Housing Policies/Procedures
All policies may be amended or changed at any time at the discretion of the Office of Residence Life & Housing.

The purpose of the residential community at Emory University is to enhance the academic environment and provide students with a well-maintained, safe, and positive living experience. You have the right to expect an environment that is conducive to study, sleep, and socialization. Many diverse individuals comprise the residential community at Emory. As a result of this shared environment, it is necessary for the University to have policies and procedures in place that serve as standards for all residents’ behaviors. These policies are not meant to hinder the student but to protect individual and community rights.

It is an expectation that once students sign their respective Housing Agreements, they understand the rules and regulations of living in campus housing—regardless of whether residency is within a traditional hall, suite, apartment, fraternity house, sorority house, or theme house. Throughout the year, publications, brochures, electronic mail messages, and flyers are distributed, sent, or posted in an attempt to convey information to residents. Information is also provided through the use of floor meetings and interaction between hall staff and residents. You are ultimately responsible for knowing about, and are held accountable for, the information listed below as well as information noted in the Emory Campus Life Handbook. Residence hall staff (i.e. Resident Advisor, Residence Hall Director, Associate Director, House Director, Complex Director) are responsible for documenting policy violations. When residents violate policies, and the University is obligated to take action, please refer to the Undergraduate Code of Conduct or contact the Office of Student Conduct (404.727.7190).

Note: Homeowners' and Renters' Insurance—The University is not responsible for damage, loss, or theft of property in any residential facility (or for personal injury). Students are encouraged to obtain insurance through their parent’s or guardian’s insurance company or purchase individual renter’s insurance to cover possible losses.

1.0 Abandoned Possessions
It is important that you remove all personal possessions, furnishings, trash, and discarded items when you vacate your room/apartment. Property left behind in your room will be considered abandoned and will become the property of the University, and may be discarded. You may be charged for the removal of any abandoned items from your former room/apartment.

1.1 Bias Incidents
Emory University is committed to fostering an environment in which all members of the residence halls can live and study free from acts of intolerance. In conjunction with the University’s discriminatory harassment policy, the Office of Residence Life and Student Conduct have drafted an Bias Incident Reporting Protocol.
A Bias Incident is defined as any act (oral, written, graphic, or physical) directed against any person or group as a result of their personage including but not limited to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, ability, or veteran’s status, that has the effect of creating an offensive, demeaning, intimidating or hostile environment for that person in particular or others who may see, hear, or otherwise witness the act. Furthermore, students’ use of epithets or names in a derogatory manner will be constituted as a bias incident. Bias incidents will be handled through the Residence Life disciplinary procedures or the Conduct Code, depending upon the nature of the act.

For more information, please reference
http://www.emory.edu/CAMPUS_LIFE/sis/bias_incident_protocol/index.html

1.2 Use of Alcohol and Drugs in Residence Halls

*Taken from the Emory University Policies 8.8.8*

Activities that take place within university Residence Halls are governed by applicable laws and regulations, the terms of the Residence Life Policy for Undergraduate Students, the Undergraduate Housing Agreement, and the Undergraduate Code of Conduct. A Campus Life online registration form is applicable whenever the service of alcoholic beverages takes place within any university community space.

- Residents under the age of 21:
  - Are not permitted to be in possession of, consume or store alcohol in any residence halls, consistent with state law.
- Residents age 21 and over:
  - Are permitted to be in possession of, consume or store alcohol in any residence halls, consistent with state law, with the exception of those at Oxford College. Possessing, consuming and/or storing alcohol is prohibited in all residence halls at Oxford College.

1.2.1 In Residence Halls:

- Alcohol is not allowed in community spaces (such as lobbies, lounges, study rooms, or hallways) without prior approval from the Office of Residence Life, with the exception of organizations that fall under the Office of Sorority and Fraternity Life. Fraternities and sororities are required to follow regulations from the Office of Sorority and Fraternity Life (OSFL) and from their respective national organizations. Other individuals or groups who wish to serve alcohol in community spaces of residence halls should complete the Campus Life online registration form.
- Common containers (such as kegs and punch bowls) are not permitted in residence halls or food service areas of residence halls.
- Activities (e.g. drinking games) and paraphernalia (i.e. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are also prohibited within residence halls and contiguous areas.
- Brewing or production of alcohol beverages is prohibited.
1.2.2 Guest Notification:
Residents of university residence halls are required to inform all guests of the
to the aforementioned regulations and to make sure their guests abide by all provisions of this
policy. In cases where the guest of a resident violates this policy, the hosting resident
will be subject to disciplinary consequences.

1.2.3 Georgia State Law
Emory University abides by Georgia State law concerning the sale, possession,
consumption, and use of alcohol. Students under the age of twenty-one (21) who
purchase or knowingly possess an alcoholic beverage violate state law and University
policy.

1.2.4 Drugs and Paraphernalia
The use, possession, sale, or distribution of paraphernalia, narcotics or illegal drugs (e.g.,
marijuana, ecstasy, cocaine) is strictly prohibited on the campus and in the residence halls
of Emory University. The unauthorized use of, possession, sale, or distribution of drugs
sometimes prescribed for medical purposes (e.g. antidepressants, amphetamines,
barbiturates, study drugs such as Adderall and Ritalin, and tranquilizers) are also strictly
prohibited. Pipes, bongs, hookahs, and the like are not permitted. The Office of
Residence Life reserves the right to confiscate such items, regardless of their decorative
purpose. Students are subject to judicial action if they are present in the room when any
of the aforementioned drug violations take place.

1.3 Alterations
No permanent alterations can be made to a room or apartment, including but not limited to
painting the walls. All shelves, beds, tarps, etc., must be free-standing and may not be affixed to
walls, balconies, or other permanent fixtures. Ceiling fans, dimmer switches, and other electrical
alterations are prohibited. Prior approval by the Office of Residence Life & Housing is required
to make any modifications to a room/apartment. When approved, such modifications become the
property of Emory University and must remain when the resident departs their room/ apartment.

1.4 Balconies
For your safety, the following items may not be hung, draped, or otherwise affixed to your
balconies:
• Flags
• Tarps
• Hammocks
• Other tapestry or large decorative items
• Holiday lights

Throwing any items (including fireworks) off of balconies is also prohibited. This behavior is
considered a conduct violation and may result in the termination of your Housing/ Lease
Agreement. Balconies include any platforms overlooking an area below, whether they be outside
an apartment or in a breezeway.
1.5 Bicycles
There are many places to appropriately store bicycles on campus and near residence halls. Bicycles should be stored in provided bicycle racks. Bicycles may not be stored in stairwells, hallways or other common areas of residence halls. Those found in the stairwells will be removed for safety reasons, and placed in storage. When left at the end of the year, bicycles are considered abandoned and will be removed and then disposed of in a charitable manner.

NOTE: We strongly suggest that you register your bicycle with the Emory Police Department and keep it locked when not in use. Bicycles should be parked and locked on the available bicycle racks.

1.6 Motorcycles and Scooters
Vehicles with combustion engines may not be stored in or around the residence halls. Motorcycles and scooters should be parked in their designated parking spaces and registered with Office of Transportation and Parking Services. Vehicles found in violation of this policy will be removed by the University, and all cost associated will be charged to the responsible party’s student account.

1.7 Candles and Incense
Candles, incense, and other combustible materials are prohibited in the residence halls, regardless of decorative purposes. Students who desire exemption for religious practices must receive approval in writing from the Complex Director or Residence Hall Director prior to use or possession in the residence halls.

1.8 Cooking
With the exception of the apartment-style residence halls (Clairmont Campus and Clifton Tower), residents may not cook in their rooms. Because of the fire hazards, sanitation problems, and power consumption involved, cooking is restricted to common kitchens provided in each residence halls.

1.9 Decoration
Residents are encouraged to personalize their rooms, while still following the guidelines below:
   a) We encourage small tacks or nails be used to hang posters, prints, and pictures. You will be charged at the end of the year for any damage caused by any adhesive product. Velcro, double-sided tape, hooks with double-sided tape, etc. will damage surfaces and are prohibited.
   b) Residents may not paint any piece of University furniture or surface in their rooms, apartment or common area.
c) Light fixtures, sprinkler heads and outdoor pipes should never be used to hang things, as they are not mounted to hold additional weight. Additional weight on sprinkler heads will cause them to burst and flood the area.

d) Decorations for your room consisting of flags, sheets, nets, or large pieces of material hung or draped from the ceilings/walls are prohibited. Large pieces of material are considered a fire hazard, especially when draped across the ceiling.

e) Overhead or room lights may not be covered with any material.

f) Black (or dark) overhead light bulbs are prohibited in existing fixtures in student rooms, lounges, houses, and hallways.

g) No live/cut trees are permitted in any residential facility. Artificial trees should not block access to fire safety equipment or exits, and should be treated with fire protection.

h) Only UL approved lights are permitted. Halogen floor and desk lamps are prohibited. Do not overload outlets or hang lights near flammable materials. Be sure to unplug decorative lights at the end of the day. Lights may not be hung from sprinkler heads or the exterior of the apartment door, or on balconies.

i) Furnishings are not to be used for any function other than their intended purpose. University equipment, furniture, or furnishing may not be removed or disassembled. Students will be charged for replacement or repair costs.

j) Waterbeds are prohibited in all residential facilities.

1.10 Discrimination and Harassment
Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to the University’s commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

This policy is a republishing of the Emory University Equal Opportunity and Discriminatory Harassment Policy, which previously was published at: http://www.emory.edu/EEO/equalopportunitydiscriminatoryharassment.htm

1.12 Weapons
Possession of any firearms, pellet guns, paint ball guns, Airsoft guns, knives, target rifles, fireworks, Nunchaku, and other items that are considered to be dangerous are strictly prohibited. Any item of this nature found in a student room will be confiscated by hall staff and the occupants of the room will be referred to The Office of Student Conduct process for disciplinary action.

1.13 Fire Safety
Fire alarms, suppression systems and other safety equipment are located throughout all residential facilities. Residential staff review evacuation procedures during initial meetings or beginning of the year communication at the beginning of each academic year. These procedures may also be found in hallways/corridors within the residential facility. Residents should be familiar with multiple means of egress in the event the most convenient or traveled path is not available because residents are required to leave the buildings when alarms are activated.

Residents should report inoperable or tampered with fire safety equipment immediately to a member of the hall staff. Strong disciplinary action, which may include termination of the Housing Agreement and/or suspension from the University, will result for those residents responsible for starting a fire in/near any residential facility, tampering with fire alarm equipment (including smoke detectors).

Residents of facilities with a building sprinkler system should take special precautions to avoid tampering with or accidentally activating the sprinkler system. As previously mentioned, sprinkler heads should not be used as a way to hang items in the room. Students may be held liable for damages that occur in rooms/common areas as a result of sprinkler activation.

1.13.1 Electrical Appliances and Outlets
In order to insure maximum health and safety standards in all residential facilities, several categories of electrical appliances have been established. Any unapproved or hazardous appliance found within any residential facility may be confiscated by a member of the residential staff.

- Approved Appliances (all items must be Underwriters Laboratories (UL) approved):
  - clocks,
  - televisions,
  - musical appliances,
  - electric razors,
  - air purifiers,
  - hair dryers,
  - blenders,
  - coffee makers,
  - irons,
  - hot pot/electric tea pots
  - rice cookers
  - Mircro-fridge or Minifridge
• UL approved power strips
• hot air popcorn poppers,
• and fans.
• Prohibited Appliances that may not be used or stored in residential facilities (suite or traditional):
  • toasters,
  • toaster ovens,
  • crockpots
  • convection ovens,
  • electric skillets,
  • waffle or crepe pans,
  • plug in air fresheners
  • crock pots,
  • Microwaves
  • hot plates,
  • hamburger makers,
  • George Foreman Grills (or similar devices),
  • space heaters,
  • electric blankets,
  • extension cords
  • or halogen lamps.

1.13.2 Flammable Materials Policy
Flammable materials such as:
  • lighter fluid,
  • grill briquettes, (charcoal)
  • propane, kerosene,
  • gasoline,
  • oil-based paint,
  • tiki torches,
  • and paint thinner;
are not allowed in any residential facility. Anything that could either start or rapidly accelerate a fire is restricted from the hall. If students have questions about whether something is allowed, please contact the residential staff.

While Emory does not require any furniture a student provides on their own to be fire-retardant, students should do everything to keep their rooms as risk-free as possible.

1.13.3 Grills/Outdoor Grilling
Residents may only grill on external grills already installed on campus by Emory. Grilling is not allowed in any other locations. Portable gas or charcoal grills will be confiscated. Please be respectful of nearby residents when using the grills.
1.13.4 Stairways, Hallways, and Breezeways
For reasons of fire safety and security, stairways and common hallways must be kept free of combustible items and all other objects that would contribute to the intensity of a fire or prevent free and clear access to or egress from the apartments. This includes plants, boxes, bicycles, shelves, toys, and other items. Do not use stairwells or hallways for storage of any kind. Nonflammable door decorations are permitted; however, holiday lights are not permitted on the exteriors of doors.

1.14 Keys/Locks
Keys and Temporary Access Cards are property of the University and must be returned to the Office of Residence Life upon termination of residence. If a key is lost or not returned, the locks to that room will be changed and a lock change fee will be incurred. This price is dependent on the number of bedrooms for each residence. Keys should be carried at all times and never be loaned or duplicated. Additional locks may not be installed, nor may residents tamper with an existing lock.

Residents are issued one room/apartment key for their residence. Where buildings are equipped with proximity (prox) access readers, residents will use their EmoryCard to gain access to the building. Residents in buildings without prox access readers will be issued a building entrance key.

1.14.1 Access/Room Entry
While Residence Life makes every reasonable attempt to respect students' privacy, it reserves the right to enter a room and, if deemed necessary, to conduct a search of a room. Typically, Residence Life personnel will limit room entry to the following instances:

   a) Health and Safety Inspections—To adequately maintain the residential facilities health and safety inspections are conducted to ensure a clean environment, and that no policy violations are occurring.

   b) Administrative Searches - Administrative searches are those conducted due to suspicion that a University rule or regulation has been violated and that evidence of a violation will likely be found in a particular place. Authorization is given by the Associate Dean of Campus Life (or designee). The student whose room/belongings are in question shall be present whenever possible; however, administrative searches may take place without a room's occupant(s) being present. At the conclusion of a search the student will be notified of the outcome and the names and titles of all persons conducting the search. Administrative searches are not done in conjunction with nor under the direction or on behalf of the Emory University Police. Administrative searches are not generally conducted for the purpose of criminal prosecution. If it is believed that potential criminal violations exist, either before or during a search, the Emory University Police will be contacted and a criminal search warrant may be obtained.

   c) Facility Work - to provide routine, emergency, or preventative custodial and/or maintenance work.

   d) Personal Emergencies - to respond to an indication of danger to life, health, or property.
e) Policy Violation – to respond when there is reasonable cause to believe that a violation of University or Housing policy is occurring.

1.14.2 Lock-Out Policy
There will be a $10 charge placed on the student’s OPUS account for each lock out. Contact information for assistance with lock outs are posted in each building and on our website at http://www.emory.edu/HOUSING/.

Central Campus residents should first contact the hall staff available in their building. The RA On-call is available between 5:00pm – 8:00am and can be contacted on the On-call phone. Assistance is also provided by the front desk in the central Housing Office (located in Raoul Hall) between 8:00am – 5:00pm on regular business days.
Eagle Row residents should first contact their chapter president. If the president is unavailable, the House Director On-call serves as a secondary resource.

Clairmont Campus residents should go to the Information Desk at the SAAC between 8:00 am – 8:00 pm or call the phone carried by the RA On-call between 5:00 pm – 8:00 am.

It is required that the Residence Life staff members seek identification from the resident (e.g. Emory Card) to confirm that the individual is gaining access to the proper room. Upon entering the room it is advised that the staff member request the resident to display the room key to ensure the key is not lost or missing.

1.15 Lofts/Raised Beds
The University does not permit residents to build or install their own lofts or raised bed structures

1.16 Pets
Due to health and safety hazards and sanitation problems, pets are not allowed in the residence halls. Fish are permitted with the mutual consent of roommates. The maximum allowed capacity of a fish tank is two gallons.

1.17 Posting Policy
All items posted on in residence halls should be placed on the approved areas in the building. The staff in the Office of Residence Life at Raoul Hall must approve posters, flyers, etc. before distribution or posting in the residence halls.

1.18 Quiet Hours and Courtesy Hours
In order to provide an environment that is conducive to sleeping and studying, quiet hours will be maintained Sunday to Thursday from midnight till 8:00 am, and Friday and Saturday 1:00 am till 8:00 am. These times will be extended during final exam periods. The staff retains the right to uphold and implement these policies. All residents are required to respect their neighbors by maintaining 24-hour courtesy hours. Residents violating this policy will be referred to the conduct process for disciplinary action.
1.19 Residential Meeting Spaces
Emory University permits academic departments, administrative departments, and SGA-chartered student organizations to reserve certain residential spaces during the academic year.

Central campus spaces may be reserved through the Conference Services Office located in Raoul Hall. A reservation form must be submitted at least fourteen (14) days, but no more than thirty (30) days in advance of the event. Information regarding the available spaces, the associated costs to reserve each space, complete reservation policies, and the reservation form may be made accessed online at http://www.housing.campuslifetech.org/form2/view.php?id=24666

1.20 Consolidation and Space Usage
Any resident who occupies a room with a vacancy must be prepared to receive a roommate at any time during the academic year. Inappropriate use of vacant space will be addressed by the Residence Life staff. Attempts to maintain or create a vacancy in a room or apartment by discouraging new residents from moving in, or encouraging current residents to move out will not be tolerated. Such violations of residential facility policy will be addressed by the appropriate Associate Director. Residence Life reserves the right to place any resident in any unassigned bed at any time.

1.21 Safety and Security
Students are expected to take an active role in maintaining safety and security on campus. Failure to do so jeopardizes the safety of everyone concerned. Therefore, the following practices must be observed:

a) objects may not be dropped or thrown from windows nor may screens or windows be removed;
b) students are not permitted on roofs, banisters, or on any other structure that is not designed for common traffic;
c) only designated entrance/exit doors are to be used;
d) doors are to be returned to a secured (locked) position after use;
e) windows and doors should always be locked when students leave their rooms or when asleep;
f) students should carry their EmoryCard and keys at all times;
g) University-owned keys are never to be loaned out or duplicated;
h) anyone or anything that appears suspicious should be reported to Emory Police immediately;
i) and students should always use caution when traveling on or around campus, especially after dark. Emory Police provide a SafeRide service for students from 9:00PM-5:00AM and can be requested by calling 404.727.7555.
j) Student should not let non-residents into the building (tailgating) or prop doors at any time.
k) Students should report lost keys and card immediately.

1.22 Tobacco Use

_Taken from the Emory University Policies 4.113_

Emory University recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products. In order to create an atmosphere that is consistent with Emory’s mission and commitment to improve the health and wellness of members of the Emory community, Emory University and Emory Healthcare (collectively “Emory”) prohibit the use or sale of tobacco products in or on Emory owned or Emory leased property effective January 1, 2012.

The use or sale of tobacco products is prohibited in all residential housing facilities and campus buildings.

1.23 Outside Vendors

Groups who wish to sell tickets or goods must receive prior approval from the Office of Residence Life. Approved solicitation usually is limited to an area in the lobby of the residence hall and requires a written notice verifying permission from the Office of Residence Life. Students and student groups are not exempt from this policy. No commercial business may be conducted on the premises. If you encounter persons soliciting in your hall, please report them to a RA or the Emory Police immediately. The Office of Residence Life reserves the sole right to approve or deny any collection boxes for philanthropic activities. Any unapproved boxes will be removed and their contents will be discarded.

1.24 Hall Sports and Activities

Sports inside the residence halls are prohibited due to the potential danger to individuals and property, including safety equipment, such as sprinklers or fire extinguishers.

1.25 Theft/Loss

The University does not assume any responsibility for articles lost or stolen from rooms. Residents need to take precautions to ensure, to the best of their ability, that theft does not occur. The University cannot assume responsibility for personal property stored in, delivered or shipped to a residence hall. Report any theft or loss to Emory Police and your RA, RHD, or Complex Director.

1.26 Trash and Recycling

Improperly disposed of trash is a nuisance for other residents and custodial staff. All trash and recycling materials should be disposed of in properly marked containers. Residents should dispose of their trash and recycling on a regular basis to avoid creating health hazard. Large items (such as boxes, rugs, or other heavy/bulky items) should be removed to the exterior dumpsters located near each residence hall.
1.27 Vacating Residence Halls
Residents must vacate their residence hall room according to the posted schedule; it is expected that students vacate no later than 24 hours after their last final exam or by the time posted for residence hall closures in the Emory University Calendar. Residents who do not check out by the posted time and date will be assessed a $50/hour fine for each hour (up to $300/day) until they vacate.

1.28 Vandalism and Pranks
Residents should take proper care of their building and its furnishings. Vandalism will bring strong disciplinary action. Examples include: broken furniture or windows, torn bulletin boards, common areas with an abundance of trash, etc. Students witnessing an act of vandalism or who know the identity of the responsible person(s) should notify a Residence Life staff member immediately. The University reserves the right to assess residents collectively or individually for damage to their building or its furnishings. Pranks that result in disturbances or distress to others, or cause damage to University or personal property (or those that foreseeable could have caused such disturbance or distress) are prohibited. Examples include: water fights, shaving cream fights, penny locking, removal of peepholes, etc.

1.29 Visitation and Guests
Visitors must abide by the rules and regulations of the University. You are responsible for the conduct of your guests and visitors. Visitation refers to the privilege of having visitors to your room and residential area. The rights of other residents, especially your roommate, take precedence over this privilege. Visitors are not permitted to take up residence in rooms to which they are not assigned. Students must exercise good judgment when having a gathering in their room to not disrupt the community. The residence hall staff reserves the right to intervene.

A visitor is defined as any person not assigned to live in a given room and/or residential area, whether they are residential students, commuting students, or other guests. Each residential area has a standard 24-hour visitation policy, meaning that with roommate consent, a resident may have other persons in their room at any time. Long-term visitors (three nights or longer) are prohibited. Residents of a floor may vote to establish restrictive visitation hours with a majority vote by the floor.

1.29.1 Guest Notification:
Residents of university residence halls are required to inform all guests of the aforementioned regulations and to make sure their guests abide by all provisions of this policy. In cases where the guest of a resident violates this policy, the hosting resident will be subject to disciplinary consequences.