

# Community Guide

## *A Handbook for University Apartments*

2020-2021

### **Mission Statement – University Housing**

We are dedicated to educating the whole student by providing safe, modern, and affordable housing, a diverse, enthusiastic, and trained professional and student staff, and an atmosphere where respect, community and academics are valued. We are committed to helping each resident reach his full potential as a productive citizen and a lifelong learner.

### **Housing Philosophy**

Your apartment complex is not merely a place to study and sleep, but rather it is a living/learning environment designed to complement your academic studies. It is a community.

The Southern Arkansas University housing staff is committed to the philosophy that on campus living can make a difference in your success in college. When you stop to consider that potentially 68% of your time is spent in your residence, you can understand why we place so much importance on the quality of living that takes place on campus.

Programs, building meetings, and other activities will challenge, stimulate, and enhance your personal and academic growth. Hopefully, these will provide you with a positive set of experiences to take along into your later life. How much you grow will depend on you and your attitude about yourself and your environment. We encourage you to become involved, to participate, and to develop leadership and personal pride in your complex.

Much like life outside the college environment, living on campus will present some difficulties and problems. The housing staff is here to assist you in overcoming those difficulties. There are many resources available. Use them! **Community Guide** contains information that will help you from the first day and for which you will be responsible as a hall community member. Responsible is a word you will encounter over and over.

### **University Housing Professional Staff**

The housing staff is a select group that works with the students to facilitate the housing program. The housing program has as its goal making a student's residence hall experience meaningful and rewarding. The people filling the positions described below are available to assist you during your stay on campus.

#### **Dean of Housing- Sandra Martin**

Coordinating the University housing staff and programs is the Director of Housing/Dean of Students, located in the Office of University Housing, 102 Reynolds Center. The task of the Director of Housing includes: reporting to the Vice President of Student Affairs, being responsible for the entire housing department, and overseeing living/learning communities. Students are encouraged to bring their ideas, concerns, and suggestions to the Dean.

#### **Director of Student Affairs Facilities- Brad Stout**

Coordinating the maintenance and custodial operations in all University Housing facilities is the Director of Student Affairs Facilities, located in the Office of University Housing, 102 Reynolds Center. The duties of this particular role include: Reporting to Dean of Housing/VPSA, being responsible for facilities and work-orders, coordinating with SAU Physical Plant, summer work crews, and new construction liaison.

### **Assignments and Data Management Coordinator- Trysta Tinsley**

Located in the Office of University Housing, 102 Reynolds Center. The coordinator is responsible for reporting to Dean of Housing, processing student housing applications, managing housing assignments, meal plans, housing reports, occupancy, room changes, and data collection.

### **Assistant Director of Events & Operations- Jennifer Ford**

Located in the Office of University Housing, 102 Reynolds Center. The duties of the director include reporting to Dean of Housing, being responsible for programming, managing showrooms and athletic housing, aiding in RA selection, and managing RHA.

### **Assistant Director of Housing for Facilities- Chris Boswell**

Located in the Office of University Housing, 102 Reynold's Center. The duties of the director include: reporting to Director of Student Affairs Facilities, being responsible for apartment facilities, cable issues, improvements, and pool management.

### **Housing Specialist- Lillie Wright**

Located in the Office of University Housing, 102 Reynold's Center. The duties of the specialist include: reporting to Dean of Housing, being responsible for office operations, overseeing reservation fees, ACDEC, travel, and purchase orders.

## **Residence Hall Association**

Every student-resident at SAU is a member of the Residence Hall Association. RHA is the official representative body of residential student thought and opinion. It is an organization whose purpose is to promote positive change in the residence hall community, to improve the residence hall environment, and to coordinate growth-producing activities between the halls. It is the group's responsibility to be the trouble-shooter for the hall residents and to investigate problem areas around the University.

RHA has many plans for this year. The Annual Bed Race, Hall Olympics, the Celebration of Lights, and the Annual Honors & Awards Banquet are always highlights during the year. Your Residence Hall Association wishes you the best of luck while attending SAU and hopes that you will become involved in your residence hall community.

## **Housing Policies**

**University Apartments** offer two-bedroom and four-bedroom units for juniors, seniors, graduate students, single parents and married students. Amenities are available for students who reside here.

### **Housing Contract**

Residents who do not read their contract often misunderstand and misinterpret their obligations. This can result in damage charges, termination fees, or other financial losses. It is very important that each student realizes that he/she has signed a legal contract to reside in an apartment for the academic year (August-May) or 12 months (August-August). The contract is an agreement between the student and the University.

### **Apartment Check-In**

Students may move into the apartment at the time specified by the official university calendar at the beginning of each semester. A student who enrolls must check into his/her apartment no later than 8 a.m. on the first day of classes; otherwise, the reservation will be cancelled. However, if the student previously notified the University of his/her delayed arrival, every effort will be made to hold the assignment. The University reserves the right, when necessary, to assign the late student to other accommodations.

### **Housing Reservation Fee**

A \$200 non-refundable reservation fee is required to apply for residence in an apartment. The fee is not applied toward room and board payments.

## **Procedures for Moving Out**

The resident is obliged to notify the resident director at least 24 hours in advance of the date on which the apartment is to be vacated so that a time may be arranged for a check-out inspection.

Check-out inspection will be made to determine the cleanliness of the student's room and the condition of the University owned furnishings. Residents will be charged for (1) any damages to the apartment occurring during the term of their occupancy; (2) failure to properly clean the apartment prior to the checkout inspection; and/or (3) lost keys. Items or belongings left in a student's apartment will be stored for 24 hours. If the student does not claim his possessions within 24 hours, it will be disposed of with the University assuming no responsibility for this property.

## **Payments Rent**

Residents may pay apartment rent and meal plan in one payment or in monthly installments. Non- payments will result in the cancellation of meal privileges and eviction from the campus housing. Students who cannot make payments on time must see the University Business Office to make other arrangements prior to the payment due date.

## **Your Complex and Apartment**

Your apartment will be the center of your activities on campus. Not only is it a place to keep your belongings and sleep, but also it is a study area and a place where you can meet and talk with your friends. You may also share your apartment with one to three other students; therefore, you will need to plan together your times for study, sleep, and relaxation so that you will benefit from its use.

While the University wants you to make your apartment your home away from home, we also want you to help make sure there are no avoidable repairs to be made when you leave us at the end of your stay. Following are a few suggestions we've made to help you keep your apartment in good order and to help you save money. If you have any questions, please ask.

## **Furnishings**

Each apartment in the University Village and Mulerider Pointe is furnished for two or four occupants. The furnishings include: desks, chairs, couch, beds, chest of drawers, closets, and a full kitchen. The University provides window blinds and ceiling fans. Residents provide their own linens, study lamps, pillows, and other personal items. You are expected to take responsibility for the furnishings and condition of your apartment. You will be charged for damages to your apartment. In addition, residents are required to take responsibility for the furnishings and condition of the common areas of the apartment. All original furnishings must remain in your apartment. Personal washers and dryers are not allowed in University apartments.

University Court apartments come unfurnished. If you need furnishings, you may contact the Resident Director to see what extra furniture may be available.

## **Items to Bring to your apartment**

You are encouraged to hang objects in a manner that does not result in damage. Flammable items may not be hung from the ceiling. You will be responsible for damages to the apartment that result from the use of glue, Scotch tape, Plasti-Tac, Command Strips, or other adhesives that are used to attach items to the walls, ceiling, or woodwork in your apartment. When decorating your apartment you must meet the safety requirements and the housing guidelines regarding decorating. No pets are allowed in the apartments, with the exception of aquarium fish or other reasonable accommodations approved and verified for students with disabilities. This verification process can be completed with the Housing office, Reynolds 102.

The following electrical appliances, which must be UL approved and in good condition, are permitted in your apartment: desk lamps, hair dryers, computers, stereo equipment, razors, TV's, heating pads, radios, clocks,

refrigerators, George Foreman's, and air dryers.

### **Health and Safety Inspections**

Housing staff will conduct health and safety inspections approximately every four to six weeks during the academic year. The purpose of the health and safety inspections is to maintain the health and safety of all on campus occupants. Special attention is given to the following areas: overloading electrical circuits, frayed or misuse of extension cords, use or storage of combustible or flammable materials, use of unsafe room decorations (candles, incense, etc.), violation of smoking policy, and inadequate room trash disposal.

Notification of upcoming health and safety inspections will be posted near the laundry area. Any resident requesting to be present during the health and safety inspection of their rooms should contact the Resident Director to arrange a time for the inspection. Residents found to be in violation of health and safety guidelines will be given written notification of the violation and asked to correct the violation. Any unsafe items that are not removed after written notification will be subject to confiscation. Confiscated items will be returned to the resident at the time of apartment check out.

The University also reserves the right to (a) enter and inspect the room and apartment assigned to the resident, and (b) enter the assigned apartment and room and inspect the possessions of the resident if reasonable cause exists to believe that the student has violated University rules and regulations or state or federal laws or has compromised the health and safety of themselves or others.

### **Maintenance**

All maintenance in the apartments and public areas is handled by the University Physical Plant and University Housing maintenance staff. You may request repairs on a work order through your CA. Maid service is not provided, therefore, students are expected to maintain clean, healthful conditions in their rooms and in public areas.

### **Personal Property**

The University assumes no responsibility for loss or damage to any resident's personal property from any cause. The University strongly recommends to the resident to obtain insurance coverage by purchasing a renter's insurance policy or verifying that coverage is available under their parent's homeowner's insurance policy. The University does not provide insurance for personal property

### **Personal Safety**

Safety on campus means protecting people and property. SAU's campus is a great place for students to learn and grow. But like any other community, SAU can have its share of accidents, crimes, and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings, and fellow students. Campus safety depends on everyone, including you.

### **Protect Yourself**

**KEEP YOUR DOOR LOCKED!** Leaving it open for one minute is an invitation to robbery or attack.

**Always** lock your room when you go to bed at night. Even if you take a short nap during the day, make sure the door is locked.

**Always** find out WHO is knocking before you open the door.

**Never** leave doors propped open (your room door or the outside doors in your building).

### **KEEP YOUR KEYS SAFE!**

**Don't** lend your key to anyone.

**Don't** leave keys lying around in your room.

**If** your key is lost or stolen, report it to your hall staff. Your lock will be changed, and you will receive new keys and will be billed for the re-key.

## **Living with your Roommate**

One of the most influential people in your housing experience will be your roommate. Depending on the relationship you form, your roommate can be the reason for memorable times or times you'd rather forget. Here are a few suggestions we have that might help you and your roommate create a functioning living environment:

- Get to know each other sooner than later. Move-in day is a great day to start!
- Discuss the type of atmosphere both of you wish to have within the room.
- Establish any personal guidelines and expectations of each other.
- Respect each other's privacy.
- If privacy is needed within the room, schedule appropriately or gain your roommates consent as they have rights to the room as well.
- Be open and honest with each other.
- Never hesitate to contact your Resident Assistant or Resident Director if any serious roommate issues evolve.

When talking about expectations it is best to be specific. This will be helpful if questions or new issues arise later. Some areas it is helpful to have common agreement about include:

- Study time in the room.
- Music – what kinds you like, when it can be played, what is too loud.
- Borrowing or using each other's possessions (TV, stereo, computer, personal items).
- Cleanliness – who does what chores and how often.
- Habits – early or late riser, how social you are, etc.

*Remember to contact your RA/CA if you need assistance and to consult this handbook for policies which apply to all living areas.*

### **Residence Bill of Rights:**

- Read and study free from undue interference in one's room.
- Sleep without undue disturbance from noise, guests or roommates, etc.
- Respect of personal belongings.
- Personal privacy.
- Be free from intimidation, physical, and/or emotional harm.
- Free access to one's room without pressure from a roommate.
- Expect any and all grievances will be discussed in an atmosphere of openness and mutual respect, and to involve a residence hall staff member in the discussion, if desired.

## **STUDENT CONDUCT PROCEDURES**

### **Assigned Violations**

Violations assigned in the residence halls that are serious (i.e. major) in nature are filed with the Office of Student Life and the Resident Director or Housing Professional Staff. Also, offenses involving groups, i.e. Greeks, athletic teams, etc., are reported to the Office of Student Life, Coach/Advisor, and/or the Resident Director. Violations that are minor in nature may be heard by the Resident Director, the Housing Professional Staff, and/or the Office of Student Life. Students may receive sanctions from both University Housing and the Office of Student Life.

### **Housing Student Conduct Procedure**

**Reporting-** Alleged violations of University Housing or University policy are reported to any member of the University Housing staff. Any student, faculty, or staff may file a disciplinary incident report. These forms are available in the Office of University Housing, 102 Reynolds, or on the SAU Housing website. Upon review the case will be assigned to the Resident Director, Housing Professional Staff, and/or the Office of Student Life.

**Notice of Student Conduct Meeting** – There shall be electronic notification of the student conduct meeting given to the accused. The notification shall be delivered to the student’s SAU email address. Failing to check student email does not constitute good cause for failure to comply with the notice. The notice will contain information about the alleged charges and time and place of the meeting.

### **Student Conduct Meeting Procedure**

All University Housing student conduct meetings shall follow due process.

Notice of the student conduct meeting will be delivered to the student by email, prior to the meeting. The student and the complainant have to the right to:

- 1) Be present at the hearing. However, if the student fails to appear at the student conduct meeting after being properly notified, the meeting may be held in the student’s absence and a decision rendered accordingly, based on information presented.
- 2) Present evidence by witness or by signed written statement if a witness is unable to attend the student conduct meeting. It is the responsibility of the student to notify their witnesses of the date, time, and place of the meeting. If witnesses fail to appear, the meeting may be held in their absence.
- 3) Be informed of the student conduct meeting outcome. The student will receive an electronic statement of the student conduct decision through his or her SAU email account. This letter will also contain appeal procedure information.

Student conduct meetings are closed to the public.

Students who are also referred to the Office of Student Life for alleged University violations will need to refer to the Student Handbook for student conduct procedures. The Office of Student Life may be contacted for assistance at (870)235-4041 or 101 Reynolds.

### **Appeals**

The Dean of Housing serves as the chief review officer of the student conduct meeting decisions from the resident director or Professional Staff Members. The Dean of Housing reviews student conduct appeals.

A student found responsible for a housing violation may file an appeal with the Dean of Housing. Appeals may be filed by using the link provided in the student conduct decision letter. An appeal may be submitted based on one or more of the following:

- 1) Denial of due process (i.e., failure to follow procedures);
- 2) Inadequate information to support decision; and/or
- 3) Sanction not in keeping with gravity of wrong-doing (i.e., too harsh)

If a conduct decision is appealed, the student conduct sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Dean of Housing.

### **Student Conduct Sanctions**

The Vice President of Student Affairs has the right to review all student conduct decisions and cases. Examples of student conduct sanctions for housing violations are, but not limited to, the following:

- 1) **Warning** – Notice, oral or written, that a specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action. Usually issued by a Community Assistant, Resident Director, or the Community Development Coordinator.
- 2) **Housing Probation** – The student’s participation as a resident in the University’s housing system is placed on a provisional basis.
- 3) **Removal from Housing (Residence Halls or University Apartments)** – The student’s participation as a resident in the University’s housing system is denied.
- 4) **Additional Sanctions** – In addition to the previously stated actions, any of the following may be included as a part of any action taken:

- a. Reimbursement for damages or fines
  - b. Loss of privileges
  - c. Removal from elective or appointive office
  - d. Ineligibility for pledging or initiation
  - e. Periodic interviews with a Student Services staff member
  - f. Work, self-improvement, community service
  - g. Educational programming
- 5) **Parent Notification** – The University may notify, in writing, a parent or legal guardian of a student who is an entering freshman (initial two semesters) or students under 21 who are found in violations of alcohol and/or illegal drug policies.
- 6) **Disciplinary Fee** – Students who fail to complete any assigned sanction by University Housing will automatically be assigned a monetary fee or other additional sanctions.

## Services

### Custodial Services

The custodians at your complex do a great deal to make your complex a more comfortable and pleasant place in which to live. The neat and clean appearance of the grounds, lounge, and clubhouse is due to their efforts. Custodians are not expected to clean unnecessary messes made by apartment residents.

Custodians are not expected to remove trash outside your front door. Your cooperation in caring for the facilities will make their job much easier and will create a pleasant atmosphere, as well as keeping rent costs low.

**It is the responsibility of each student to keep his/her room in a neat and clean condition.**

**There are trash dumpsters located on complex grounds into which you should empty wastebaskets.**

Trash must be placed inside a dumpster not on the ground beside it. If the dumpster is full, find another dumpster.

### Dining

Students residing at University Apartments must choose from one of the Apartment or Apartment meal plans.

The dining hall will be open and serving continuously from 7 a.m. until 9 p.m. Monday-Friday and 10:30 a.m. until 9 p.m. Saturday and Sunday (with two short periods for cleaning).

### Health

University Health Services, located in Reynolds 215, is open from 7:30 a.m. until 5:00 p.m. each day, Monday through Friday. Students who are ill should try to visit the University Health Services during these hours.

During those times when the University Health Services is not open, apartment students should report to his/her community assistant or resident director if he/she becomes ill and needs attention. If it is a health emergency and requires immediate attention, please call 911 immediately.

### Laundry Facilities

Washers and dryers are provided in the Village Clubhouse or University Court commons area for respective resident's use. Non-residents are prohibited from using these facilities.

### Mail

Each apartment resident is eligible for a University Post Office Box upon checking into his/her apartment. The Post Office Boxes are located on the first floor of the Reynolds Center and will be assigned to you, upon request, at the University Post Office. You should notify your friends and family of your correct address as soon as possible.

Name

100 East University, MSC # Magnolia AR, 71753

## **Rules and Regulations**

The University reserves the right to have authorized personnel enter student housing for the purposes of determining general cleanliness of rooms, to determine the amount of damage and general misuse of University property, to make repairs, to maintain the general order and security of the village, and to conduct other official business. Discretion will be used at all times. Whenever possible, the room will be entered when the student is present.

In signing the housing contract, the students agree during the term of their occupancies in University housing to comply with the rules and regulations of the University and of the apartments relative to preserving order and maintenance of student status. The general rules and regulations are printed in the General Catalog, the SAU Student Handbook, Community Guide, and State of Arkansas and Federal Statutes apply to students and the University.

The University reserves the right to terminate the contract by written notice if the student fails to comply with the conditions of the lease.

### **Alcohol**

The consumption or possession of alcoholic beverages on campus is prohibited. Violators are subject to strict University discipline.

### **Babysitting**

For reasons of safety and liability, minors cannot be brought to campus housing for the purpose of babysitting.

### **Building Exterior, Roofs, Ledges, and Windows**

Posting of unapproved signs, erecting of antennas/aerials/satellite dishes, or any other objects, on the exterior of buildings is prohibited. Residents are not allowed on roofs or allowed to climb up the sides of buildings or to be on the ledges of the buildings. Nothing is to be placed, stored, affixed, or exhibited on the ledges or windows of the buildings. Nothing is to be thrown, dropped, or spilled from roofs, ledges, windows, or balconies.

### **Candles and Incense**

Candles and incense are not to be burned in your apartment because they present a true fire hazard and may also provide an odor which may be disturbing to residents in the complex. Even unburned candles or candles without wicks are not permitted.

### **Cooking and Appliances**

The apartments were built with the idea that residents would split time between the campus dining facility and preparing their own meals. In the apartments residents have the luxury of a full kitchen, but with a busy life style, residents have the option of a prepared meal at the dining hall at any of the regular hours.

Coffee pots, popcorn poppers (if used for their intended purpose), electric clocks, radios, stereos, blankets, hair dryers, televisions, vaporizers, hair setters, make-up mirrors, and razors may be used in your room. Grills are not allowed at the University apartment complexes.

### **Damage**

Students are responsible for the condition of their apartment. The check-in sheet should be carefully read and signed when you move in because this form is used to determine damages that occur during the year. If damage other than normal wear and tear occurs, students will be charged for repairs.

The condition of public areas is the responsibility of all students. Please help maintain the areas by treating them with reasonable care. Damages that occur in public areas should be paid for by those persons doing the damage. If the responsible person(s) are not identified, then the damage costs will be divided between the residents of the apartment. You can help keep your costs down by encouraging others to respect public areas and to assume responsibility for their own actions. If prorated charges are not made and damages continue, the inevitable result is that all students suffer.



## **Drugs**

Federal and state laws forbid the sale and use of drugs which are not prescribed by a physician or available on the legal open market. The University prohibits possession, use, or distribution of marijuana, LSD, or other hallucinogens or narcotics by any of its students in any campus facility. Any student known to be possessing, using, or distributing such drugs is subject to eviction from the Village Apartments, SAU disciplinary action including eviction and arrest, imprisonment, or fine, according to state law.

## **Fire Safety**

### **Fire**

Should you discover a fire, no matter how insignificant you think it is, you must sound the alarm and then notify the staff immediately. The building should be evacuated before there is any attempt to contain the fire. Remember, most injuries occur from smoke, not flames. Fire evacuation routes and practices will be held during the semester. Evacuation procedures are posted.

#### When an alarm sounds residents should:

1. Close windows and raise the window blinds.
2. Leave the lights on.
3. Wear coat and hard-soled shoes.
4. Carry towel (to place over face in case of smoke).
5. Close door when leaving to prevent smoke from spreading.
6. Proceed quietly to your exit route.
7. Walk swiftly. Do not run or push.
8. After leaving the building, move to the front of building.
9. Do not return to your room for any reason until the all clear is given by the staff.
10. Horseplay will not be tolerated at the time of any alarm; life safety is a serious business.

### **False Alarms**

False alarms are not only illegal, but also dangerous. Every time a building is evacuated, there is the possibility of injury. Frequent alarms tend to create a feeling of false security and it becomes more difficult to evacuate the building. In the event of a real fire, this could lead to serious consequences. For those reasons, everyone must evacuate every time the alarm rings. Any student found guilty of giving or causing a false alarm of fire or threat of a bomb will be subject to arrest and disciplinary action by the University.

### **Fire Equipment**

Fire equipment is of no value unless it is in place and in working order. Therefore, those individuals who take or use fire equipment improperly will be charged for repair or replacement and will be subject to disciplinary action.

### **Fireworks**

Use of unauthorized possession of firecrackers, other explosives, or dangerous chemicals is not permitted.

### **Flammable Decorations**

Flammable items that may pose a fire threat may not be attached to the ceiling. This includes items such as fish nets or large flags which are suspended from the lights and ceiling.

### **Gambling**

In accordance with the laws of the State of Arkansas, gambling is not permitted. Gambling can also create financial and interpersonal conflicts which are detrimental to student progress.

### **Grade Point Average and Disciplinary Standing**

Students wishing to live in the University Apartments must have and maintain a 2.25 cumulative grade point average. Students must also be in good disciplinary standing at SAU. Student on student conduct probation, who wish to live in the University Apartments, must appeal to the Dean of Housing in writing.

### **Grills**

All personal grills are prohibited in the University Apartments complexes. Southern Arkansas University has several permeant charcoal grills located throughout campus. Students are able to use those grills for cooking and are responsible for cleaning the grill and disposing of coals properly after use. Hot coals may not be disposed of in campus dumpsters.

### **Guest Conduct**

Residents are responsible for the conduct of their guests while on University Apartments property, immediately adjacent areas, or at University Apartments sponsored activities. This is true when guests are there by the resident's explicit invitation and also when the guests are present simply with your acquiescence to their presence. Upon request, any guest is required to truthfully identify him/herself to any University staff member.

The cost of repairing any damage to University property caused by a guest of a resident will be charged to the resident.

### **Highway Signs**

Possession of road signs is a violation of state law. Discovery of such signs will result in referral to the Office of University Housing and/or Student Life.

### **Litter**

It is the resident's responsibility to dispose of trash in the dumpsters around the University Apartments complex. Residents who leave trash outside their apartment door or landings will be charged for each bag according to the following schedule:

First offense \$50.00/bag Second offense \$100.00/bag

More than 2 offenses could result in removal from the Village Apartments.

Additionally, litter found around the dumpster will be searched for its origin and the owner will be fined.

### **Lost Keys**

A lost key can result in a serious security problem for the residents of an apartment. For this reason, each time a student reports a lost key, the University changes the lock and makes new keys for the residents of the apartment. The student is charged for the replacement of the apartment key. This charge covers the cost of the core, labor, and new keys. The charge must be paid to the Business Office before the service will be provided. The fee is non-refundable. Students losing front door keys will be charged for the replacement key. This fee is also non-refundable.

### **Loitering**

Loitering in or around the University apartments or parking lots is not permitted. Students should enjoy living in the apartments but loitering causes noise and trash problems.

Residents who loiter will be fined \$50.00 for each incident. After three incidents the resident will be removed from the apartments.

### **Moving Furniture**

Furniture and door mats placed in lounges and public areas are for the use of all residents. Moving furniture from lounges to individual rooms deprives others of its use. In order to be fair to all, you are asked not to move lounge furniture and doormats. There is a rental charge of \$50 per item, per day to any student who is found to have lounge furniture. Apartment furniture is not to be moved from one apartment to another or placed outside an apartment. All apartments are furnished and the furniture must remain in its designated location. Residents are responsible for missing furniture in their apartment.

### **Obscene Matter**

Public display of "obscene matter" is prohibited anywhere on campus, including University apartments. The University reserves the right to remove from public view any signs or objects deemed offensive to others or prejudicial to the overall goals of the University. "Public display" and "public view" includes the outside of apartment doors, windows facing out, and bulletin boards.

### **Personal Belongings/Possessions**

Southern Arkansas University assumes no responsibility for the protection of any student possessions. All losses are the responsibility of the student. Items left in an apartment when a student changes apartment or moves out of the complex will be stored for 24 hours. Property not claimed within 24 hours will be disposed of with the University assuming no responsibility for this property.

### **Pets**

Pets (except fish) are not permitted. Residents found having pets in the University apartments will be found in violation of their lease and will be evicted, with the exception of verified and approved service and therapy/emotional support animals. Health, damage, and nuisance factors affect other residents of the University apartments. Aquariums must be inspected and approved by the Resident Director or CA before installation to insure that they are leak proof and sound.

Students with disabilities requiring housing accommodations must complete the Housing Accommodations Verification Form, available online on the Housing website. After the approval process is completed, the Office of Disability Services will coordinate with University Housing to provide the appropriate accommodations. All service and therapy/emotional support animal owners must follow the Service and Therapy/Emotion Support Animal Policy and complete the Service and Support Animal Procedure Acknowledgement and Information form, before receiving final approval.

To ensure the health of our residents, students with severe animal allergies should notify the Resident Director to request placement away from service and therapy/emotional support animal housing.

### **Pool**

Residents are to use the pool during the posted hours. Residents are responsible for their guests. Residents who jump the pool fence will be fined \$50.00 each incident and charged for each piece of broken furniture found around the pool area.

### **Quiet Hours : 10 p.m. – 10 a.m. each day**

At all times, reasonable quiet should be maintained. It is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit on noise at all times. Any activity in your apartment that can be heard away from your apartment is considered noise.

At University Apartments, certain hours of the day have been designated "quiet" or "courtesy" hours. During these hours, noise must be kept to a minimum to allow residents to study and to sleep. Radios, TV's, stereos, and tape/CD players should be played in a way that will not disturb other residents. Musical instruments should be played at a reasonable level in accordance with noise regulations. Quiet hours also apply to the parking lots surrounding the University apartment complexes. During final exam week, continuous quiet hours are enforced.

Violation of quiet hours may result in a \$50.00 fine for each person involved.

### **Recreation around apartments**

Organized athletic activities should be conducted on the athletic fields to avoid disturbing residents and causing possible damage. Not playing baseball or catch around the apartments will curb accidental window breakage.

### **Repairs to Apartment**

If during the course of the year, you find that your apartment needs some repairs, contact your resident director or CA and report the specific repairs that need to be made. If, after a week, the repairs are not completed, contact your resident director.

### **Room and Roommate Changes**

The Resident Director and CA's are always available to help with roommate problems. If it is evident that you and your roommate(s) cannot live in peace and harmony, you should contact the Resident Director, who will assist you in securing an apartment change, if space permits.

It is required that you contact and get official permission from the resident director to complete the necessary room change forms before you move.

### **Safeguarding**

One of the problems which occurs when large numbers of people live together is that of theft. It is wise not to keep large amounts of money or objects with great monetary or sentimental value in your room. Items which you do bring should be marked, and where possible, the serial numbers recorded. Always lock your apartment. In the event something is missing, contact the resident director and the University Police Department (ext. 4100) immediately.

### **Screen Removal**

Window screens are not to be removed. This is necessary to keep insects out, keep windows cleaner, provide some security on lower floors, and prevent objects from going in and out of windows. Screens that are removed from room windows will be replaced by maintenance personnel and a \$20 charge will be assessed each room resident. Additional damage charges may also be assessed.

### **Smoking**

Smoking and tobacco use are prohibited in any building on campus including the University Apartments. The Arkansas Clean Air on Campus Act of 2009 requires SAU to go completely smoke-free effective August 1, 2010. This bans all smoking on campus – indoors and outdoors. This includes vaping and e-cigarettes.

### **Smoke Detectors**

All apartments are equipped with a smoke detector. Do not place any decorations or furniture near these devices as that impairs the operation of the unit. If you hear a smoke detector alarm, contact the Resident Director or your CA. Tampering with detector or battery will result in the following:

- |                |   |                                |
|----------------|---|--------------------------------|
| First Offense  | - | Written warning                |
| Second Offense | - | \$25 fine                      |
| Third Offense  | - | Dismissal from the SAU housing |

### **Solicitation**

Solicitors and salesmen of any kind are not permitted on University apartment grounds unless they have written permission from the Vice President for Student Affairs. Printed material may not be distributed under a student's door. This policy applies to all campus organizations, as well as, off-campus groups or individuals. This includes students selling sandwiches or any other commodity. Unauthorized solicitors should be reported to your resident director IMMEDIATELY!

### **Theft**

You are encouraged to protect your belongings by locking your apartment when you are not present.

### **Tornados**

The following guidelines are suggested for use in the event that tornado warnings are issued for Columbia County. Tornado warnings are issued when a tornado cloud has actually been seen; a tornado watch is ordered when weather conditions are such that a tornado could occur. The Columbia County Emergency Siren will sound a continual steady tone for three minutes when a tornado has been sighted. Warnings should be clarified by tuning the radio to KVMA or by contacting the switchboard or the local police department. Action should not be taken on the basis of unconfirmed rumors. The Rave early warning system and SAU outdoor warning system will alert residents that a tornado warning is in effect. Fire alarms will not be used under any circumstances to notify residents of tornado activity. In the event of alarm residents should leave their apartment and other areas with windows. Residents should take shelter in protected areas away from the exterior and upper floors of the building. Doors to apartments should be closed.

Suggested areas of shelter are interior hallways, basements, etc. Individuals should remain within the building. The Rave early warning system will notify you when the tornado warning has expired and all- clear is announced.

Students are highly encouraged to register for Rave on the SAU Police Department website.

**Trash** *(Also see litter)*

It is the resident's responsibility to dispose of trash in the dumpsters around the University Apartments' complex. Residents who leave trash outside their apartment door or landings will be charged for each bag according to the following schedule:

First offense \$25.00/bag Second offense \$50.00/bag Third offense \$100.00/bag

More than 3 offenses could result in removal from the University apartments.

**Fire Sprinklers**

Fire sprinklers are located in the apartments. These are for fire safety only. Illegal use will result in removal from the University Apartments. Do not attach or hang anything on the fire sprinklers.

**Trespass**

You may be charged with criminal trespass if you knowingly enter or remain unlawfully in or upon the premises of another, if instructed to leave by a student, any housing staff member, or University Police.

**Vandalism**

Students who vandalize property on University premises will face disciplinary action and will be charged the full cost of a repair and/or replacement.

**Vending Machines**

Students losing money in a complex vending machine may apply for a refund with the Business Office.

**Waterbeds**

Because of their extreme weight, waterbeds are not allowed in the apartments.

**Weapons**

Conduct which endangers the safety of the residential community is prohibited. Residents are not permitted to have weapons of any kind (including BB guns, air guns, pellet guns, paintball guns, explosives, dangerous chemical, metal knuckles, spring blade knife, or other dangerous weapons) on campus. It is unlawful and against policy to exhibit or display any weapon capable of producing bodily harm in a manner which intimidates another person or warrants alarm for safety of another person.

Weapons may be stored free of charge with the University Police. "Look-alike" weapons (e.g. toy guns that look like real weapons) are also prohibited on campus. Possession of weapons will result in immediate expulsion from the apartment complex.

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**Code of Conduct and Student Responsibilities**

The primary responsibility for student conduct rests with the individual student. The ultimate goal for the student conduct procedure in the residence halls and apartment complexes at SAU is to assist students in developing self-discipline. Each student will be treated as an individual, and formal disciplinary procedures are instituted only at such time that it becomes apparent that informal procedures are not producing desired change.

The University apartment conduct concerns may be handled entirely at the complex level by the resident director in conjunction with the Professional Housing Staff or may be referred to the Office of Student Life, depending upon the classification of the conduct problem. The process, guidelines, and sanctions can be obtained in the University Housing Office, the Dean of Students' Office or from the resident director. In the event the problem is referred to the Office of Student Life, the process will follow those guidelines as set forth in the SAU Student Handbook.

The intent of any student conduct procedure is to encourage self-discipline and responsibility among residents, and the University Apartments is expected to provide both living and learning dimensions. To achieve an

agreeable living environment and positive learning climate, responsible behavior by apartment residents is essential. Conduct regulations are established by several authorities, including: Board of Trustees, Office of Student Life guidelines, state and federal regulations, village government rules, and individual housing policies.

Students and staff in apartments share an obligation to insure that conduct is responsible. Students are expected individually and through their complex government to insure the health, safety, and social educational welfare of each resident and the reasonable protection of state property. The following Housing Code of Conduct and Responsibility has been developed.

A. **Civil authority and laws are binding at all times.** This includes, but is not limited to:

- 1) use, possession, or distribution of various psychedelic, hallucinogens, or euphoric drugs.
- 2) gambling for money or for property.
- 3) use, possession, or distribution of alcoholic beverages on the SAU campus.
- 4) theft.
- 5) tampering with, or misuse of fire alarm system, extinguishers, and evacuation procedure detection equipment.

B. **Students in the University apartments must respect the property and personal safety rights of the University.** (Students must thus expect to pay for damage above normal wear and tear.) In order to insure this, the following are not permitted:

- 1) firearms and ammunition.
- 2) use or unauthorized possession of firecrackers, or other explosives or dangerous chemicals.
- 3) waterbeds.
- 4) improper use or duplication of keys.

C. **To guard against undue fire danger, the following will not be permitted:**

- 1) use of appliances for the preparation of food outside the kitchen area.
- 2) use of flammable cleaning fluids.
- 3) storage of any flammable liquids in open or unsound containers.
- 4) remaining in the building when the fire alarm sounds.
- 5) any decorating which involves excessive use of non-fire resistant materials, use of open flames under hazardous circumstances, attachment of paper to light globes, or lights larger than miniature bulbs on Christmas trees.
- 6) incense and candle burning.