

At the same time, Emory recognizes the centrality of academic freedom and the University's determination to protect the full and frank discussion of ideas. Thus, discriminatory harassment does not refer to the use of materials about or discussion of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, etc. for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings.

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.

Purpose

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.

Residence Hall Standards and Policies

1. Residence hall 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 residence hall 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. The Office of Residence Life & 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.
4. The executive director of Residence Life & Housing, or his or her designee, reserves the right to require single occupants living in double rooms to move together in order to open double rooms for others.
5. 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

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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 & 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.

6. 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 your room/apartment, and items found in common areas/hallways will be considered abandoned—and thus, may be discarded.
7. 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.
8. 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 & 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.

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 of whether residency is within a traditional hall, suite, apartment, Greek/theme housing 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.

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 do not give verbal or written warnings for violations of rules, policies, or procedures outside of what may already

be stated in Residence Life & Housing publications or what has been previously stated within the halls. 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 you remove all personal possessions, furnishings, trash, and discarded items at the time you depart your room/apartment. Property left behind in your room will be considered abandoned and will become the property of the University. You will be charged for the removal of any abandoned items from your former room/apartment.

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. Any person who furnishes an alcoholic beverage to a person who is under 21 years of age is also in violation. Alcohol is not allowed in common areas (such as lobbies, lounges, study rooms, hallways) of the residence halls. Common containers (such as kegs and punch bowls) are not permitted in the residence halls or food service areas of the residence halls. 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.

Residents under the age of 21:

- Are not permitted to be under the influence of alcohol while in the residence halls.
- Are not permitted to be in possession of or store alcohol in the residence halls, consistent with state law.
- Are not permitted to possess any container that may have once contained alcohol (cans, bottles, or bongs) in the residence halls, 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.

Additionally, it is unlawful to use identification fraudulently or to allow another person to use one's own identification fraudulently to obtain alcoholic beverages. 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.

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

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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 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

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.

Bicycles, Motorcycles, and Scooters

We strongly suggest that you register your 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 residence halls. Those found in the stairwells will be removed for safety reasons and placed in storage. Bicycles should be parked on the available bicycle racks. 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 the residence halls, 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 the residence halls.

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. Failure to properly supervise children will be considered a lease violation and can affect residential eligibility.

Cooking

With the exception of the apartment-style residence halls listed below, 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 hall. Only the following appliances are permitted in your room: blenders, coffee makers, popcorn poppers, and small hot pots (no exposed coils). Except for Micro-Fridges™, microwaves are only permitted in apartment and studio style residence halls listed above. All items must be Underwriters Laboratory (UL) approved. Residence hall staff will confiscate and place in storage anything present in your room that violates this policy.

Cooking is permitted in the kitchen facilities of the following residence halls: Clifton Tower, Turman South, and Clairmont Campus. Residents may use kitchen appliances approved by the Underwriters Laboratory (UL) at their own risk and expense. Residence Life staff reserve the right to confiscate any item present in your 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 things, as they are not mounted to hold additional weight.
- c. Decorations for your room 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. An easily removable adhesive must be used to hang posters, prints, and pictures. Be sure to test the adhesive on a small, hidden area of your room before using. You will be charged at the end of the year for any damage caused by adhesive removal and/or failure to remove the adhesive product.
- e. Alcohol and drug paraphernalia and candles or other incendiary devices may not be present in any residence hall, regardless of decorative purpose.
- f. 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

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- 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. No candles or open flames. Lights may not be hung from sprinkler heads or on the exterior of the apartment door.
- h. 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/Acts of Intolerance

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.

In conjunction with the University's discriminatory harassment policy, the Office of Residence Life 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 affect 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." The Office of Residence Life and Student Conduct have the sole right to determine what is considered an AOI.

Drugs

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. The Office of Residence Life reserves the right to confiscate such items, regardless of their decorative purpose.

Electrical Appliances

In order to insure maximum health and safety standards in all residential facilities, several categories of electrical appliances have been established. They are:

- Appliances that may not be used or stored in residence halls. These include toasters, toaster ovens, convection ovens, electric skillets, waffle or crepe pans, crock pots, hot plates, hamburger makers, George Foreman Grills (or similar devices), space heaters, electric blankets, or halogen lamps.
- Appliances that may be used and stored in student rooms. These include clocks, televisions, musical appliances, electric razors, air purifiers, hair dryers, blenders, coffee makers, irons, hot air popcorn poppers, and fans. All items must be Underwriters Laboratories (UL) approved.
- Refrigerators that meet University standards (maximum 10 amps/3 cubic feet) are permitted. Additionally, only one refrigerator/Micro-Fridge™ may be used within individual student rooms.
- The University no longer permits the use of halogen lamps, string lights, and plug-in air fresheners in any residential facilities.
- Overhead, or room, lights may not be covered with any material.
- 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.
- Black (or dark) overhead light bulbs are prohibited in student rooms, lounges, houses, and hallways.
- Any unapproved, or hazardous, appliance found within any residential facility may be confiscated by a member of the residence hall staff.

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 will be confiscated.

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Explosives and Weapons

Possession of any firearms, pellet guns, paint ball guns, knives, 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 will be confiscated by hall staff and the occupants of the room will be referred to the conduct process for disciplinary action.

Fireplaces

Use of fireplaces in any residence hall is prohibited.

Fire Safety

Fire alarms and equipment are located on each floor. In addition, each room contains smoke detectors. If your smoke detector needs resetting, please report this to your RA or RHD. Evacuation procedures in residence halls are located on the back of your room door. At Clairmont Campus, they are located in the breezeways on the exterior of your apartment. Please read these carefully. The University will not tolerate students' starting fires in or near the residence halls. Tampering with fire alarm mechanisms (including smoke detectors) or extinguishers or refusing to vacate the building during a fire alarm will result in strong disciplinary action, possible termination of the housing agreement, and/or suspension from the University.

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 your 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 your area as arranged in advance.
- Wait for further instructions from your hall director, resident advisor, or safety personnel.

Flammable Materials Policy

Flammable materials such as lighter fluid, grill brickets, 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 you have questions about whether something is allowed, please contact your hall staff. While we do not require any furniture you bring to be fire-retardant, you should do everything to keep your room 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 by Emory. 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 residence halls for fire safety reasons. Any hazardous light found in a room may be confiscated by the residence hall staff.

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.

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. Hall 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.

Graduate residents are issued one apartment entrance key, one building entrance key, and one mailbox key. Undergraduate residents are issued one room/apartment entrance key and one building entrance key.

Lock Out Policy

If a resident is locked out of his or her room, the following protocol is to be followed:

- If a resident is locked out of his or her room on Central Campus between the hours of 8 a.m.–8 p.m. s/he will be allowed access to the

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room without charge. Resident should locate available staff member to gain access to room. Staff members are not expected to be in the building between the hours of 8 a.m. and 8 p.m.

- If a resident is locked out of his/her room between the hours of 8 p.m.–12 midnight, they should find the “RA on-call.” If a resident asks an 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/her room between the hours of 12 midnight–8 a.m., the resident must seek the “RA on-call” to gain entry into his/her room. A charge of \$10 will be assessed to his/her student account for each lock-out at the end of each month.
- 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 staff member 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.

Lofts/Raised Beds

Lofts/raised beds are permitted if each resident adheres to the guidelines in the Raised Beds Guidelines and Agreement form. Lofts and raised beds may be built only after an agreement has been signed. Forms can be obtained from your RA or RHD. The “flipping” of beds also is not permitted.

The following set of guidelines is designed as a guide for building raised beds in a residence hall room. Any variation from these guidelines should be discussed with the appropriate area director or complex director. Lofts/raised beds are NOT permitted at Clairmont Campus.

Raised Bed Construction Specifications:

- a. The top of the mattress shall be no closer than 36" from the ceiling. The bottom of the top bed must be 4'8" from the floor. There must be at least 24" clearance to HVAC units.
- b. Total usable surface area parallel with the floor shall be no greater than that necessary to adequately support the University provided bed(s).
- c. Bed(s) shall be supported under all four corners of each frame.
- d. If beds are to be one (or part of one) above the other, a clearance of at least 36" must be maintained between the bottom of the upper bed and the top of the mattress on the bottom bed.
- e. The sleeping area cannot be structurally enclosed in any manner that might restrict exit from the room (windows and doors).
- f. The design must be free standing and may not be attached to or lean against

- the wall or other objects for support.
- g. Special care should be taken to provide adequate protection for the floor, walls, or ceiling which may be in contact with the construction.
 - h. All wooden building material shall be 2" x6" or larger (or of comparable strength) except for the braces, which may be as small as 2" x4". All metal construction must be of 2" angle iron or larger.
 - i. All connections to vertical supports shall be made with two bolts each of at least 1/2" diameter (not nailed, glued, or welded).
 - j. Cross braces must be installed at each end and on one side to ensure structural support.
 - k. Lofts may not be constructed out of PVC pipe or using cinderblock and/or University furniture.
 - l. A safety rail on a loft is recommended to prevent injuries from falls.

Inspection Specifications for Raised Beds

- a. The residence hall director must inspect the structure and grant written permission to the residents for the raised bed to remain in the room. Inspection will be done by the RHD according to the specifications set forth herein and/or on the inspection form.
- b. Any modifications to the raised bed must be made within 24 hours after the initial inspection in order to comply with specifications or the structure must be removed within the same time period.
- c. Failure to have inspection complete may result in having the raised bed removed by a University staff member. Subsequent charges will be assessed. Please contact the residence hall director, complex director or area director if you have questions. Obtain clarification about the policy before constructing and assembling a raised bed (IGNORANCE IS NOT AN EXCUSE).

Raised beds may not be placed in student rooms in any University residence hall unless all students who reside in that room execute the appropriate Release, Assumption of Risk, Covenant Not to Sue, and Waiver. If any resident is under 18 years of age, his or her parent or guardian must also sign the document.

Lounge Use/Reservation Policy

Designated residence hall lounges are available for use by recognized campus groups and organizations, as well as individual student functions during the academic year. The following information outlines the process for reserving space. Residential staff always has first priority in the use of any designated lounge space within the residential facilities.

Lounges located on the Central Campus may be reserved through the Office of Residence Life & Housing located in Alabama Hall while the Clairmont Community Office handles reservations on the Clairmont Campus (in conjunction with staff at the Student Athletic and Academic Center).

Completion of a Lounge Reservation form must be completed three business days prior to the desired scheduled event.

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The sponsoring organization/person assumes responsibility for all participants at their functions and should any damage or cleaning need to occur after the event, all charges will be assessed to this group or individual.

Pets

Due to health and safety hazards and sanitation problems, pets are not allowed in the residence halls. Residents are not permitted to keep dogs or cats as guests even for 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. Fish are permitted with the mutual consent of roommates. The maximum allowed capacity of a fish tank is two gallons. If discovered, pets will be removed and residents will be assessed a cleaning charge. Feeding stray animals is prohibited. Please teach children not to approach stray animals to avoid possible exposure to rabies or other diseases.

Posting Policy

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

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.

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:

- A. **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

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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.

- B. Facility Work: to provide custodial and/or maintenance work.
- C. Inventory and Courtesy Checks: to conduct an inventory of University property.
- 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.

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 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 residence hall 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.

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Smoking

As of summer 2005, smoking is prohibited in all residential housing 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. 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 (including regular day care and Internet sales) 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. 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.

Sports and Games

Sports in the residence halls 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, 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 residence hall. Report any theft or loss to your RA, RHD, and to the Emory Police. Remember to inquire about homeowners' insurance coverage or obtain renter's insurance for your 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 Residence Halls

Residents must vacate their residence hall 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 your RHD if you have questions about vacating your room.

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. You are responsible for the conduct of your 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 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.