

RESIDENCE LIFE & HOUSING STANDARDS AND POLICIES

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

Community Responsibilities

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. Students 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 resident's behaviors. These policies are not meant to hinder the student but to protect individual and community rights.

General Resident Student Policies

It is an expectation that once students sign their respective Housing Agreement, they understand the rules and regulations of living in campus housing – regardless if residency is within a traditional hall, suite, apartment, fraternity house, sorority house, theme house or on the Clairmont Campus. Throughout the year, publications, brochures, electronic mail messages, and flyers are distributed, sent, or posted in an attempt to convey information to residents. Information also is provided through the use of floor meetings and interaction between hall staff and residents.

Students 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. Residential staff (i.e., Resident Advisor, Residence Hall Director, Area Director, House Director, Complex Director) do not give verbal or written warnings to violations of rules, policies, or procedures outside of what may already be stated in Residence Life and Housing publications or what has been previously stated within the residential facilities. When residents violate policies, the University is obligated to take action. For more information, please refer to the Undergraduate Code of Conduct or contact the Office of Student Conduct (404.727.7190).

Abandoned Possessions

It is important that students remove all personal possessions, furnishings, trash, and discarded items at the time students depart students' rooms/apartments. Property left behind in students' rooms will be considered abandoned and will become the property of the University. Students will be charged for the removal of any abandoned items from students' former rooms/apartments.

Acts of Intolerance

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 Housing and Student Conduct have drafted an Act of Intolerance (AOI) Policy. An AOI 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 an “AOI.” Acts of Intolerance will be handled through the Residence Life disciplinary procedures, or the Conduct Code, depending upon the nature of the act.

Alcohol

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

Residents under the age of 21:

- Are not permitted to be under the influence of alcohol while in any residential facilities.
- Are not permitted to be in possession of or store alcohol in any residential facilities, consistent with state law.
- Are not permitted to possess any container that may have once contained alcohol (cans, bottles, or bongs) in the residential facilities, regardless of their decorative purpose.
- Are subject to judicial action if they are present in the room when any of the aforementioned violations take place.

Residents over the age of 21:

- Are permitted to be in possession of or store alcohol in any residential facilities, consistent with state law.
- Are not permitted to be in the presence of anyone under the age of 21 consuming alcohol.

Alcohol is not allowed in common areas (such as lobbies, lounges, study rooms, hallways) of residential facilities. Common containers (such as kegs and punch bowls) are not permitted in residential facilities or food service areas of residential facilities. Public intoxication, consumption, or display of liquors, wines, or beers in residential facilities is prohibited. Furthermore, unbecoming behavior or any conduct violation committed by a student under the influence of alcohol is prohibited.

The use of alcoholic beverages as a prize in any type of contest is prohibited. Beer slides, drinking contests, and drinking contest paraphernalia (i.e. funnels, beer pong tables, and ice slides) are also prohibited within residential facilities and contiguous areas.

Any person who furnishes an alcoholic beverage to a person who is under 21 years of age is also in violation. Additionally, it is unlawful to use identification fraudulently or to allow another person to use one's own identification fraudulently to obtain alcoholic beverages.

Alterations

No permanent alterations can be made to a room or apartment. This includes 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.

Balconies

For student safety, the following items may not be hung, draped, or otherwise affixed to students' 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 the student Housing/Lease Agreement. Balconies include any platforms overlooking an area below, whether they are outside an apartment or in a breezeway.

Bicycles, Motorcycles, and Scooters

We strongly suggest that students register their bicycle with the Emory Police Department and keep it locked when not in use. Bicycles may not be stored in stairwells, hallways, secured on railings adjacent to ramps/building entrance locations, or other common areas of residential facilities. Those found in the stairwells will be removed for safety reasons and placed in storage. Bicycles should be parked on the available bicycle racks or in student rooms. When left at the end of the year, bicycles are considered abandoned and will be removed and disposed of in a charitable manner.

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. Vehicles found in violation of this policy will be removed by the University, and all costs associated will be charged to the responsible party's student account.

Candles and Incense

Candles, incense, and other combustible materials are prohibited in all residential facilities, regardless of decorative purposes. Students who desire exemption for religious practices must receive approval in writing from the appropriate Area Director prior to use or possession in all residential facilities.

Children

In those residential areas that permit family residency, parents or guardians are expected to ensure supervision of their children at all times and will be held accountable for their children's actions. Children should not be allowed to play in areas that could be dangerous to their welfare. Children under 12 must be supervised by an adult in all common spaces, including the student programming rooms, computer labs, exercise facilities, laundry rooms, lobbies, the Penthouse, music practice rooms, and the grounds of the Student Activity and Academic Center.

Cooking

With the exception of the apartment-style residential facilities (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 residential facility. Only the following appliances are permitted to be used and/or stored in a resident's room: blenders, coffee makers, popcorn poppers, and small hot pots (no exposed coils). Except for Micro-

Fridges™, microwaves are only permitted in apartment style residential facilities. All items must be Underwriters Laboratory (UL) approved. Staff will confiscate and place in storage anything present in student rooms that violates this policy.

Residents may use kitchen appliances at their own risk and expense. Residential staff may confiscate any item present in a resident's room or apartment that violates this policy.

Decorations

Residents are encouraged to personalize their rooms, while still following the guidelines below.

- a. Residents may not paint any piece of University furniture or surface in their rooms.
- b. Light fixtures and sprinkler heads should never be used to hang items, as they are not mounted to hold additional weight. Additional weight on sprinkler heads will cause them to burst and flood the area.
- c. Decorations for student rooms consisting of 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.
- d. Overhead or room lights may not be covered with any material.
- e. Though neon lights are permitted within the residential facilities, they may not be placed in windows or be seen from the exterior of the building.
- f. Black (or dark) overhead light bulbs are prohibited in student rooms, lounges, houses and hallways.
- g. An easily removable adhesive (3M Command Adhesives or white gum type adhesive) must be used to hang posters, prints, and pictures. Be sure to test the adhesive on a small, hidden area of the room before using. Students will be charged at the end of the year for any damage caused by adhesive removal and/or failure to remove the adhesive product. Double sided tape will damage surfaces and is prohibited.
- h. Alcohol and drug paraphernalia, including hookahs, bongs, water pipes or other incendiary devices may not be present in any residential facility, regardless of decorative purpose.
- i. No alterations are to be made to the furniture, fixtures, or surfaces provided by the University and no construction or alteration of any type may take place within a room without the express written consent of the Office of Residence Life & Housing.
- j. 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.
- k. Only UL approved lights are permitted. Halogen floor and desk lamps are prohibited. Do not overload outlets.
- l. 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.

Discrimination and Harassment

It is the policy of Emory University that all employees and students should be able to enjoy and work in an educational environment free from discriminatory harassment. Harassment of any person or groups of persons on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, handicap, or veteran's status is a form of discrimination specifically prohibited in the Emory University community. Any employee, student, student organization, or person privileged to work or study in the Emory University community who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the University. Discriminatory harassment includes conduct (oral, written, graphic,

or physical) directed against any person because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, handicap, or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes but is not limited to, objectionable epithets, demeaning depiction or treatment, and threatening or actual abuse or harm.

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 residential facilities of Emory University. The unauthorized use of, possession, sale, or distribution of drugs sometimes prescribed for medical purposes (e.g., antidepressants, amphetamines, barbiturates, and tranquilizers) is also strictly prohibited. Pipes, bong, hookahs, and the like are not permitted. Residential staff may 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.

Electrical Appliances

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):

- a. clocks
- b. televisions
- c. musical appliances
- d. electric razors
- e. air purifiers
- f. hair dryers
- g. blenders
- h. coffee makers
- i. irons
- j. hot air popcorn poppers
- k. fans

Prohibited Appliances:

- a. toasters
- b. toaster ovens
- c. convection ovens
- d. electric skillet
- e. waffle or crepe pans
- f. crock pots
- g. hot plates
- h. hamburger makers
- i. George Foreman Grills (or similar devices)
- j. space heaters
- k. electric blankets

1. halogen lamps.

Electrical Extensions Policy

In the interest of fire and life safety, and upon the recommendation of national and local fire officials, the use or possession of extension cords, multiple plugs, multiple plug converters, or air fresheners with an additional plug adaptor are prohibited within all University residential facilities. Residents are permitted to use Underwriter's Laboratories (UL) approved power strips with circuit breakers. Extension cords, multiple plugs, multiple plug converters, or air fresheners with an additional plug adaptor found by staff may be confiscated.

Explosives and Weapons

Possession of any firearms, pellet guns, paint ball guns, Airsoft guns, knives, swords, target rifles, fireworks, nunchaku, and other items that are considered to be dangerous is strictly prohibited. Any item of this nature found in a student room may be confiscated and the occupants of the room will be referred to the conduct process for disciplinary action.

Fireplaces

Use of fireplaces in any residential facility is prohibited.

Fire Safety

Fire alarms, suppression systems and other safety equipment are located throughout all residential facilities. Residential Staff review evacuation procedures during initial floor meetings at the beginning of the academic year and they may 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.

Residents should report inoperable or equipment that has been tampered with 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 starting a fire in, or near, any residential facility, tampering with fire alarm equipment (including smoke detectors), or refusing to vacate the facility in the event of alarm activation.

Residents of facilities with a building sprinkler system should take special precautions to avoid tampering with, molesting, or accidentally activating the sprinklers. For example, 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 sprinkler activation.

Fire Evacuation Policy

For proper procedure:

- **Activate the fire alarm.**
- **Call Emory Police, 911** from on campus or 404.727.6111 via cell telephone and report caller name. Report the name of the building, location of fire (wing, floor, and room), nature of fire (laundry equipment, mattress). Stay on the line for questions, if it is safe to do so. The police communications officer will contact the local fire department.

- **Close all doors leading to the area** (do not lock them).
- **Meet the students from one's area** as arranged in advance.
- **Wait for further instructions** from the hall director, resident advisor, or safety personnel.

Flammable Materials Policy

Flammable materials such as lighter fluid, grill briquettes, 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 we do not require any furniture students bring to be fire-retardant, students should do everything to keep their rooms as risk-free as possible.

Furniture

Removal of University furniture from student rooms is prohibited. No alterations are to be made to University furniture and all furniture must be returned to the original configuration upon check-out from the room. Additional furnishings brought into the room must be freestanding and clear of all existing fixtures, furniture, or walls. Removal of common area furnishings or equipment from their proper locations constitutes theft of University property.

Grills/Outdoor Grilling

Residents may only grill on external grills already installed on campus. Portable gas or charcoal grills will be confiscated. Grilling is not allowed in any other locations. Please be respectful of nearby residents when using the grills.

Halogen Lamps and Other Lighting

Halogen floor and desk lamps, and other hazardous lights (such as tube lighting), are not permitted in the residential facilities for fire safety reasons. Any hazardous light found in a room or a balcony may be confiscated by the residential staff.

Home Owners and Renter's Insurance Policy

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.

Keys/Locks

Keys (entrance and room) are the property of the University and must be surrendered on termination of the residence. Keys which are not returned at the designated time, through authorized check-out procedures, will be considered lost keys. Lost room keys will result in an automatic lock change (\$60 or more, depending on location). A charge of \$25 will be assessed for replacing an entrance key. Keys should be carried at all times and shall not be loaned or duplicated. Staffs are not responsible for students' lock-outs. (See lock out policy). Auxiliary locks may not be installed nor may residents tamper with an existing lock. Repeated requests for hall staff to unlock a resident's door may result in an automatic lock change.

Undergraduate residents are issued one room/apartment entrance key and one building entrance key unless they live in a residential facility where students use proximity cards to gain access to their building.

Lock Out Policy

Clairmont Campus Lock Out Policy

- If a resident is locked out of his or her room between the hours of 8 a.m. -5 p.m. on Monday through Friday, s/he should go to the Community Office in the Tower for assistance.
- If a resident is locked out of his/her room between the hours of 5 p.m. - 8 p.m. Monday through Friday, or between the hours of 8 a.m. – 8 p.m. Saturday and Sunday, s/he should go to the Info Desk at the SAAC for assistance.
- If a resident is locked out of his/her room between the hours of 8 p.m. - 8 a.m. any day of the week or weekend, s/he should page the RA on-call. (Tower:404-742-8814/GRC:404-570-2524) (URC: 404-570-7766) Enter the phone number students wish to be called back at and press #.

Central Campus Lock Out Policy

- If a resident is locked out of his or her room between the hours of 8 a.m. -8 p.m. s/he will be allowed access to the room without charge. Resident should locate available staff member to gain access to the room. Staff members are not expected to be in the building between the hours of 8 a.m. -8 p.m.
- If a resident is locked out of his or her room between the hours of 8 p.m. – 12 midnight, s/he should find the “RA on-call.” If a resident asks and RA who is not on call to gain access to a room, then the RA should refer the resident to the “RA on-call.”
- If a resident is locked out of his or her room between the hours of 12 midnight – 8 a.m., s/he must seek the “RA on-call” to gain entry into his or her room.

Whether a lock-out occurs on Central or Clairmont Campus, the following apply:

- A charge of \$10 will be assessed to the resident’s student account for each lock-out between the hours of 12 midnight – 8 a.m.
- For students who are repeatedly locked out of their rooms, a \$10 fee will be assessed for each lock-out after s/he is locked out more than three times in a semester. This will apply to all lock-outs, regardless of time-of-day.

It is required that the Residence Life and Housing staff member and SAAC staff members seek some form of credible evidence (e.g. EmoryCard) from the resident to confirm that s/he is gaining access to the proper room. In addition, upon entering the room it is advised that the staff member will request that the resident display the room and entrance keys to ensure the keys are not lost or missing.

Sorority Village and Fraternity House Lock Out Policy

- At any time, if a resident is locked out of his/her room the chapter president or house manager is able to access the master key and open the room. This should always be the first step for residents who are locked out of their rooms.
- If the chapter president or house manager is unable to open the room and the resident is locked out of his/her room between the hours of 5pm – 8am, s/he should call the Fraternity House Director on-call (404.746.8083). Enter the phone number students wish to be called back at and press #.

Lofts/Raised Beds

The University does not permit residents to build or install their own lofts or raised bed structures. Residents may rent or purchase lofts from approved vendors, listed on the housing website. Residence Life & Housing will supply university owned loft kits for residents of Dobbs Hall, and for students assigned to specific rooms in Harris Hall because of the size and layouts of the rooms. To have a university loft kit assembled, residents should put in a work request via the online work request form on the housing main website.

In Turman Residence Hall, a limited number of university owned lofts are available on a first come, first served basis. Residents should contact the Turman Residence Hall Director for more information.

Pets

Due to health and safety hazards and sanitation problems, pets are not allowed in the residential facilities. Fish are permitted with the mutual consent of roommates. The maximum allowed capacity of a fish tank is two gallons. Residents are not permitted to keep animals (aside from fish) as guests for even brief periods of time. Full-time, professional Residence Life & Housing staff members are permitted to have pets provided that they receive approval from the Office of Residence Life & Housing. If discovered, pets will be removed and residents will be assessed a cleaning charge.

Posting Policy

All items posted in residential facilities should be placed on the bulletin boards provided. The staff in the Office of Residence Life and Housing at Alabama Hall must approve posters, flyers, etc., before distribution or posting in the residential facilities.

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 a.m., and Friday and Saturday 1 a.m. till 8 a.m. These times will be extended during exam periods. The staff retains the right to uphold and implement these policies. All residents are required to respect their neighbors by maintaining twenty-four hour courtesy hours. Residents violating this policy will be referred to the conduct process for disciplinary action. Personal amplification systems including stereos and radios may not at any time be played loudly, be placed in facility windows, or be used with the intention of entertaining individuals outside the resident's room.

Refrigerators

Refrigerators that meet University standards (less than 3 cubic feet) are permitted. Additionally, only one (1) refrigerator or Micro-Fridge™ may be used in individual student rooms.

Residential Meeting Space Policies

The Office of Residence Life & Housing permits Emory University 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 Office of University Conferences (located in Alabama Hall). A reservation form must be submitted at least 14 days, but no more than 30 days, in advance of the reservation date. Please visit

<http://www.emory.edu/HOUSING/reservations.html> for information on the spaces available, the cost to reserve each space, the complete reservation policies and to download the reservation form. Residence hall lounges are not available for reservation.

The Clairmont Community Office handles reservations on the Clairmont Campus. Please visit <http://www.emory.edu/HOUSING/SPACES/index.html> for more information.

Room Entry

While the University 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, University personnel will limit room entry to the following instances:

- **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 Assistant 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.
- **Facility Work**
To provide routine, emergency or preventative custodial and/or maintenance work.
- **Personal Emergencies**
To respond to an indication of danger to life, health, or property.
- **Policy Violation**
To respond when there is reasonable cause to believe that a violation of University or Housing policy is occurring.

Room 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 and Housing 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 area director. Residence Life & Housing reserves the right to place any resident in any unassigned bed at any time.

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 must 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 appear suspicious should be reported to the Emory University Police immediately; and
- i. students should always use caution when traveling on or around campus, especially after dark. Call EPD for an escort at 404.727.PARK.

SEVERE WEATHER/TORNADO: The risk of a tornado striking the Emory community is low, but its consequence can be catastrophic. It is critical to be prepared.

- **Tornado Watch:** Conditions are favorable for the development of a tornado. Be aware of your surroundings, and be alert, should the watch be upgraded to a warning.
- **Tornado Warning:** A tornado has been spotted or indicated by radar in your immediate area. Action should be taken to ensure your safety.

If a tornado warning is issued for portions of Dekalb or Newton counties, which include the Emory/Oxford campus, outdoor sirens, emergency text messages to enrolled users, and Emory's cable TV system will notify students, faculty, and staff. An Emory community email may also be sent to your Emory email address and an announcement will be posted on Emory's Emergency Announcements page at www.emory.edu/emergency. You may also turn on your NOAA weather radio and monitor for information in your local county (DeKalb, Fulton, Newton).

If you are outside, seek shelter immediately on the lowest floor of a sturdy nearby building. If you are outside with no shelter available, lie flat in a nearby ditch or depression and cover your head with your hands. Watch out for flying debris. Flying debris causes most fatalities and injuries associated with a tornado.

If you are in a vehicle, exit the vehicle and go to the lowest floor of a sturdy nearby building; vehicles offer little to no protection. If shelter is not available, lie flat in a nearby ditch or depression and cover your head with your hands.

Smoking

Smoking is prohibited in all residential facilities, including all living areas, common area spaces, hallways, lounges, lobbies, stairwells, laundries, vending areas, balconies, breezeways, connectors, courtyards, and porches. Smokers are expected to smoke outside only and remain at a reasonable distance (at least 25 feet) from building entrances while smoking, such that second-hand smoke does not interfere with access or the rights of others. All smoking materials should be disposed of appropriately in provided containers.

Solicitation

Groups who wish to sell tickets or goods must receive prior approval from the Office of Residence Life and Housing. Approved solicitation usually is limited to an area in the lobby of the residential facility and requires a written notice verifying permission from the Office of Residence Life and Housing. Students and student groups are not exempt from this policy. No commercial business (including regular day care and Internet sales) may be conducted on the premises. If students encounter persons soliciting in residence halls, please report them to a RA or the Emory Police immediately. Residence Life and Housing 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.

Sports and Games

Sports in the residential facilities are prohibited due to the potential danger to individuals and property, including safety equipment, such as sprinklers or fire extinguishers.

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, sports equipment 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.

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 residential facility. Report any theft or loss to the hall RA, RHD, and to the Emory Police. Remember to inquire about homeowners' insurance coverage or obtain renter's insurance for personal property.

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 a health hazard. Large items (such as boxes, rugs, or other heavy/bulky items) should be removed to the exterior dumpsters located near each residential facility.

Vacating Residential Facilities

Residents must vacate their residential facility room according to the posted schedule; it is expected that students vacate no later than twenty-four hours after their last final exam. At least a \$50 fine will be assessed to residents not checked out by the posted time and date. Please contact the RHD with questions about vacating students' rooms.

Vandalism and Pranks

Residents should take proper care of their building and its furnishings. Vandalism will bring strong disciplinary action. 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 foreseeably could have caused such disturbance or distress) are prohibited. Examples include water fights, shaving cream fights, penny locking, removal of peepholes, etc.

Visitation and Guests

Visitors must abide by the rules and regulations of the University. Students are responsible for the conduct of their visitors. Visitation refers to the privilege of having visitors to students' rooms and residential areas. The rights of other residents, especially students' roommates, 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 residential facility 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 twenty-four 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.

Waterbeds

Waterbeds are prohibited in all University housing.

Residential Facility Standards and Policies

- 1. Residential Staff and custodial and maintenance personnel may enter assigned rooms at reasonable hours for purposes of inspection, maintenance, or to repair rooms and furnishings, or for reasons of health and safety.** Students should be aware that room inspections will take place at winter break, as well as pre-announced mid-semester periods.
- 2. Search of residence hall rooms may be made by authorized University officials,** including Residential Staff, in emergencies when life or property appear to be in danger or to investigate suspected violations of state or federal law or University policy where reasonable cause has been established.

3. **Prohibited items found in residential facilities may be confiscated.** Residents may receive confiscated items after checking out of the residential facility. Confiscated items deemed to be illegal shall be turned over to the Emory Police Department.
4. **The Office of Residence Life and Housing has the right to levy and collect fines** for unauthorized use or alterations of rooms, equipment, or buildings, for special cleaning necessitated by improper care or use of rooms, common areas/spaces, and equipment, and for noncompliance with registration or check-out procedures.
5. **The Executive Director of Residence Life and Housing, or their designee, reserves the right to require single occupants living in double rooms to move together** in order to open double rooms for others.
6. **The University furnishes each student living in University housing with a bed, chest of drawers, a closet (or wardrobe), a desk, and a chair.** Students may provide draperies or other decorations. The University does not provide linens or pillows. Custodial service is provided for residence hall areas other than students' rooms (and within apartments). Students are responsible for keeping their rooms orderly and sanitary and for cooperating in the upkeep of common areas. Residents living in apartment-style living are responsible for cleaning and maintaining sanitary conditions in their bathrooms and kitchen areas. The Office of Residence Life and Housing reserves the right to levy and collect fines for unsanitary conditions or severe neglect in the upkeep of a room; it also reserves the right to levy and collect group bills for common area damages.
7. **The University reserves the right to disallow furniture and fixtures** which residents add to the rooms if it is determined that those items present a health or safety hazard. All University and student property must remain within students' rooms/apartments and items found in common areas/hallways will be considered abandoned – thus, may be discarded.
8. **The University does not provide facilities for students to store personal belongings.** Students are encouraged to only bring to campus what they will need until there is an opportunity to return home. Though there may be some common area closets in some residential facilities, the University cannot take responsibility for personal items that are lost, stolen, or damaged.
9. **On-campus housing for admitted students who are less than 18 years old is subject to the approval of both the Executive Director of Residence Life and Housing and the Director of Admission.** The University is concerned about providing all students with a safe and secure residential environment and experience. The University's residential facilities, however, were not designed with students under the age of 18 in mind. The University will not provide custodial care for minors who reside in the University's residential facilities, and does not have the resources to provide individual monitoring for these students. Students who are not 18 at the time of matriculation are expected to comply with all of the University's policies and procedures as they apply to the residential community and otherwise.