
- Heritage Park Towers
- University Village Apartments
- Residence Hall 3

MAIL SERVICES

To ensure proper delivery of mail and packages, please use the following format:

- Full first and last name
- Building address
- Assigned mailbox number

Mail & Package Pick-Up Locations

- APT, GPT, HPT, IRT: Package and mail pick up at the Atlantic Park Towers Mail Center
- RH1, RH2, RH3: Package and mail pick up at the RH3 Mail Center
- IVA: Package pick up at the IVA-South Mail Center
- UVA, BPWSH, PAR: Package pick up at the Parliament Hall Mail Center

Letter mail can be accessed 24/7 from your building's lobby mailbox. Packages must be picked up from your assigned mail center.

Package Notification & Pick-Up

When a package is received, you will get an email notification sent to your FAU email address. To retrieve it:

- Bring a photo ID to your designated mail center.
- During university holidays, break periods, or closing times, expect delays in delivery or temporary mail center closures. Please refer to the flyers posted in the mail center areas for the most current updates and hours of operation.
- If you have questions or concerns, email: residentialmail@fau.edu

Important Mail Policies

- Tampering with mailbox locks or accessing mail addressed to someone else is prohibited and may result in conduct action.
- Misdelsivered mail should be returned to the mail center.
- Only authorized staff may enter sorting and distribution areas of mail centers.

For specific mailing address formats by building, visit:

[FAU | Residential Mail Services](#)

GET WISE CENTERS & STUDY ROOMS

There is a Get Wise Center in Atlantic Park Towers and Parliament Hall, which serve as an after-hours academic support hub, providing tutoring and student resources in a convenient residential setting. In addition, each residence hall features study rooms and/or lounges that are available to residents 24/7, providing support for focused, collaborative, and quiet study environments.

SWINGS

Swings are available for recreational use on the south side of Jupiter Residence Hall 1 and in the BBQ/Volleyball area of University Village Apartments. These swings are provided for relaxation and enjoyment and should only be used as intended.

- Do not alter or modify the swings or their support posts in any way.
- Jumping off the swings is strictly prohibited, as it poses a serious safety hazard.

COOKING AND COOKING SPACES

Community kitchens are available in select areas for use by current residents. Community kitchens are intended for food preparation only. Additionally, residents who use community kitchens are required to clean up after themselves before leaving. To prevent pest issues, please remove trash and recycling on a regular basis and clean hard surfaces to remove any food debris. Be sure to use the exhaust fan to prevent triggering the smoke detector. Repeated or negligent activation of alarms due to improper cooking may result in disciplinary action, as outlined in the FAU Student Code of Conduct.

GRILLS

Some residential communities provide stationary grills for resident use. Residents must supply all grilling materials. Grills, propane, and lighter fluid cannot be stored in residential facilities. After you are finished using the grill, it must be cleaned thoroughly.

INTERNET

To connect to the internet, residents will need to know their FAUNet ID and password. Rooms are equipped with Wi-Fi and/or Ethernet ports. FAU does not provide Ethernet cords. For information about connecting to the internet, please contact the Office of Information Technology.

POOL (INNOVATION VILLAGE)

Innovation Village Apartments Complex has a pool within its complex. The pool is open daily from 10 am to 10 pm. All rules and policies are outlined regarding the use of the pool. Students or guests found violating these policies will be documented and asked to leave the pool area. The pool is reservable via a co-sponsorship with Innovation Village Apartments Community Council/ RSA or the Department of Housing and Residential Education. Registered Student Organizations can also reserve the pool as part of the Owl Central program approval process.

VOLLEYBALL COURTS

Volleyball Courts are located in Innovation Village Apartments, University Village Apartments, Parliament Hall, and Indian River Towers. Equipment for the courts can be signed out via the front desk of the building to which it is assigned. All courts can be reserved by residents of the building via the operations coordinator. Registered Student Organizations can also reserve the Indian River Towers Courts as part of the Owl Central program approval process.

TRASH REMOVAL

Students must remove all personal trash from their assigned units and common areas. All trash must be placed inside the trash room on their floor or taken to the dumpster. Trash rooms may be locked during move-in and move-out students should use dumpsters located outside of the building to dispose of trash.



By executing a housing contract, you agree to comply with all regulations, policies, and procedures of the University, including those detailed in this Community Guide.

In situations where a resident's behavior may adversely affect the learning or living community, however, FAU reserves the right to take action against the resident's conduct, as per FAU Regulation 4.005. 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/terms, and conditions. All FAU residents are expected to be familiar with and comply with the Student Code of Conduct, Regulation 4.007.

Residents and their guests must be aware of and comply with all policies outlined in Regulation 4.007, which are referenced in this Community Guide. Where no specific violation is listed, the specific action will be considered in Section 5(m) of the Student Code of Conduct Regulation 4.007.

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.

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.

COMPLICITY POLICY

An individual who aids 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](#).

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. If a resident is 21 or older, empty containers must be disposed of or kept in their private room. If a shared room exists, it must be clear the empty container belongs to the resident who is 21 or older. Empty containers must be disposed of in the designated trash disposal areas of each community; not in trash bins located in the common areas where roommates under the age of 21 use.
- 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.** 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.

What is the Medical Amnesty Policy (MAP)?

Florida Atlantic University is committed to promoting a safe and healthy environment. The Medical Amnesty Policy is designed to encourage students to make responsible decisions and seek prompt, professional, medical assistance and treatment in serious or life-threatening situations that result from alcohol and/or other drug abuse such as alcohol poisoning or drug overdose. MAP seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress from alcohol and/or drug use.

To review the full Medical Amnesty Policy, including exceptions to the policy, please visit: <https://www.fau.edu/dean/pdf/medical-amnesty-policy.pdf>

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.

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 tobacco are prohibited in all FAU residential buildings. To create a healthier environment for the FAU community, smoking of any tobacco product listed above and/or e-cigarettes is prohibited in all FAU indoor spaces, outdoor locations, and within cars on campus.

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.

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.** Allowing any animal that is not approved as an Emotional Support Animal (ESA) (ESA as defined by the office of Student Accessibility Services (SAS), or designated office) or a Service Animal (as defined by the office of SAS, or designated office) into any of the Housing and Residential Education (HRE) facilities is prohibited. The un-approved animal will be required to be removed from housing facilities immediately. Examples of prohibited animals include wild raccoons, wild dogs, squirrels, wild birds, wild reptiles, and any other non-domesticated animal. Please note this list is not exhaustive. To find out if your ESA will be permitted in your residential space, please contact [Student Accessibility Services](#).
- D.** 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.
- E.** 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. If an approved ESA is found in violation of university policy, housing agreement or SAS agreement the animal will be required to be remove from housing.

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.** Students may not bring a non-service mobility device into the building. Non-service mobility devices include hoverboards, Segways, balance wheels, bicycles, scooters, other self-balancing two-wheeled scooters, etc. These devices are not to be ridden, transported, or stored in Housing and Residential Education facilities or courtyards or obstruct the entrances and exits of the buildings. These devices may be stored at all assigned external rack locations for each Housing and Residential Education facility. Non-electronic skateboards and rollerblades may be stored in the building but must be carried into the building and not ridden inside a building. Motorcycles and scooters must be parked in designated areas in parking lots. Each area is marked with a sign stating, "Motorcycle Parking Only."
- D.** Charging stations can be found at the IVA complex and at APT.

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.

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 10:00 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.

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 that includes a 6 month probation status 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 local 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.

VANDALISM

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

GAMBLING

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

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.

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. This cost is between \$100-\$150.00 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.

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.

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.

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.

GUEST / VISITATION

As defined by the Department of Housing and Residential Education, a guest is any person who does not live in the host's 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 of 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.

A. 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.

B. 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 12:00 a.m. - 9:00 a.m. All other guests between 10:00 p.m. -9:00 a.m. are required to check-in via the front desk of the building. If a resident hosts two guests over one night, this will count as two overnight visits. Hosts may have a maximum of two overnight guests at a time.

C. All overnight guests present in residential facilities, must be checked in/out at the Building Front Desk. Failure to register/check-in/out overnight guest(s) will result in the

dismissal of the guest from the 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 reside in their assigned space. Hosts may not allow guests to store food and/or personal belongings in the common area(s) where residents occupy. Residents/Hosts who sublease, or share an assigned singular assignment space, with a guest/ visitor for more than three consecutive nights, and more than fifteen days per semester, will be charged double the full cost of their assigned residential space (i.e., Double Occupancy). Additionally, the resident(s)/host(s) will be required to pay an additional fee of \$150.00 for a guest policy violation.

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 or other animals.

GUEST/VISITATION PROCESS

1. The host will sign into the housing portal via fau.edu/Housing.

2. Select "Visitors" on the top task menu.

3. Select "New Reservation" to register a new guest in the bottom right corner of the page.

4. Select "Add Visitor" to start the registration process for the guest.

5. Once on the Visitor Details page, the host will complete all the fields.

- The host will need to complete this information for each guest.
- Minors will need to have a person above 18 connected to their ID if they do not have any photo IDs.
- The email and phone number for minors should be connected to a person above 18 for emergency contact.
- Forms of ID accepted:
 - Driver's License
 - Government/State/County Issued Photo ID
 - Passport ID
 - Passport Book
 - School ID (Only for Minors)
 - Owl Card (For other FAU Students)

6. Click "Save & Continue" to go to the next section.

7. The host will now upload a photo of the guest's photo ID to the Visitor Photo Upload page.

Note: This ID will need to be shown upon check-in at the front desk for the Front Desk Staff to review.

8. Click "Save & Continue" to go to the next section.

9. The host will now input the Visitor Reservation Details, this section is done using a future registration time. This section will also require the host to acknowledge that they have informed their suitemates/roommates of this guest's arrival. This should be done within the agreed-upon time in their roommate/suitemate agreement or at least four days



in advance. In this section, the host will select the visitor type:

- Use only for Normal Evening Visitation:
 - Non-Affiliate: Individual does not attend the University.
 - Non-Resident Students: Individual is a non-residential member of the University.
 - Residential Student: Individual is another residential student at the University.
- Use only of Overnight Visitor:
 - Overnight Guest: Non-Affiliate
 - Overnight Guest: Non-Residential Student
 - Overnight Guest: Residential Student

10. Click "Save & Continue" to go to the next section.

11. The host will now have a Visitor Reservation Confirmation Page verifying that the guest is registered.

12. Once the guest is on campus the host should meet them downstairs and check-in the guest at the front desk. Once the guest is ready to depart, please also do so via the front desk so the building has the correct record for departing as this can affect your number of visitations per semester.

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.

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.

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.

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.

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.

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 to the appropriate authorities for action in accordance with the FAU Student Code of Conduct,

Regulation 4.007, and/or law enforcement officials.

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

- 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.
- All materials must conform to the policies and procedures of FAU and the Department of Housing and Residential Education.
- Materials may not exceed 11" x 18" in size.
- All flyers/ posters must first be approved and must have the Housing stamp.
- 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.
- Posted materials (flyers, posters, etc.) hung in the residence halls without prior permission from 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.
- A total of 30 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 For Each Residence Hall:	
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 from the director.
- B.** Tabling in the Residence Halls: The Department of Housing and Residential Education may permit tabling in the residence halls by RSOs, University departments, or outside organizations. These requests need to be made to the director at least two weeks before the tabling.
- 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 three 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 two drives may occur at one time.





HOUSING PROCEDURES

SECTION IX

CHECK IN

Residents must check-in to their room assignment on designated dates at designated times. Assignments may be provided to 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 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.

HOUSING ACCOMMODATION AND MODIFICATION

Residents who require housing accommodation and modification must register with Student Accessibility Services (SAS). In order to register, Residents must submit a SAS Application for Support Services and provide appropriate documentation.

OCCUPANCY CHECKS

Resident Assistants and/or Housing and Residential Education staff will contact residents who have not checked in at their residence hall front desk or through check-in to verify if they are occupying space. Occupancy Checks are completed approximately the first week of classes each semester. Any resident who has not checked in at their front desk through the check-in process is considered a NO SHOW. If a resident plans to be delayed in arriving on campus for check-in, they should notify Department of Housing and Residential Education Main

Office regarding their arrival delay. The unit is considered available for reassignment to another resident. The student who has not checked in is considered a NO SHOW and is still financially responsible for the housing room charges.

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 or two-bedroom suite with empty room(s) within the suite. Two residents normally occupy double rooms, four residents occupy a four-bedroom suite/apartment, and a two-bedroom suite/apartment is occupied by two residents. If one or more of the occupants does not check-in or later move out, the remaining residents may be required to consolidate at the option of the University.

ROOM CHANGES/SWAPS

A resident who wants to transfer to a different room/suite/apartment must request a room change. 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. University Housing has a room change/swap freeze during the first week of the Spring and Fall terms. There are no swaps or changes during the Summer term. Room changes are limited due to the high

demand for on-campus housing and are only available if there are vacancies in housing. Residents should contact their Community Coordinators to discuss their room change options.

LOCKOUTS

If a resident temporarily misplaces a key, the resident can come down to the building’s front desk for a lockout. Lockout are complimentary for the first two weeks after move-in, but after the second Friday of the semester, lockouts will result in a \$25 charge that will be added to the resident’s account. A spare key may be checked out at the building front desk for 15 minutes to allow the resident to retrieve their keys. A lock change will result if a resident has lost key(s) or has not returned the spare key within 24 hours.

BREAK HOUSING

Residents are permitted to remain on-campus during the November holiday break, fall – spring winter break, and Spring Break. However, HRE staff coverage and mailroom services will be reduced during these periods. Specific requirements and financial obligations may apply.

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, check-out must be completed within 48 hours. At the end of 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. A per-day charge will be for any resident who does not officially check out their University Housing assigned space by the designated time. Ask your Resident Assistant or come to the 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 resident’s belongings 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 express check-out procedures.

DAMAGE BILL APPEAL PROCESS

During the departmental check-out process, an 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 resident’s account. Residents can appeal damage charges so long as the appeal is submitted within 60 days after the charges have been placed on the resident’s account. For more information about the appeal process, visit fau.edu/housing/damage.

KEYS/KEY FOBs/ RE-PROGRAMING ID KEYS

Keys and Key Fobs are issued to each resident at check-in. Residents should immediately report a lost or stolen key and/or Key Fob to their building front desk so that 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 suite type. 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.

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 per 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. The 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.

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 of \$150.00, 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.

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 the room upon check-in must remain in the room. The resident will be charged for any furniture missing upon check-out. Upon check-out, residents will be charged a removal fee for any items left in the room.

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 their family homeowner's insurance policy or to carry personal renter's insurance. Several insurance companies specialize in providing coverage for college residents who live away from home.

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:
 - UL approved three pronged extension cords that are 14 gauge or heavier (NOTE: The lower the gauge number the heavier/thicker the cord).
 - Cords cannot exceed 10 feet in length.
 - Cords cannot impede safe traffic in the unit.
 - Cords must not be pinched in doors.
 - Only ONE appliance may be plugged into a multi plug adapter.
 - Only UL approved multi plug adapters with circuit breakers are permitted.
- C.** Non-LED lights are not permitted in the residential facilities.
- 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 and 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.

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. After checking out, the staff will remove items remaining in the resident's room. The resident will be assessed a fee for this service. Property that remains after a resident checks out and 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. For residents who are suspended or dismissed from the University and 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.

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.

DOUBLE OCCUPANCY

It is possible that your roommate may leave university housing or relocate to another hall. In that case, you may temporarily be the only resident in your assigned room. It is important that you maintain the vacant side of the room as at any point a new resident can move into your space. Failure to do so is described as "double

occupancy." Double occupancy can include combining beds and storing your personal belongings on the vacant side of the room. If a housing staff member notifies you are double occupying the space, you will have 24 hours to correct it or you will be charged \$150.00.

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

CAMPUS SAFETY

A. All residents should sign up for FAU Alerts.

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 or take your safety for granted. Some tips:

- Keep your door(s) locked at all times.
- Always find out who is knocking before opening the door. Look through the peephole or, if there is not a peephole, ask who it is.
- Never leave the room/suite/apartment/exterior door(s) propped open. Always close the apartment windows when you vacate the apartment.
- Keep your keys safe. Don't lend your keys to anyone or leave your keys lying around.
- If your keys are lost or stolen, report this to the building front desk immediately to change the lock.
- Have your keys ready before getting to your door or car, especially after dark.
- Always report any suspicious activity to your Resident Assistant and the FAU Police Department.
- Do not walk alone or on dark paths, especially at night. Use the buddy system or call the Night Owls at 561-297-6695 (NOWL) or contact one of the resident members of the Field Community Service Officers (CSOs) on duty each night, 561- 297-3500.
- Carry identification at all times.
- Let your roommate(s)/suitemate(s) know where you are going and when you will return.
- If you are the victim of a crime, report the incident to the FAU Police Department and a member of the Residential Education staff immediately.
- Do not leave valuables (including keys, wallets, credit cards, ATM cards, ID cards, electronics, purses/backpacks) in plain sight or unattended.
- Record serial numbers of all valuables (stereo, computer, bike, etc.).
- Use the FAU Police Department's engraving service to put your Resident ID Number on all valuables.
- Ensure your insurance policy covers your belongings against fire, theft, etc. Know the terms and conditions of your specific policy before filing a claim.
- Do not allow anyone without keys into any residence hall. Direct them to a courtesy phone.

FIRE SAFETY

During the academic year, residents will be informed about the 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 in every apartment/suite area. Emergency lights are in each community's hallways and stairwells. Fire extinguishers are

located in hallways or community areas of each community. All residents should take special precautions to reduce fire danger 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. Residents are responsible for immediately vacating 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 evacuation location 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 the building for an extended period.

G. See your Resident Assistant for area-specific information regarding building evacuation.

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, 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.

EMERGENCY AIDS

For your health and safety, all residential building front desks are equipped with the following: Automated External Defibrillator (AED) devices, Narcan canisters, Fire Extinguishers, Medical Trauma Kits, Blood & Bodily Fluid Cleanup kits (BBP kits), First Aid kits, condoms, Feminine/Menstrual products. Please go to your building's front desk if you need assistance.

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 these mobility concerns should proceed to the stairwell closest to their location when an emergency arises. If the area is blocked due to an

emergency, the resident should proceed to the opposite stairwell on the floor. At that time, please look for an HRE staff member who will assist as appropriate. If the resident has a cell phone on their person, contact 9-1-1 and let them know your location.

WELFARE CHECKS

Any person concerned about another resident should contact FAU Police to request a Welfare Check. When a Welfare Check is requested, FAU PD will work with HRE Professional Staff to attempt to connect with the student.

MISSING PERSON PROCEDURES

If a resident is thought to be missing, Florida Atlantic University Police Department will be contacted. The FAU Police Department will determine 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 missing person contact or emergency contact will be notified

REMOVAL (CONFISCATION) OF UNAPPROVED ITEMS POLICY

- A.** Items that are prohibited, illegal to possess, or pose a 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 the 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 before the resident checks out of the 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 if the resident checks out of the space (see Abandoned Property). Abandoned property will be discarded after 14 days.

HURRICANE INFORMATION

Hurricane Preparedness guide are available via the [HRE Hurricane Readiness Website](#). 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 designated shelter areas. 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, 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, 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 [fau.edu](#) for information during severe weather periods.
- B. Hurricane Watch** indicates 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. Residents must determine where to seek 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 must be disposed of. Residents with friends or relatives in the local area will be asked to go there. Residents who seek shelter off 21 campuses 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 needs to bring food and water. More information can be found in FAU's Hurricane Guide.

CLEANLINESS

- Residents are expected to maintain their assigned spaces in a clean and sanitary manner.
- A.** Trash is to be disposed of by residents 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 checkout 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 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 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.

D. 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.

E. 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.

F. 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.

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 the treatment process.

WORK ORDERS

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

1. Go to fixit.fau.edu.
2. Type in your FAU Log in Credentials.
3. Is this your first time logging into this system?
 - If yes, follow steps below. If not, go to step 4.
 - Make sure your first, last, and email are correct on the screen.
 - Next, click on the settings tab. Here you can enter your phone number to be contacted by maintenance staff. You can also set up email notifications to know when your work order is completed.
 - Once your settings are complete, return 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 include bathroom, living room, suite, etc.
7. Area/Room Number – put your specific building and

room number here (Example: IRT 125A; IVAN 704R).

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.

PARKING AND TRANSPORTATION

FAU Housing is NOT RESPONSIBLE for parking and transportation. For information regarding residential parking, please visit fau.edu/parking, email faupark@fau.edu, or call 561-297-2771. Residents are responsible for abiding by all Parking and Transportation signage and posted notices.



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Thank you

**for choosing Florida Atlantic Housing
and Residential Education
to call home!**

housing@fau.edu

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