



# Residence Life Community Guide

Most Updated Version of this Document Can Be  
Found Via the Following Link

[www.columbusstate.edu/residence life](http://www.columbusstate.edu/residence%20life)

We are extremely excited that you have decided to live on campus and be part of our residential community! The CSU Residence Life staff is here to help you adjust to living on campus and make your time living on campus memorable.

To ensure that the living on campus experience is safe and enjoyable for all students, residents are responsible for ensuring that they read, understand, and follow the expectations and policies within the current Residence Life Community Guide and the Columbus State University Student Handbook.

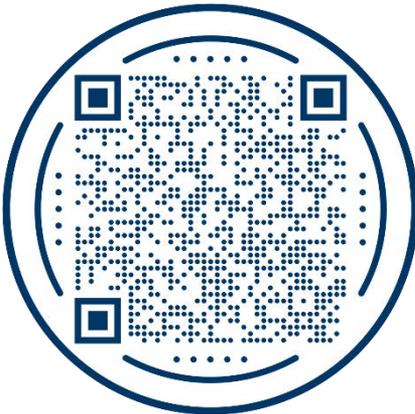
All residents, visitors / guests of residents, and staff are expected to abide by these guidelines / handbooks and were created to ensure a standard of behavior that promotes positive relationships with others in our closes connected communities.

Welcome to CSU and Welcome to Residence Life!

Sincerely,

Columbus State University Residence Life Staff

## Follow Us on Social Media



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## **MISSION STATEMENT**

To provide a community experience that supports the growth and retention of both Residence Life and Columbus State University.

## **VISION STATEMENT**

Residence Life is committed to creating a safe living-learning environment that promotes the growth and development of our students by providing well-maintained facilities, knowledgeable staff and intentional programming. We will support the University and Student Affairs Division by creating an environment in which students can achieve their full potential.

## **LEARNING OUTCOMES**

We recognize that a student's education is not limited solely to what is learned within the classroom and that significant personal and cognitive development occurs inside and outside of the classroom. We provide experiences for students that are guided by intentional learning outcomes in the areas of academic achievement, and civility, engagement and discovery, and personal development.

### ***Academic Achievement***

Students will be able to participate in opportunities, experiences, and resources to assist in their academic and personal achievement. Under the guidance of Residence Life Staff, students will be offered programs to develop and enhance study skills, career progression, goal setting, and time management, while also being provided campus resources.

### ***Civility***

Students will gain experience and skills that will further develop their civility amongst others. Living on campus will allow residents to participate with many people who are different from themselves. Students will learn important aspects of communal living.

### ***Engagement and Discovery***

Students will establish meaningful connections with peers by becoming actively involved in the shaping of their residential, campus, and city-wide communities. They will be encouraged to discover experiences outside the classroom setting that will expand their knowledge and perceptions beyond their individual considerations. Under the guidance of the Residence Life

Staff, students will learn to participate socially, develop an interest in community service, gain social responsibility, understand campus culture, and learn how to participate in the world outside of campus life.

### ***Personal Development***

Students will be given the opportunity to gain life skills and character knowledge. Under the guidance of Residence Life Staff, students can develop independence, self-advocacy, competence, coping skills, wellness, safety, and maintaining healthy relationships.

## **RESIDENCE LIFE STAFF**

### **Director of Residence Life**

The Director of Residence Life is responsible for the overall management of the Residence Life program.

### **Assistant Director of Residence Life - Operations**

The Assistant Director for Operations is responsible for the day-to-day management of the residential facilities, occupancy management, key control, summer camps and conferences, and Residence Life safety compliance and prevention.

### **Assistant Director of Residence Life – Community Development**

The Assistant Director for Community Development oversees all residential education and community development initiatives for the housing areas. They are also responsible for student staff training, selection, and recognition and advise the Residence Hall Association.

### **Resident Services and Student Support Coordinator**

The Residence Services and Student Support Coordinator advises, counsels, and interacts with students regarding institutional policies and services, while also connecting students with resources across campus. Additionally, this position monitors and oversees the housing software system.

### **Assignments Coordinator**

The Assignments Coordinator is responsible for maintaining the housing information system (StarRez) which includes the student housing portal, completing room and meal plan assignments, maintaining occupancy, application, and student profile reports.

### **Residence Life Coordinators (RLC)**

RLCs are full-time professional staff members who oversee a residential area of campus. RLCs supervise the resident assistant staff, monitor the upkeep and maintenance of their area, provide support to residents, and promote community development.

### **Graduate Residence Life Coordinators (GRLC)**

The Residence Life Coordinator is responsible for helping fulfill the Department of Residence Life's mission to create a safe and secure living environment that promotes the social and personal development of our students while working on their master's degree.

### **Faculty in Residence (FIR)**

Faculty in Residence are full time faculty members who live in Clearview Hall and in Broadway Crossing. They are an additional resource for residence and put on co-curricular programming.

### **Resident Assistants (RA)**

Resident Assistants are student staff members that assist residents in their transition to college, provide peer counseling, connect students to university resources, and provide structured opportunities to interact with other members of the community through programs. Additionally, RAs work at their area's front desks and are trained to assist during emergency situations.

### **Student Assistant (SA)**

Student Assistants are student staff members that oversee the front-desk operations of each community 24 hours per day. Student Assistants are trained to respond to emergencies in conjunction with University Police and Residence Life Staff, as well as assisting students locked out of rooms, noise, documenting potential policy violations and oversight of the community after business hours.

### **Conference Leader (CL)**

Conference Leaders are summer student staff members that assist in the overall implementation and success of the implementation of summer camps and conferences.

## **HOUSING OFFICES**

The Main Residence Life Office is located on Clearview Circle on our Main Campus directly off University Avenue. The Courtyard at CSU Residence Life Office is located at 3815 University Avenue. The entrance is just past

the Main Campus entrance heading toward College Drive. The RiverPark Residence Life office is located on Broadway Street. There is an entrance to the RiverPark office next to University Police, under the walking path towards the parking garage.

## **OFFICE HOURS**

Main Office: Monday-Friday 8:00am - 5:00pm

Clearview, Courtyard, and RiverPark Area Front Desks are open 24 hours 7 days a week to provide assistance to students.

Residence Life Coordinators: RLCs are available in their offices during weekday business hours. All RLCs have an open-door policy and are available via email. All contact information can be found on the Residence Life webpage at <https://www.columbusstate.edu/residence-life/contact.php>.

## **LIVING ON CAMPUS**

### **Resident Responsibilities**

It is the responsibility of residents to understand and act in accordance with the directions and policies as outlined in the *Residence Life Community Guide*, *Housing Contract* and the *Student Handbook*, as well as official emails and other written/verbal correspondence issued by the department or its agents. In the event of a conflict between the rules and regulations in this Community Guide and the contract, the conditions of the contract shall prevail.

Students are expected to act in accordance with all local, state, and Federal laws. Alleged violations of the law may be referred to the appropriate court or law enforcement official. Violations of laws may also result in disciplinary action by Columbus State University.

Students who have questions about policies are encouraged to contact the Department of Residence Life or the Office of the Dean of Students.

### **Community Living Standards**

The University environment brings together individuals with a wide range of perspectives, experiences, worldviews, talents, and cultural influences. Engaging with people whose paths and outlooks differ from your own is a valuable part of the college experience. We encourage respectful

interactions, meaningful connections, and a spirit of acceptance and appreciation for everyone, no matter their background or personal journey.

### **Roommate Rights and Responsibilities**

Living with a roommate is a defining experience in a student's college career. You will learn shared responsibility, conflict resolution, and compromise. Here are a few tips you may find helpful in getting along with your roommate.

- Be honest in sharing your values and lifestyle on your roommate matching questionnaire and while talking with possible roommates. Parents, please allow your student to answer these questions and encourage them to be honest.
- Communicate at appropriate times when something is bothering you (holding it in often creates resentment).
- Living with a roommate is all about compromise. Each person cannot have his/her own way every time on every issue. Learning how to be flexible and what you are willing to give up is key.
- If you are having roommate conflicts, ask our Residence Life staff (Housing/Community Assistants, Residence Life Coordinators, etc.) for help. Our staff is trained to help with these issues. In extreme circumstances, if space allows, we may ask students to relocate to a new room if conflict continues, as we do recognize that not all roommates are compatible, but this is only done as a last resort.

All roommates have the right:

To read, study, and sleep free from excessive or unwarranted noise and interference.

- To a clean and secure environment.
- To privacy.
- To be free from fear and intimidation.
- To be free from ridicule or peer pressure because of one's personal decisions or values.
- To be treated with respect.
- To be asked before one's possessions are used.
- To a room free of policy violations and/or criminal activity.
- To report policy violations and/or criminal activity without retaliation.

All roommates have the responsibility:

- To respect one another's privacy.
- To respect differences and to be kind and civil.

- To engage in open communication with roommates.
- To keep their living space clean.
- To lock doors and maintain personal safety and security of possessions.
- To not loan or share access card or key and to report lost card of key immediately to University Police.
- To maintain a comfortable environment for studying, reading, and sleeping.
- To ask before using a roommate's belongings and to treat belongings with care.
- To enlist the assistance of a Residence Life staff member when conflict is beyond your control.
- To abide by all University and Residence Life Policies and to follow all local, state, and Federal laws.

## **GENERAL INFORMATION & AMENITIES**

### **Air Conditioning and Heating**

Each area's maintenance team changes air filters. Thermostats are to be set at 72-76 for cooling and 68-72 for heating. Setting temperatures outside of these ranges may result in loss of heating or cooling due to system failure. If the utility bill for an apartment is inconsistent with the cost of other apartments, the residents may be charged.

### **Bed Height and Rails**

Beds are not permitted to be higher than 36' from the floor. Additionally, Residence Life are unable to adjust bed heights. Students can request a bed rail to be installed by submitting a work order in the Housing Portal. After which a bed rail will be installed free of charge. Students are not permitted to bunk or loft their beds or use anything that raises the height of a bed.

### **Cancellation**

Up to date information on the current cancellation policy can be found on the Residence Life webpage and within the signed housing contract. Both of which can be found at [www.columbusstate.edu/residence-life](http://www.columbusstate.edu/residence-life).

### **Check In / Move In**

The Department of Residence Life will communicate to all students on when / how they can check into their assignment. This information will be communicated to them through their CSU email address.

At the beginning of the fall, spring, and summer semesters, there will be an

official move in / transition period. Newly applied residents will not be permitted to have access to their assignment until their designated day / time unless otherwise provided special approval.

### **Check Out / Move Out**

At the end of each semester / term, all students must be checked out of their assignment no later than 24 hours after their last final exam.

If the students are not returning for the proceeding semester or is required to move out based on their eligibility to live in housing, students must move all their belongings out of their assigned spaces no later than the specified date / time provided to them from the Department of Residence Life. See “Housing Eligibility” for more information.

### **E-mail Communication**

Email is Columbus State University’s official method of communication. The Department of Residence Life regularly communicates important information and updates to students via their CSU email accounts. Residents should check their email account regularly for important housing information regarding room sign-ups, events and activities, check-out procedures, conduct notifications, and other announcements.

### **Entering Resident Apartment**

University and Provider reserve the right to enter Resident’s room at any time to for any of the following purposes:

- Compliance with safety and health regulations,
- Verifying occupancy,
- Housing and University policy enforcement,
- Conduct routine maintenance checks and improvements,
- Complete cleaning or any other maintenance needs,
- Inventory control / inspections
- Health and Safety Inspections
- Pest control
- Fire drills / inspections,
- Evaluation of conditions potentially affecting the health or safety of occupants of Residence Facility,
- Responding to epidemic or emergency conditions,
- Reclaim University property,
- Any other purposes allowed by Residence Life or University policy.

A room may also be entered by Residence Life staff if danger to life, health, or property, or if illegal activity and/or violation of university rules and regulations are suspected.

Furthermore, student rooms and apartments may be searched for legal cause by civil authorities in compliance with state and Federal guidelines. The University and Provider reserve the right to provide law enforcement officers with access to Resident's room for purposes of conducting a valid search or serving an arrest warrant.

Several health and safety inspections will be conducted each semester by the Residence Life staff for safety, health, maintenance, cleanliness, and inventory purposes. Residents are responsible for maintaining their living areas in a clean and orderly condition. If conditions are found to be unacceptable during the inspections, residents will be notified and given the opportunity to correct the problems. Residents who do not correct health and safety concerns addressed by the Residence Life staff will be referred to the University student conduct process.

The University or Provider are not required to have residents present to enter the bedroom / apartment for any of the stated reasons.

### **Housing Cancellation and Refund Guidelines**

All students are held to the terms and conditions of the housing contract that they agreed to when submitting a housing application. Students are encouraged to read the entire contract and keep a copy for their records. Residents should refer to their completed housing contract and/or the Residence Life webpage for detailed information regarding housing cancellation and refund guidelines. To access a current academic year contract, you may visit the following link:  
<https://www.columbusstate.edu/residence-life/cancellation-information.php>.

If there are any questions, please contact the Residence Life main housing office at 706-507-8710.

### **Housing Eligibility**

Only students who are accepted and enrolled in a course(s) at Columbus State University are eligible to live on campus. Students must be enrolled in at least one (1) active course. Completion of a housing application is not a commitment of admission to Columbus State University. Any housing assignment made inadvertently to one who has not been admitted to the university for that corresponding academic semester will be null and void.

Any student who moved into their assignment and / or is not in good financial standing / enrolled in courses at CSU, must move out of housing no later than the specified date / time provided to them from the Department of Residence Life. Failure to move out of housing by this date / time may result in additional fees and charges, lock change fees, and contact with University Police to issue a criminal trespass warning.

Any individual who is removed from housing will be responsible for any other corresponding fees and charges. This includes but is not limited to housing cancellation fee, cost of prorated meal plan / housing occupancy, improper checkout fees, lock change fees, disposal items fee, etc.

### **Insurance**

Though precautions are taken to maintain adequate security against fire, floods, theft, maintenance emergencies, broken water pipes, etc., the Department of Residence Life and the University assumes no responsibility for theft or loss of a resident's personal property.

The university does not carry insurance to cover loss or damage to students' personal effects. Individuals desiring such protection must make appropriate arrangements for the necessary coverage through their parents'/guardians' homeowner's insurance or through a renter's insurance policy.

The Department of Residence Life has partnered with a 3<sup>rd</sup> party company called GradGuard and residents can be signed up for rental insurance program through the housing application or by visiting the link found in their MyHousing Portal.

Though signing up for the GradGaurd rental insurance program or having renters' insurance is not required, all residents or their parents/guardians are highly encouraged to carry appropriate insurance to cover any potential loss in property.

Additionally, to ensure the safety of your belongings, please remember to always lock your room/apartment door when you leave.

### **Internet Access**

Wireless internet access is provided in all housing areas. Power strips with surge protectors are required for all computer systems for protection from storms and electrical surges. Residents are highly encouraged to install updated virus protection software on all personal machines.

Personal wireless access points are prohibited in CSU residential areas. If personal wireless routers are discovered on the network, University Information and Technology Services may block the IP or MAC address of the router and will contact the student who may be referred to the student conduct process. Residents are expected to comply with the ResNet acceptable use policy. The policy is located online at [infosec.columbusstate.edu](http://infosec.columbusstate.edu).

### **Laundry**

Washers and dryers are located throughout each community and are provided free of charge. These machines may only be used by residents of the community to clean their personal items. Residence Life does not assume any liability for damage to, loss of or theft of personal property. Please contact the CSU police if any theft occurs. To report damage or repair issues with the community laundry machines, please submit a maintenance request through your MyHousing portal, or contact your community front desk.

Students are not to leave any laundry unattended. Any items left in this area may be collected daily by staff and it will be the responsibility of the student to claim. If a student believes their laundry was collected, they may go to their community front desk to inquire.

All unclaimed laundry will be considered abandoned and disposed of after 30 days.

The Department of Residence Life and / or the property owners are not responsible for any items left unattended.

### **Mail / Package Delivery**

Residents may obtain a mailbox assignment by visiting the CSU post office located between University Hall and the parking deck. Residence Life does not accept any mail or packages at any of its community front desks.

As for any food or grocery deliveries, it is the responsibility of the resident to be present at the time of delivery. Residence Life **will not** accept any of these deliveries.

For more information on mail / package delivery, please see the mail / postal information at the end of this document.

## **Maintenance and Repairs**

If a resident is experiencing a maintenance issue within their apartment, resident should submit a maintenance request online via their [My Housing Portal](#).

During the academic year maintenance personnel for all communities typically will respond to work order requests during normal business hours (Monday – Friday, 8:00am to 5:00pm), unless the university is closed.

Depending on the severity of the maintenance request (e.g., broken water pipe, broken AC during extreme temperatures, etc.), an emergency maintenance request can be submitted on behalf of the student by contacting the communities' front desk.

## **Meal Plan**

Residents living in Residence Life Facility are required to purchase a university meal plan. Information regarding the meal plan options can be found at [www.columbusstate.edu/residence-life](http://www.columbusstate.edu/residence-life).

## **Pest Control**

Each apartment is treated regularly for pests. Residents are expected to assist in pest control efforts by keeping their apartment clean. Residents should submit a maintenance request to report pest control issues.

## **Reassignment**

Residence Life reserves the right to change Resident's housing assignment for purposes such as consolidation, maximization of space and resource utilization, responding to enrollment fluctuations, physical facility problems, establishment of a special interest building, floor, unit, or section, disciplinary reasons, staff changes, emergency evacuation and shelter purposes, and other reasonable purposes determined by university. Reassignment may be to another building or unit operated by Provider or University.

## **Residence Life Cinema**

Residents will have access to Residence Life Cinema which provides free content as long as they are connected to any University internet. New content is uploaded each month.

## **Residence Life Community Guide**

The Residence Life Community Guide was developed to ensure that the student's experience while living on campus is one that they enjoy and

cultivates an environment for students to be successful in and out of the classroom. This document is one that is continuously evolving to ensure we are meeting the needs of our residents.

Residence Life reserves the right to update or revise the Community Guide at any time to reflect current policies, procedures, or community needs.

### **Sales and Solicitations**

Sales and solicitations in any form within the Residence Facility are prohibited unless specifically authorized in writing by the University's Director of Residence Life. Door to door solicitation, distribution, or advertising is expressly prohibited. Resident will not allow any person to conduct sales, demonstrations, or presentations of any product or service in Resident's assigned space or in the Residence Facility without the prior written permission of University's Director of Residence Life.

### **Semester Breaks**

In accordance with the ten-month contract, residents are allowed to occupy their apartments throughout semester breaks with approval from the Residence Life office. The Residence Life office reserves the right to deny requests to remain in housing during those times.

Residents may leave their belongings in their room during breaks. The University assumes no responsibility for items left. Residents are expected to remove all trash, unplug electrical appliances, and secure their bedroom and unit doors before departing. All residents not returning for the proceeding semester must be checked out of the units 24 hours after their last final exam.

### **Severe Weather**

In the event of a severe weather situation, the Department of Residence Life will communicate with each resident on steps to take to ensure their safety.

### **Student Accommodations**

The Residence Life office will reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting accommodation must first register with the Center for Accommodation and Access. The Center for Accommodation and Access will communicate the appropriate housing accommodation needs to the Residence Life office. Students that require an emotional support animal should first contact the Center for Accommodation and Access. For more

information, please visit <https://www.columbusstate.edu/accommodation-and-access/>.

### **Student Handbook**

In addition to the Residence Life Community Guide and the Housing Contract, residents are required to understand and act in accordance with the directions and policies within the Columbus State University Student Handbook.

Residents are to refer to the most updated University Student Handbook for additional university policies (<https://www.columbusstate.edu/student-life/resources.php>)

### **Tobacco and Smoke Free Campus**

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. “Tobacco Products” are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Residents are to refer to the most updated University Student Handbook for the complete policy (<https://www.columbusstate.edu/student-life/resources.php>)

## **POLICIES AND PROCEDURES**

### **Abandoned Property**

Items left in bedrooms / apartments will be deemed to be abandoned property by Residence Life Staff and will be removed from its found location to be disposed of or donated to charity. If the property owner contacts Residence Life about any items left, the Department of Residence life will attempt to recover the item but cannot guarantee the item will be found or retrieved.

### **Alcohol Policy**

As Clearview and Broadway Crossing are primarily reserved for traditional-age first year students, consumption, or possession of alcohol by guests or assigned residents, regardless of legal drinking age, is not permitted at any time in or around the facilities. Possession of alcohol containers for

decorative purposes is strictly prohibited, as bottles may be considered evidence of consumption.

In Columbus Hall, The Courtyard, Oglethorpe, One Arsenal Place, and Rankin student housing units, alcoholic beverages may be consumed by residents of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not possess alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit.

*Residence Life staff and the CSU University police reserve the right to require verification of the ages of any guest and the host resident (s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities.*

### **Appliance and Equipment Restrictions**

- The following items are prohibited:
  - Airsoft/Aerosol Guns,
  - Antennas and satellite dishes,
  - Appliances with open flame / heating coils and / or poses an electrical overload hazard,
  - Candles / Incense and Candle Warmers
  - Coffee Makers with hot plate bottom and no automatic shutoff,
  - Deep Fryers,
  - Electric / Gas Scooters
  - Electric Grills,
  - Extension Cords without a Surge Protector
  - Foam Dart Guns or any projectile launcher,
  - Halogen Light Bulbs / Lamps
  - Hotplates,
  - Items with exposed heating element
  - Lava Lamps
  - Light/LED strips,
  - Live trees, grass, straw, and sand,
  - Multi-plug adapters,
  - Outdoor grills (charcoal, propane, etc.),
  - Paintball Guns,
  - Refrigerators larger than five cubic feet,
  - Resident owned air conditioners,
  - Space Heaters,
  - Toaster Ovens.

- The following items are allowed for cooking in designated kitchen areas only:
  - Crock pots,
  - Air fryers,
  - Toasters.
- Compact microwave ovens (1.0 cubic feet maximum and 700-watt maximum power) are allowed in bedrooms / apartments.
- Only UL approved extension cords, 8 feet long or less are permitted, and no more than one extension cord should be utilized per room. Only one extension cord should be used to connect an appliance and extension cords should not be connected in a series. Residents should utilize outlet adapter strips with built in circuit breakers when the desired number of appliances exceeds the number of outlets available in the room.
- Irons may only be used with ironing boards that have a fire-resistant cover and are required to have an automatic shutoff feature. Irons and hair styling appliances should never be left plugged-in to a socket when not in use.

If any item is found to be plugged in that a Residence Life staff member finds unsafe or dangerous (ex: crockpot but no resident is present), the staff member will unplug the item.

### **Assignment Policy**

Residence Life reserves the right to authorize or deny room changes, to consolidate vacancies, and/or to require a resident to move from one bedroom or apartment to another in order to de-escalate conflict or to complete emergency maintenance. Students may not change rooms without prior authorization from the Residence Life office and may be referred to the University student conduct process if found in violation. A housing application may be denied due to prior conduct issues. Students who are denied housing due to prior conduct issues may appeal the denial by contacting the Dean of Students Office.

### **Bicycles**

Bicycle racks and other designated storage areas are provided to allow for the storage of bicycles. It is strongly recommended that students secure bicycles with a heavy chain and lock. When secured outside, bicycles should only be secured to bike racks, and must not block stairs, hallways, or any other area which would prevent any person from safely evacuating the

building in the event of a fire or other emergency. The University can assume no responsibility for the security of bicycles, mopeds, or motorcycles. In RiverPark housing, bicycles are not allowed to be stored in the apartments but must be stored in the designated bike rooms. All bikes left abandoned will be held for 30 days before being disposed of. Residents are not permitted to leave bikes on campus during periods in which they are not enrolled.

### **Bunking / Lofting Beds**

For the safety of students living in our Residential Areas, bunking / lofting beds are prohibited. Beds are not permitted to be higher than 36' from the floor.

### **Business from Resident's Room**

Residents are prohibited from operating any organized business from their apartment or using their address for business purposes. This includes, but is not limited to babysitting, tutoring, tattooing, online business, and private music lessons.

### **Candles, Incenses, Candle/Wax Warmers, & Other**

Due to unfortunate disasters that have occurred nationally at other colleges and universities, candles, incenses, and Candle / Wax warmers are prohibited. The items are considered a serious fire hazard and are not allowed. If any of these items are found, they will be confiscated from apartments. Additionally, any decorative candles are also prohibited.

### **Cleanliness**

The entire apartment and bedroom care and cleanliness are the sole responsibility of the residents within the apartment. Resident agrees to keep the room in a clean and sanitary condition during the entire term of occupancy and to return their room to Provider in the same condition, including general cleanliness, as it was at the beginning of the term of occupancy. Normal wear and tear excepted as determined by university acting on behalf of Provider. When there is vacant space in a partially occupied multi-person room, the vacant space must be maintained by the occupant(s) in a manner that will allow a new Resident to move in immediately. When there is a vacant space in a single occupied bedroom with a shared common space and/or shared bathroom, it is the responsibility of the occupants in that space to maintain the cleanliness of all accessible areas. Failure to do so may result in assessment of a cleaning charge to Resident's account.

We encourage all residents to create a cleaning schedule when completing the roommate agreement for all common areas (kitchen, living room, bathrooms, etc.)

### **Community Common Areas**

Community common areas—lounges, kitchens, laundry rooms, hallways, courtyards, etc.—belong to everyone in the community. Keeping these spaces clean and welcoming helps make our building a place where everyone feels comfortable and respected.

Please do your part by:

- Cleaning up after yourself and encouraging others to do the same.
- Respecting shared furniture, equipment, and supplies.
- Reporting any maintenance or cleanliness issues to staff promptly

Failure to properly maintain or respect shared areas may result in community charges or other accountability measures as outlined in Residence Life policies. Let's work together to build a positive, caring community where everyone belongs.

### **Cooking Safety**

Residents should remain in the kitchen when frying, grilling or broiling food. Residents should remain in their apartment and should use a kitchen timer when simmering, baking, roasting, or boiling food. Residents should never cook when they have been drinking alcohol, when they have not had adequate sleep, or when they have taken medication that causes drowsiness. All items that could catch fire should be kept away from the stovetop and the stovetop, burners, and oven should be kept clean. When disposing of grease please put it in a container to cool away from the stove and throw in trash. Do not dispose of it in the sink or on the ground outside of apartments.

### **Damages**

Resident shall pay Provider for loss of Provider property and the cost of repair for any breakage or damage to Resident's assigned room, its fixtures or any appliances and furniture, plus any damages caused by Resident or guests of Resident to other parts of the Residence Facility, including but not limited to special cleaning necessitated by improper care of rooms, furnishings, or appliances.

The condition of the Resident's assigned room, including furnishings, will be inventoried prior to move-in. Residents will have 48 hours after move-in to inspect the room and furnishings. Any defects or damage beyond normal wear and tear must be identified by Resident via the University's electronic work order system within this 48-hour period to be considered for exclusion when assessing applicable damage fees upon move-out.

Residents of a hall within the Residence Facility may also be required to share on a pro-rata basis the expense of cleaning, painting, repairing, or replacing damaged Residence Facility property in common areas which such damage is not due to normal wear and tear and the person causing the damage is unknown. The determination of the amount of such loss or damage, selection of repair or replacement method, and scheduling of the repair or replacement will be made by the university in its sole discretion. Resident agrees to pay assessed common area charges upon demand.

Charges for any damage found in a housing unit or common areas will be assessed to the student account of the resident(s) assigned to that unit. Appeals for any damage charges must be received within 30 days of the date that charges are added to the student's account. All appeals must be submitted in writing to [housing@columbusstate.edu](mailto:housing@columbusstate.edu).

### **Decorations/Modifications/Alterations/Personal Furniture**

Students are encouraged to decorate their rooms in a manner that prevents damage beyond normal wear and tear and that ensures fire safety. Large nails, screws, mounts, bolts, adhesive tape, stickers, and wall anchors are prohibited. TVs may not be mounted. Any damage to the ceilings, walls, doors, or fixtures because of these items will result in a repair fee assessed to the student. Students are not permitted to place any adhesives or stickers on doors or glass. Residents will be responsible for the cost of any damage they may cause.

Residents are not permitted to alter, repair, remodel, and/or paint the premises or equipment. No ceiling fans, light fixtures, or similar equipment may be affixed to ceilings or walls. Residents may not change any locks for their room or apartment or relocate any moveable equipment, such as stoves or refrigerators. Residents are not allowed to swap out any other fixtures in their space. This includes, but not limited to, light bulbs, shower heads, faucets, etc. Residents shall not obstruct the entry or exit path of a bedroom, unit, breezeway, or stairwell. Residents may not hang items from fire sprinklers or other related fire equipment.

Residents may not alter furniture in any way or construct or install lofts or bunk their beds. No waterbeds or personal mattresses are permitted. Removal of bedroom or living room furniture or equipment is prohibited. Additionally, bed extenders are prohibited. Residents will be assessed for damaged or missing furniture.

### **Explosives, Fireworks, and Flammables**

Possession of fireworks, explosives, gunpowder, ammunition or any flammables or materials which may jeopardize the safety of others is strictly prohibited.

### **Fire Alarms/Drills**

In the event of an alarm, each person is expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of egress. Residents must move 500 feet away from the building so that police, fire, and rescue personnel are not impeded. Anyone who requires assistance in the event of an evacuation due to a temporary or permanent disability should contact the Residence Life office. The Residence Life staff will share this information with police and fire personnel so that they can provide assistance. Fire drills are conducted in each residential area at least once a semester. Residents should follow the same procedures for fire drills as they would with any fire alarm.

### **Fire Safety Equipment**

The fire extinguishers, smoke detectors, fire alarm sounders, pull stations, emergency exit signs, and sprinkler systems are critical safety equipment and are provided for the protection of the students. Residents are required to notify Residence Life Staff if an extinguisher has been used and needs to be recharged. Where fire sprinklers exist, all sprinkler heads must remain free of obstructions to allow them to operate properly. Nothing may be attached or placed against any part of the sprinkler system.

Tampering with fire and safety equipment or causing a false alarm can result in criminal prosecution, disciplinary action, contract termination, and/or the assessment of fines.

Residence Life will hold fire drills each semester in all residential facilities, in which all residents are required to comply and participate in. Failure to do so will result in a referral to the University Student Conduct process.

### **Hallways, Stairs, Breezeways, Decks, Balconies, and Patios**

All stairs, breezeways, decks, and patios must be always kept clean and free of obstruction (this includes all sports equipment). For units with private balconies or decks, outdoor furniture may be placed in the area as long as it does not obstruct entrances/exits. No University provided furniture is allowed in any outside area or is allowed to be removed from its designated apartment. This includes, but is not limited to chairs, tables, desks, mattresses / mattress frames, and couches.

Additionally, dirt, trash, garbage, or waste should not be swept onto or over balconies, patios, or breezeways. The University reserves the right to remove any obstructions that may create unsafe or unsightly conditions. Items should not be thrown off of, or onto any deck, balcony, or patio and items should not be thrown out of or into any window. Entering or exiting a residence hall or apartment through a window or from a balcony is prohibited except in case of emergencies.

### **Keys and Access Cards**

Residence Life uses a lock key or scan card deadbolt system. These systems are designed to provide a high level of security for residents and their property. All housing areas utilize an access card system in addition to keys. In most cases, residents' University ID cards will serve as the access card. Keys are the property of Residence Life and must be returned when the apartment is vacated. Duplication of keys is prohibited. If a key is lost, residents should contact their area Residence Life Office immediately. The Assistant Director of Residence Life will determine if a new key can be issued or if the locks need to be changed. A \$25 charge will be assessed to replace each lost key, or a \$150 charge will be assessed to change the locks. A \$40 charge will be assessed to replace any temporary access card that is issued. Auxiliary locks may not be installed, nor may residents modify or tamper with an existing lock. Residents are not allowed to give or loan their keys or access cards/IDs to anyone at any time.

Residents must lock their doors when leaving their room and always keep their key or access card/ID with them. Residents should contact their Residence Life office or go to their community front desk for any assistance. Residents will receive three (3) lock-outs free of charge. After the third lock-out, a \$25 charge will be assessed for each additional lock-out. Multiple lockouts may result in referral to the student conduct system.

## **Required Resident Meetings**

Residence Life may require residents to attend informational and/or safety meetings. Failure to attend a required meeting may result in a fee assessment of \$25.00.

## **Painting / Wallpaper**

Students are prohibited from painting or applying any type of wallpaper to their bedrooms / apartments.

## **Parties**

Residents are prohibited from having more than four (4) guests per apartment. Residence Life activity areas may be reserved for gatherings by contacting the Main Campus Residence Life office or the RiverPark Housing office. No more than one (1) guest per resident are permitted on balconies at one time.

## **Pets**

Pets are prohibited inside of any residential area with the exception of small aquariums (10 gallons or less) with fish only, provided they are kept clean and free from leaks. Residents should refrain from feeding and interacting with stray animals.

## **Quiet Hours**

Quiet hour is a term used to designate times set aside for study and sleep, when noise, including outside activity, is to be kept to a minimum. Quiet hours are in effect daily from **10:30pm until 7:00 am** the following day. During finals periods, quiet hours are in effect 24 hours a day.

Out of courtesy and respect for roommates and neighbors, a reasonably quiet environment should be always maintained in all residence halls and apartments. A reasonably quiet environment is defined as an environment in which noise does not carry from one area to the other. This includes rooms, hallways, and stairwells. Residents have the right to ask another resident to lower their volume to a reasonable level, even when quiet hours are not in effect.

If a student needs assistance in reporting a noise complaint, they should reach out to their community front desk.

## **Room Changes**

Residence Life reserves the right to authorize or deny room changes. See Assignments Policy above. For any room change that is approved, the

Department of Residence Life will ensure that the bedroom space is clean and ready for a student(s) to move into. Common / shared spaces (kitchen, living room, bathrooms, etc.) will be the responsibility of the current residents residing in that space and cannot be guaranteed are cleaned upon moving to newly assigned spaces. The Department of Residence Life can provide support in mediating any concerns students may have of cleanliness in common / shared spaces.

### **Room Consolidation**

Students who find themselves in a room / apartment without a roommate may be required to rent the room as a private room or move to another location with another student where an available space is present; or have another student move in with them.

### **Room Occupancy – Empty Bed Spaces**

Any student who does not have a roommate and has an available assignment space within their bedroom / apartment, are prohibited from occupying both sides of the bedroom / apartment. This includes utilizing the additional furniture in the bedroom / apartment that would belong to any possible roommate. Unoccupied spaces should always be ready for an incoming student to occupy. Violation of this policy will result in the student going through the judicial conduct process. Additionally, violation may result in a fine and the student being charged the full financial cost for occupying both spaces.

### **Safety and Security**

As a resident, you play a major role in the safety and security of yourself and other residents / students. You can reduce yours and others risk of being a victim of a crime by doing the following:

- If you see or suspect suspicious behavior / activity or if you feel threatened at any time, please contact University Police at 706-507-8911 or your community front desk.
- Always lock your door and take your key / CSU ID card with you.
- Never prop open a door or deadbolt it open.
- Never loan your key / CSU ID card to anyone else for any reason.
- Never let someone you do not know into the Residence Hall or your apartment / bedroom.
- Report lost keys or CSU ID cards immediately.
- Report any damaged locks or inability to secure a door immediately.
- Report any security concerns to University Police or to a Residence Life Staff member.

**All doors should never be propped open.** Students who endanger others by propping open exterior doors, loaning their key or CSU ID card, or tampering with and/or damaging exterior doors, locks, emergency buttons or security phones will face disciplinary actions with the University.

### **Security Gate Access and Visitor Parking**

Students are required to register their vehicles through University Parking. Residents are to refer to the most updated University Student Handbook for this policy (<https://www.columbusstate.edu/student-life/resources.php>)

#### *Clearview and the Courtyard*

The Courtyard has security gates surrounding the housing area. Residents must utilize their Columbus State University ID card to gain entry. No one permitted to proceed through a gate behind an authorized vehicle without scanning their University ID or being scanned in by their host at the access station. Residents will be held responsible for any damage that occurs to the gate as a result of driver error.

#### *RiverPark Campus*

All RiverPark students may park in the designated CSU spots in the parking garage located directly behind Broadway Crossing and Columbus Hall (1005 Front Ave. Columbus, GA 31901). Students must utilize their Columbus State University scan card to gain access to the parking garage. All Residents who reside in the One Arsenal Housing area may park in the University lot located in the rear of the building.

Visitors must utilize public parking as designated by the City of Columbus and are not permitted to access the CSU student, faculty, or staff parking areas.

### **Signs**

Signs, notices, and bulletin boards posted by the Residence Life staff are not to be removed or defaced. All outside flyers and advertisements should be delivered to the corresponding housing area's Residence Life Coordinator to ensure proper placement in approved areas.

### **Solicitation**

All outside flyers and advertisements should be delivered to the Residence Life Coordinator of the associated community to ensure proper placement in approved areas.

## **Sports Activities**

To avoid injury or damage to property, throwing objects such as footballs, baseballs, volleyballs, golf balls, frisbees, etc. are prohibited inside or around buildings or in the parking areas.

## **Trash Disposal**

Residents should remove all trash from the apartment and place it in the exterior dumpsters or trash receptacles. Trash is not allowed to accumulate in or outside the apartment. All trash should be bagged and placed inside the dumpsters, not beside them. Anyone found littering the grounds with trash will be subject to disciplinary action.

## **Unauthorized Entry or Use of University Facilities**

No resident shall make or assist in unauthorized entry into, or use of any, University facility, building, office, attic, or onto any roof or other University property. Residents shall not enter other residents' rooms/ apartments to which they have been neither assigned nor invited. Failure to adhere to this policy may result in a referral through the university student conduct process.

## **Video Surveillance**

There is video surveillance equipment throughout each Residential Community. The Department of Residence Life and other University officials may use the video surveillance equipment to identify parties or individuals who may be responsible to any common area damages, vandalism, or violation of any Residence Life or University policy.

## **Visitation Policy**

Any individual who is not a current resident with an assigned bedspace, a University Residence Life staff member, a university employee / partner who is present within a community on official business, or a contractor performing a contracted service is considered a guest / visitor.

Within the roommate agreement, residents are able to agree upon a parameter for guests within their apartment assignment. All such parameters must meet all Residence Life policies.

## ***Guests***

Residents will be held accountable for the actions and conduct of their guests and are responsible for informing their guests of all University and Residence Life policies and regulations. Guests must always remain with the inviting resident within all Residence Life communities. This includes

but is not limited to inside an apartment and inside common spaces.

### ***Cohabitation***

Cohabitation is strictly prohibited and is defined as a visitor spending an excessive amount of time in a unit or apartment that they are not assigned to.

### ***Overnight Guest***

An overnight guest is defined as any person present inside or around a unit between the hours of 1:00 a.m. and 8:00 a.m. who is not assigned to live in that specific unit. This includes other residents who are not assigned to the specific housing location. Residents must sign in overnight guests by going to their community front desk.

\*Guests are permitted to stay for up to two consecutive nights, but no more than four nights in a calendar month. No more than four guests may be hosted overnight within a unit on the same night.

\*\*Guest must be 18 years or older to stay overnight.

\*\*\*Guest must always carry a form of government issued ID with them. Acceptable forms of ID include a Driver's License, State Issued Identification Card, Passport, or a Military Identification. If the guest is a CSU student, a CSU ID is acceptable.

The resident must always escort the guest and the guest must not be left unaccompanied at any time.

If you are not a resident assigned to the unit you are in after 1:00am, the form needs to be filled out.

All residents inside an apartment must approve of all overnight guests before that guest will be permitted to stay.

University Police will be contacted for any guest that is in violation of this policy or any other University / Residence Life policy. If found in violation, the guest may be Criminally Trespassed from all Residence Life properties.

### ***Under 18***

Any person under the age of 18 must always be accompanied by a parent or legal guardian unless that person is a student. No person under the age of 18 is permitted to stay overnight.

## **Weapons**

Residents are to refer to the most updated University Student Handbook for this policy (<https://www.columbusstate.edu/student-life/resources.php>)

## **ADDRESS AND POSTAL INFORMATION**

Please utilize the following information for packages and mail. Please be aware that the Department of Residence Life will not accept any perishable items (ie. flowers, food, etc.) on the students' behalf. All mail is overseen by the university mail center and can be reached out to via the following email: [mailcenter@columbusstate.edu](mailto:mailcenter@columbusstate.edu)

### **Clearview Hall and the Courtyard at CSU:**

Students may obtain a mailbox assignment by visiting the CSU post office located between University Hall and the parking deck. The address format is as follows:

(Student Name)  
Campus Mailbox (CMB) #  
4225 University Avenue  
Columbus, GA 31907-5645

The following physical addresses should be utilized **ONLY** for emergencies, food delivery, or directional purposes:

**Clearview Hall - 58 Clearview Circle**  
**The Courtyard at CSU - 3815 University Avenue**

### **RiverPark Housing**

Students may obtain a mailbox assignment by visiting the CSU post office located in Columbus Hall. All mail and packages (UPS, FedEx, US Postal Services) should be delivered to the RiverPark mail room, which is located at the entrance of Columbus Hall.

Hours are Monday - Friday, 8 am - 5 pm and closed for lunch daily from 12 pm - 1 pm. The address format is as follows:

(Resident Name)  
1019 Broadway, Ste 5  
CMB #  
Columbus, GA 31901

CMB = "Campus Mailbox" and issued by one of the mail room staff.  
The following physical addresses should be utilized **ONLY** for emergencies, food delivery, or directional purposes:

- Broadway Crossing** - 25 West 10th Street
- Columbus Hall** - 1019 Broadway
- One Arsenal Place** – 909 Bay Avenue
- Rankin & Oglethorpe** - 1017 1st Avenue

**IMPORTANT CONTACT NUMBERS**

<b>Main Residence Life Office at Clearview Hall</b>	
Office Phone	(706) 507-8710
<b>Clearview Housing Community</b>	
Office Front Desk	(706) 507-8710
<b>The Courtyard at CSU</b>	
Office Front Desk	(706) 507-8778
<b>RiverPark Housing Community</b>	
Office Front Desk	(706) 507-8035
<b>University Police</b>	(706) 507-8911