

# Flagler College Residence Life Handbook



## **RESIDENCE LIFE**

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## I. PURPOSE

This handbook establishes rules and procedures for living on campus at Flagler College.

## II. ACCOUNTABILITY

At the direction of the Division of Student Affairs, those responsible for overseeing the Office of Residence Life at Flagler College shall implement and ensure compliance with this policy.

### III. APPLICABILITY

This policy is applicable to all residence halls on campus. "Students" for purposes of this policy includes any student enrolled at Flagler College. As students of Flagler College and members of the Residence Life community all residents and their guests are responsible for abiding by all federal and state laws and college rules and policies. This includes the Flagler College Student Code of Conduct and the following Residence Life Rules and Policies.

Violations of any Residence Life policy and/or expectation of conduct governing residential housing on campus, or violation of the Housing Contract shall be considered a violation of the Student Code of Conduct and may result in disciplinary action(s), including but not limited to, the immediate termination of your Housing Contract or your removal from housing.

Residents suspected of a possible violation of the Residence Life Handbook and/or Flagler College Student Code of Conduct will be documented by Residence Life Staff, Security, St. Augustine Police (SAPD) and/or other College Officials. Residents could be expected to participate in the conduct process and may be found and held responsible for the violations documented and issued sanctions.

### IV. GENERAL THOUGHTS ON THE RESIDENTIAL EXPERIENCE

The College intends to make the residence hall environment an integral part of the total college program. To this end, we bring together individuals of widely varied backgrounds, personalities, and educational interests. We aim to provide an environment where students can develop intellectually and socially.

We believe the Flagler College residence hall program complements the total college program by helping students:

- Realize their educational goals
- Work toward solutions to personal problems
- Refine personal values
- Develop greater concern and respect for one another
- Participate in and better regulate their living conditions

The residence halls are close to all other campus facilities, including classrooms, faculty and administrative offices, the auditorium, the library, the dining hall, the gymnasium, and other recreational facilities.

The residence halls are:

- Abare Hall
- Cedar Hall
- Florida East Coast Railway (FEC) A, B, & C Towers
- Lewis House

- Ponce Hall
- Sebastian House

## POLICY

### V. ELIGIBILITY AND ASSIGNMENT OF HOUSING

1. The Department of Residence Life restricts all on-campus housing to currently registered students at the College. Residents must be enrolled in a minimum of 6 credit hours during the fall and spring semesters. This enrollment must continue each semester of occupancy to remain eligible to live on campus. Exceptions to this policy must be approved in advance by the Director of Residence Life or their designee. On-campus student housing is not available to students who have dependents living with them.
2. In order to receive a housing assignment, students must sign and submit a housing contract by paying a nonrefundable housing deposit. The contract shall continue through the end of the contract term. Contract terms consist of the Fall and Spring academic terms, or the Summer specified term(s). The due amount for the housing deposit will be listed on Flagler College's website prior to the housing application opening.
3. The *contract* is a financially and legally binding contract between Flagler College and the student. The terms and conditions of the contract are disclosed during the application process. The terms and conditions of the contract supersede any provision of this policy that may conflict with the contract.
4. At Flagler College, we require all incoming students to reside on campus for their first two years. This residency requirement is designed to support students in their transition to college life and to promote a cohesive and vibrant campus community.

#### Cancellations, Terminations, and Suspensions of the Contract

- a. The contract terms and conditions specify the time period of the contract, typically for an entire academic year, and the grounds permissible for cancellation, termination or suspension of the contract.
- b. Moving out or turning in keys without an approved cancellation does not release the student from the contract or any of their obligations under the contract, including the obligation to pay for the assigned space.
- c. The Division of Student Affairs reserves the right to terminate housing at any point due to behavior, conduct, or other reasons. The student will still be financially responsible for the remainder of the contract term.

#### Application Deadlines and Wait Lists

- a. The application deadlines will be published each academic year and advertised as part of the annual room selection process. Students must apply by published deadlines. Students who apply late may be placed on a waitlist. Students who are placed on a waitlist will be assigned once space is available.

## Housing Not Guaranteed

- a. On-campus housing is not guaranteed to any upper-class student (juniors, seniors, or graduate students) because demand for housing may exceed the available space. In the event that demand for student housing exceeds available capacity, Flagler College may start a waitlist.

## Disability Related Housing Accommodations

- a. Students who need housing accommodations related to any medical condition or disability should contact the Disability Resource Center.
- b. Students are required to submit appropriate supporting documentation for their request and will be provided reasonable accommodations in accordance with Flagler College policy and applicable law.

## Emotional Support Animals (ESAs)

- a. Emotional support animals (ESA) may be permitted in the residence halls pending approval by the Disability Resource Center. Appropriate documentation of the need for the animal must be provided to the Disability Resource Center.
- b. No animal should be brought to campus until written permission is received. A minimum charge of \$100.00 PER DAY will automatically be assessed to the account of any student violating these regulations.
- c. Approval of an Emotional Support Animal in residence halls does not authorize its use in classrooms or other college buildings, even if it is leashed or caged.
- d. ESA Liability
  - 1. Students with approved ESAs (i.e., Handlers) of animals are responsible for their ESA's actions, including bodily injury and/or property damage caused by the ESA. Animals cannot pose a direct threat to the health or safety of others. If an animal is deemed to pose a physical threat to others, action will be taken to remove it from the residential environment.
  - 2. The handler is expected to maintain their assigned housing unit and will be accountable for any damage to the facilities and contents per existing policies. Handlers will be assessed charges for damages caused by their animal and any cleaning beyond normal levels necessitated by their animal.
  - 3. The handler must ensure the cleanliness of the animal and the assigned housing unit. Handlers are solely financially responsible for the animal's actions, including bodily injury or property damage caused to third parties by the animal. Handlers are encouraged to review their own or their parents'/guardians' homeowners or other insurance policies to ensure coverage of any personal injury or property damage that the animal may cause.
- e. ESA Care

1. Handlers are not to neglect, mistreat, or abandon their animals. They must ensure their animals are appropriately contained when the handler is not present during the day while attending class or other activities or is asleep. When handlers are absent, animals cannot be left in the care of a roommate or suitemate. Animals may not be left overnight to be cared for by anyone other than the handler. If the handler is absent from their residence overnight or longer, the animal must accompany the handler.
  2. Handlers are expected to provide routine care for their animal for health and safety reasons, ensuring monthly flea and tick prevention, de-worming, routine vaccinations, bathing, and annual examinations by a veterinarian. Residence Life staff will inspect residential facilities regularly as a part of routine health and safety checks of all residential spaces. If fleas, ticks, or other pests are detected during inspection, the unit will be treated using fumigation methods by the College-approved pest control service. Those costs will be billed to the handler.
- f. ESA Behavioral Expectations
1. The handler must ensure that their animal is not disruptive or a nuisance to residential community members. Disruptive behavior includes loud barking or other distracting actions by the animal unless said noises or behaviors are part of the needed service to the handler. An animal is a nuisance when it, among other things, produces excessive noise, causes physical harm to humans or other animals, disrupts instruction, or destroys property. To the greatest extent possible, the handler should prevent the animal from sniffing people, dining tables, or other personal belongings of others.
  2. The animal must be on a leash or properly confined in an appropriate carrier if outside the handler's assigned residence, such as when being transported to and from the student housing unit. If the animal is of a type that must be taken outside of the room to relieve itself, the handler must bring the animal to an appropriate area for animal relief and waste.
  3. The handler must keep the animal from urinating or defecating in the campus's residential space, gardens, or cultivated areas. The handler is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a bag and tied securely before being disposed of in trash receptacles.
  4. Animal litter boxes cannot be in bathrooms or shared common spaces with suitemates. Handlers should remove waste from the unit daily and sometimes multiple times a day when necessary to prevent odor and unsanitary conditions. Outdoor animal waste, such as dog feces, must be immediately retrieved by the handler, placed in a plastic bag, and securely tied before being disposed of in outside trash receptacles.
  5. Do not bring outdoor animal waste into any housing facility. Hand hygiene must be performed after attending to animal elimination needs. The handler is responsible for providing bags necessary to comply with these requirements. If the handler does not dispose of animal waste appropriately, the animal could be temporarily or permanently removed.

g. ESA and Emergency Evacuation

1. Emergency Evacuation & ESAs: The college is not responsible for removing the ESA during emergency evacuation events such as a fire alarm. Emergency personnel will determine whether to remove the ESA but will make a reasonable effort to keep the animal with the student owner in the event of an emergency evacuation. If emergency personnel remove the ESA, they are not responsible for its care, damage, or loss.
2. In the event of an emergency evacuation, the student may not be permitted to re-enter the building to retrieve an animal until permission has been granted by the appropriate authority (e.g., fire department, police, etc.). Failure to comply with this policy will result in referral to the disciplinary process as appropriate.
3. The student is encouraged to identify a shelter that accepts an ESA and have a plan for sheltering the ESA off campus in the event of a hurricane or other emergency. On-campus shelter facilities are not equipped to host animals other than service animals.

### Refund Policy

- a. A non-refundable deposit serves as a Binding Agreement to fully pay for room and board for the next academic year.
- b. The right of the student to occupy the room terminates when they cease to be registered as a student; however, the student will still be charged for the room.
- c. The College may require the student to move from the residence hall as a disciplinary or other impacting measure
  1. In this instance there, will be no refund.
- d. The Flagler College Housing Contract is for the full academic year and no refunds will be given. Flagler College does offer GradGuard, an insurance policy covering tuition and housing expenses, for an additional cost.

### Discrimination

- a. Flagler College does not discriminate in its housing assignments based on race, color, religion, sex, gender identity, sexual orientation, disability, familial status, or national or ethnic origin, or any other legally protected class.
- b. Complaints of discrimination or unequal treatment should be referred to the Office of Title IX and Equity.

## VI. MANDATORY HOUSING REQUIREMENT

1. Flagler College has determined that living on-campus the first two years is a positive aspect of the total undergraduate experience for students. As such, all incoming students are required to live on-campus for the entirety of their first and second academic years.
  - a. If a student wishes to appeal this policy, they must work with their admissions counselor for approval.



## VII. ALL ACCESS HOUSING POLICY

1. Flagler College commits to provide housing in a manner consistent with the requirements of Title IX and other applicable laws protecting students from discrimination.
2. All residence halls, with the exception of Lewis House, can accommodate All Access Housing.
3. The following guidelines will apply to assignments in All Access Housing:
  - a. All Access Housing allows any resident to live with another resident regardless of identity.
  - b. Only those residents that fill out the All Access Housing Application will be permitted to live in All Access Housing. Room changes will not occur in those spaces unless both (or more) parties fill out the All Access Housing Application.

## VIII. GENERAL HOUSING POLICY

In addition to being accountable to the Student Code of Conduct, students in residential facilities will observe the following rules:

### Quiet Hours

- a. At all times, residents are to be courteous of the noise that they make and remember that individuals within the halls are all on different time schedules.
- b. Quiet hours are in effect Sunday-Thursday from 10:00pm-7:00am and Friday and Saturday from 12:00am-9:00am. Twenty-four hour quiet hours are enforced in all areas during final exam periods, break housing, and when the College is closed.
- c. The use of amplified instruments is prohibited on-campus in the residence halls.

### Guests and Overnight Guests

- a. A guest is any person who is not a student assigned to the room who is visiting a resident of the room. A guest is defined as anyone who is brought into or around the residential community by a resident, including entry into a residential facility where the guest is not assigned. This includes family members visiting a resident, as well as alumni.
- b. Residents may host guests in accordance with their roommate or suitemate agreement. Guests may not be hosted if any roommate objects. College staff or roommates may require a guest to leave if the guest's behavior is disruptive or violates community standards.
- c. Co-habitation is not permitted, and a guest's presence may not become a de-facto sublicense of the space due to frequency or duration of their stay. Cohabitation occurs when a guest's presence creates the appearance that they are living in a room without being assigned to it. This may include staying overnight for multiple consecutive nights without approval, storing personal belongings in the room for extended periods, routinely using the room as though it were their own. Cohabitation is strictly prohibited and considered a violation of the housing contract.
- c. Each roommate is permitted two (2) guests at a time, unless they are an overnight guest, which is one (1) guest per resident.

- d. A guest is considered overnight if they remain past 12:00 midnight. Overnight guests must be registered at least three (3) business days in advance.
- e. All roommate(s) and/or suitemate(s) must provide consent before an overnight guest is permitted.
- f. Guests must be met at the entrance doors to the building. Doors may not be propped open at any time.
- g. Guests must carry valid photo identification and provide this to staff upon request.
- h. Overnight Guests under the age of **18** are not permitted, except during official move-in, move-out, or college-approved visit programs.
- i. No overnight guests are allowed the first and last week of each semester, Finals week, Spring Break, and the week of Thanksgiving.
- j. Students must inform guests of policies and will be held responsible for the behavior of any guest(s), including financial liability for any damages resulting from the actions of any guest(s). The host student must remain with and escort their guest inside the residence hall throughout their visit.
- k. Persons who have been banned from Flagler College housing due to breaches of the housing contract or student disciplinary action may not be a guest.
- l. Guests may not sleep in lounges or other common areas of residence halls.

### Common Area Kitchens

- a. The Abare Commons and Lewis House have community kitchens. The Abare Commons Kitchen is open 7pm-11pm 7 days a week, unless there is an event occurring in the space. The Lewis House Kitchen is open 24/7 and only available for Lewis House residents. Users are required to keep the kitchen in a clean and orderly fashion. Failure to do so will result in loss of privileges for a period of time.

### Room Changes

- a. Room changes are not allowed until 2 weeks after move-in.
  - i. Students are allowed one room change without any requirements.
  - ii. Students must stay in the new room a minimum of 2 weeks.
- b. For each requested room change after the first one, students must do the following:
  - i. Participate in roommate mediation with their current roommate(s) or pay a \$50 room change fee. This room change fee will be charged to their student account.
  - ii. Complete a roommate contract with their new roommate(s) and submit it to Residence Life Staff.

### *Winter Break Closure – The following guidelines apply to housing during winter break:*

- a. All residence halls officially close for winter break after the last day of final exams and all residents are required to check out. Students returning to the same space in the spring semester do not need to remove personal property. However, Flagler College not liable for personal property or valuables left in the room during the winter break period in the event of theft, damage, or loss.
- b. Students not returning to the same space in the spring semester must remove all belongings and complete the advertised check-out process, including the return of keys to the appropriate location.
- c. Students who require housing accommodations during the winter break period must complete the advertised winter housing application process and receive written approval of their request to remain on campus.
  - i. Please note that no campus dining services are available during the break period. Certain building services, such as maintenance to common area restrooms and lounge spaces will be reduced. Also, building RA staffing for the duration of the winter break will be decreased. Students that remain on campus should be cognizant that services are limited and various maintenance and housekeeping related projects may occur within the facility.
- d. All spaces on campus will be inspected for maintenance and security purposes. If there is a vacancy in a shared space, additional inspections and housekeeping efforts will also take place over the winter break.

### *Summer Housing*

- a. Students who are enrolled in courses or working for a College on-campus employer are permitted to reside in Summer Housing.
- b. Summer Housing will be located in one central building and residents will be required to move to that space.
- c. Residents must stay for a minimum of two weeks and there is a weekly rate for the summer.
- d. Dining is limited during summer.
- e. Students must fill out a summer housing contract.

### *Residents Checking In*

- a. Upon checking into a room, residents will be instructed to review the Room Condition Report (RCR) which is recorded and may be reviewed online at [flagler.erezlife.com](http://flagler.erezlife.com). These reports are filled out before the student arrives to campus by staff. If the resident discovers something in the housing assignment that was not documented on the original report, the resident will have 24 hours after they check in to log in to the system to report any changes which should be made to the report.

- b. Failure to report existing damages in the RCR will result in the resident accepting responsibility for the condition of the room as it is documented on the RCR. In certain situations (i. e. early arrivals, emergency room changes) the RCR may have to be completed as soon as possible after a student moves in to their assignment.
- c. The purpose of the RCR is to document any existing damage, missing items, or other problems that may exist in the room or suite on the date the room or suite is occupied by a resident. These official reports will be used at the time the resident checks out of the housing assignment when the building staff assesses the condition of the room again. At the time of check out, the students assigned to that housing assignment will be held financially responsible for damages or missing items not listed on the RCR at the time of check in.

### Checking Out of an Assignment

- a. Residents must check-out through the express checkout. A proper checkout consists of returning all keys and signing all check-out forms.
- b. Failure to return all keys will result in a lock change charge of \$200.
- c. Flagler College reserves the right, with or without notice, to dispose of any personal property that remains in a student's space after check-out.
- d. Students may be assessed fees associated with the cost of removal of any property left behind.

### Early Arrivals/Late Checkouts

- a. Students may not reside on campus early or remain on campus beyond the indicated closing dates unless they are graduating, approved athletic team members, or approved by the Division of Student Affairs.
- b. Approved early arrivals and late checkouts will result in a fee placed on their account.
- c. During this time, there are no guests permitted.

### Improper Checkouts

- a. Improper student checkouts will result in a \$100.00 charge to their student account.
- b. Students who are late for checkout will see a \$50.00 per hour charged to their student account.
- c. Abandoned property will result in a \$50.00 per bag charge.
- d. Students who do not clean their rooms will see a cleaning charge on their student account.

### Hall Meetings

- a. There are mandatory floor meetings at the beginning and end of each semester and Residence Life staff will schedule additional meetings as needed for the residents on their floor. These meetings are designed to provide residents with information pertinent to residence hall life. Residents are required to attend these meetings. Missing a hall meeting is subject to a fine.

## IX. BED SPACE VACANCY POLICY

1. The Office of Residence Life may assign new residents to any available vacant bed space at any time. Reasonable efforts will be made to notify current residents of new assignments. Any student living in a residence hall with a vacant bed space within their room or suite shall:
  - a. Occupy only one bed. Beds may not be pushed together or used for guest accommodations or for any other purpose not authorized by Flagler College.
  - b. Leave one dresser, desk, closet/wardrobe empty and clear for future residents.
  - c. Leave all furniture pieces and parts within the room.
  - d. Treat all prospective roommates in a non-threatening and respectful manner.
  - e. Ensure that the vacant space is clean and inviting to potential occupants.
  - f. Permit new residents assigned by the Office of Residence Life to assume occupancy and have equitable access to the use of the room and assigned furniture.
  - g. Not utilize any completely vacant rooms which may be located within a suite.
2. Violation of this policy may result in enforcement measures under the housing contract as well as disciplinary action.

## X. HEALTH SAFETY AND FACILITIES POLICIES

### Health and Safety Inspections

- a. Inspections are conducted throughout the year by the Office of Residence Life.
- b. Students found with any prohibited items during any official inspection will be given 24 hours to remove them and may be subject to disciplinary action.

### Privacy of Rooms

- a. The Flagler College administration anticipates that students will comply with the regulations and standards as presented in this Handbook. However, for the safety and well-being of all students, it is necessary for the College to reserve the right to enter student rooms at any time for reasons of emergency, security, maintenance or to maintain order. The staff of the Office of Residence Life will conduct routine room inspections for cleanliness and orderliness.
- b. Students will be advised if the room needs improvement.
- c. College officials may enter a student's room and conduct a search for purposes other than those stated above when the following conditions exist:
  - i. There is probable cause to believe that a violation of law or institutional regulations has occurred or is taking place.
  - ii. Imminent danger to life, safety, health, or property is reasonably feared.

- d. For these reasons, students are not permitted to install extra locks or dead-bolt security systems on their doors.

### Prohibited Items

- a. Certain items are prohibited in our residence halls because they may create an overload of a utility service, are dangerous, illegal, or otherwise prohibited by Flagler College policy, laws or applicable fire codes. Students may not possess these items in any College residence hall or suite.
- b. Violations of the Prohibited Items provision of this policy will be subject to the following administrative actions:
  - i. First violation – Confiscation of the prohibited item when practical, and an administrative warning.
  - ii. Second and future violation - Confiscation of the prohibited item when practical and referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.
- c. For safety reasons, the following items are prohibited in College housing:
  - i. Air conditioners of any kind.
  - ii. Air fryers, George Foreman grills, Hot Oil Popcorn Poppers.
  - iii. Appliances with an exposed heating element or coil (e.g. coffee makers with hot plates, toasters or toaster ovens, panini grills). Coffee /drink makers with an internal heating element are permitted in all housing areas.
  - iv. Ammunition.
  - v. Hoverboards.
  - vi. Extension cords or multi-plug adapters that lack a built-in surge protector/breaker. Power strips with built in surge protection are permissible. However, power strips, even with surge protectors, cannot be strung together or plugged into one another.
  - vii. Furniture that embeds any power outlets which lack an internal surge protector.
  - viii. Halogen lamps, lava lamps, oil lamps, or decorative string lights.
  - ix. Incense or incense paraphernalia.
  - x. Candles or open flames of any kind.
  - xi. Curtains, wall tapestries, flags or other wall hangings covering more than 50% of the surface are of the wall or door where they are hung.
  - xii. Flammable or combustible liquids or gases, paint thinner, fireworks, explosives, or similar combustible material such as lighter fluid or charcoal.
  - xiii. Engines, engine parts, lubricants, and fuels.

- xiv. Live trees or wreaths from live foliage.
- xv. College, municipal, or private property not authorized to be in the student's possession.
- xvi. Pets or animals including lab specimens (except fish in a tank of 10 gallons or smaller), unless approved as a service animal or ESA.
- xvii. Swimming pools.
- xviii. Dart boards.
- xix. Weapons of any kind (e.g. firearms, swords, knives larger than 3 inches other than kitchen knives).
- xx. Paintball guns, air rifles, BB guns, sling shots, arrows and any other sporting equipment, toy, or device which may cause injury or which a reasonable person may believe is a weapon.
- xxi. Illegal drugs or drug paraphernalia, including Marijuana (medical and recreational).
- xxii. Microwaves.
- xxiii. Mini Fridges.
- xxiv. Freezers.
- xxv. Instapots.
- xxvi. Pressure Cookers.
- xxvii. Blow torches.
- xxviii. Empty Alcohol Containers.
- xxix. Fog/Smoke Machines.

### Prohibited Activities

- a. In order to protect the life and safety of residents and property, the following regulations and guidelines apply in all residence halls.
  - i. No sports are permitted to be played within any common area, residence hall room, study, lounge, elevator, stairwell, or any other part of a residence hall building.
  - ii. Non-medical motorized vehicles (e-bikes, e-skateboards, hoverboards, e-scooters) are not permitted to be ridden in or stored within the residence halls.
  - iii. Running and screaming is not permitted.
  - iv. Painting or artwork is not permitted to be done within the hallways of a residence hall.
  - v. Removal of all lobby or common area furniture is not permitted.
  - vi. Removal of student furniture

- vii. Opening of windows (with the exception of Lewis House)

## Pets

- a. Non-aggressive fish are allowed in the residence halls. Fish are to be kept in a bowl/aquarium no larger than 10 gallons.
- b. For reasons of health, sanitation, and pest control, pets (including dogs, cats, rodents, reptiles, birds, or other animals) are NOT permitted in or on the College premises under any circumstances.
- c. A minimum charge of \$100.00 per day will automatically be assessed to the account of any student in violation of these regulations and the student will be billed additionally for any damage caused by such animals.

## Alcohol Usage

- a. No alcohol is permitted in first-year halls, common spaces, lounges or kitchens.
- b. No alcohol is permitted in sophomore housing (Abare Hall and FEC Towers)
- c. Alcohol is permitted in junior/senior housing (Sebastian House) if every occupant of the room is of the age of 21 or older.
  - i. If a guest is visiting the room, the guest must be of the age of 21 or older in order for alcohol to be used within the space.
    - 1. Standard guest policy applies with no more than two (2) guests permitted per resident per time, and one (1) guest overnight per resident.
- d. Incidents of intoxication and/or misconduct involving the consumption of alcoholic beverages are subject to College disciplinary action. The use or possession of alcoholic beverages by students or their guests under the age of twenty-one (21) is prohibited.
- e. Students who are at least twenty-one (21) may consume alcoholic beverages that are made available at events and programs on campus. These beverages will be offered through Catering Services.
- f. Residents are permitted to have a total of one (1) 24-pack max of beer or two (2) bottles of wine. No amount over or liquor is permitted.
- g. Alcohol paraphernalia is strictly prohibited. This includes, but is not limited to:
  - i. Beer bongs
  - ii. Flip cup
  - iii. Beer Pong
  - iv. Kegs
  - v. Shot glasses
  - vi. Anything for mass consumption



## Fire Safety Regulations

- a. In order to protect the life and safety of residents and property, the following regulations and guidelines apply in all residence halls.
  - i. Fire code regulations restrict the placement of any items, including furniture, within 18 inches of any sprinkler head. Sprinkler heads should never be used for hanging items (i.e. clothes hangers, streamers, etc.).
  - ii. Doors provide protection from the spread of fire and smoke and must not be propped open when no person is present in the room or when people are sleeping. When leaving a room during a fire alarm, residents are expected to close doors if it is safe to do so.
  - iii. Students who are responsible for any violation resulting in a citation by the Fire Marshal will also be held responsible for any costs resulting from that citation, including the cost of the fine itself, as well as the cost of any actions or efforts necessary to correct the violation and restore full code compliance by Flagler College.
  - iv. Residents are required to evacuate the building immediately each time the fire alarm system sounds, 24 hours a day, 7 days a week. Disciplinary action will be taken if a student does not evacuate the building during an alarm. Each residential complex has a scheduled fire drill each semester supervised by the Office of Residence Life and the Office of Safety and Security.
  - v. The misuse of fire alarms, fire detection devices or fire extinguishers constitutes a serious offense. Any resident who misuses such equipment or devices will be subject to disciplinary action. These violations may also be reported to law enforcement for investigation and possible criminal prosecution. Residents are responsible for any damage to the system they cause and will be held financially accountable.
  - vi. The use of restricted fire doors for non-emergency entry or exit is a violation and will result in disciplinary action.
  - vii. Discharging or tampering with fire extinguishers or causing any type of false alarm is considered a most serious offense. Anyone found responsible of discharging a fire extinguisher, unless using it on an actual fire, or causing a false alarm is subject to disciplinary action. In addition, the responsible party will be assessed a fine of \$200 plus the cost of refilling the fire extinguisher. The pulling of a fire alarm is illegal and punishable under the law by fines and imprisonment. The College will not have control if the fire department investigates. Each hall is equipped with several fire extinguishers in accordance with the fire safety laws and they are regularly inspected. Any tampering with fire extinguishers should be reported immediately to the Resident Advisor or Security Officer on duty.
  - viii. Flagler College cannot be responsible for losses incurred through theft or fire and will not be responsible for personal effects left on the campus during recesses and vacations.

- ix. All buildings at Flagler College are equipped with fire escape routes, smoke detectors and sprinkler systems. The fire control system includes a fire detection and warning system, an extensive water sprinkler system; and masonry-encased-with-steel fire escape towers. The system incorporates heat signals and smoke detectors providing simultaneous sound and visual signals of fire at both the College and the monitoring center. The entire system is checked and tested on a monthly basis. Also, regular and routine fire drills are conducted. Escape routes are posted in each room.
  - 1. Placing items on the balconies intended for entering and exiting a room or building is strictly prohibited.
  - 2. Tampering with any fire safety equipment is a first-degree misdemeanor and will result in disciplinary action.

### Cooking in Community Kitchens and Residence Hall Rooms

- a. Students are expected to exercise reasonable care when cooking in any residence hall. The following guidelines apply to all cooking activities in the residence halls:
  - i. In residence hall rooms, cooking is prohibited except for use of approved microwaves, hot plates, rice cookers, and drink makers with internal heating elements.
  - ii. Students must follow directions for safe use of any cooking appliances.
  - iii. Read directions on packaged foods that will be placed in ovens or microwaves. Follow directions regarding temperatures and cooking times.
  - iv. Remove all packaging from food products prior to placing the items in an oven or microwave.
  - v. Cooking must be monitored at all times. Students must remain present in the kitchen area or the same room as the appliance at all times during cooking.
  - vi. Keep cooking appliances such as ovens clean and free of debris that could cause fire or smoke.
  - vii. Cook foods at appropriate temperatures for food safety and to avoid burning items and causing smoke.
  - viii. All residents are required to follow the posted signage in Community Kitchens for rules and regulations for that specific space.
- b. Students who are negligent in the process of cooking and trigger false fire alarms may be subject to disciplinary action. Violations of the Careless Cooking provision of this policy will be subject to the following administrative actions:
  - i. First violation – An administrative warning.
  - ii. Second and future violation - Referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.

## Smoking and Tobacco

- a. All College residential facilities are smoke, tobacco, marijuana, and drug free. Smoking, including the use of any e-cigarette or vaporizing device is strictly prohibited in all residential facilities. Regardless of use for medical purposes, marijuana is not permitted on-campus.

## XI. FACILITIES POLICIES

### Locks and Keys

- a. Residents will be issued a key to their room upon arrival. It is the responsibility of the student to be in possession of their room key at all times and to keep their room secured. If a room key is lost, misplaced, or stolen, locks will be changed at the student's expense. The charge of \$200.00 will be applied to the student's account.
- b. Lock change requests should be made by emailing [residencelife@flagler.edu](mailto:residencelife@flagler.edu).
- c. Keys are the property of Flagler College and may not be duplicated.
- d. By accepting keys at the time of issue, residents agree not to alter the residence hall locks, to create additional keys, transfer or lend keys to any other person, and/or to install additional locks.

### Room Decorations

- a. Students may decorate the interior spaces of their assigned rooms and shared in consultation and with the mutual agreement of roommates.
- b. The College does not endorse or approve any means of hanging or posting posters or other items on walls. Nails, screws, blue putty, command strips, and double-sided tape are specifically prohibited due to the damage caused by their use. Due to the potential for damage to paint and drywall, students who post or hang posters or other items on walls do so at their own risk. Students will be billed for the cost to repair any damage done as a result of items posted or hung on walls.
- c. No posters, signs or ornamentations of any kind may be displayed through windows. No items may be hung from or otherwise affixed to any of the building structures or equipment such as blinds, pipes, wiring, light fixtures, ledges, stairways, ceilings, sprinkler systems, etc.

### College Provided Furniture

- a. Each residence hall room and suite are furnished with a bed, mattress, desk, dresser, chair, and closet/wardrobe for each resident. One microfridge will be provided for each two (2) residents.
- b. Students may not replace or remove the furniture from the residence hall.

### Cameras

- a. The use of doorbell cameras, door cameras, or personal cameras is not permitted within any residence hall building. The only exception is those installed by Flagler College.

## Mobility Devices (Non-electric)

- a. Bikes may be brought to campus for use by resident students, however, bikes must always be used in a safe manner and stored appropriately.
- b. Bikes may be locked and secured at bike racks located around Flagler College and other campus locations, however, the College has no responsibility or liability for the security of student bikes stored or used on the campus.
- c. Bikes may not be locked or chained to fences, handrails, trees or other in other unapproved locations. Bikes must not be locked or stored in a way that would obstruct the use of sidewalks, ramps or pathways that would interfere with ingress/egress from buildings or stairways, or in a manner that would interfere with access to facilities required by fire codes, the U.S. Americans with Disabilities Act or other applicable laws.
- d. Improperly locked bicycles will be removed, with or without notice, and disposed of at Flagler College's discretion.
- e. Bicycles stored at bike racks around campus must be removed when the student checks out for summer break. Bikes that remain locked to racks at the close of the spring term will be considered abandoned and will be removed, with or without notice, and disposed of at Flagler College's discretion.
- f. Bike owners may be assessed applicable fees for the cost of removing bikes which require removal due to improper storage or abandonment.
- g. All bikes must be registered with the Office of Safety and Security.
- h. Bicycles or scooters may not block or obscure room entry points or prevent egress for Life/Safety purposes. Bicycle racks are available at the perimeters of residential communities and throughout campus.
- i. Mobility devices are not to be ridden or stored in common residential areas, courtyards, or near the entrances and exits of the residential areas.
- j. For safety concerns, bicycles or scooters may not be hung in or around any room or suite.
- k. Mobility devices may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles, or landscape vegetation (e.g., trees, bushes, etc.). They are also not to be stored under the stairwells.
- l. Residents of Sebastian House may store their bicycles on their balconies but must remove them in the event of a tropical storm or hurricane.
- m. Mobility devices stored improperly are subject to removal without notice and a fine assessed. Confiscation of the mobility device may result in the cutting of the lock.
- n. It is recommended that all bicycles and scooters be locked in a bike rack using a heavy-duty U-lock.

## Mobility Devices (Electric)

- a. Non-service electric or motorized mobility devices (e.g., e-skateboards, hoverboards, Segways, e-balance wheels, e-bicycles, motorcycles, scooters, or other self-balancing wheeled e-scooters). Are not to be charged, ridden or stored in the residential areas, courtyards, or near the entrances and exits of the residential areas.
- b. Segways, electric bicycles, electric skateboards, electric scooters, and hoverboards are not permitted in the residence halls.
- c. Motorcycles, motorbikes, scooters, and any other motorized vehicle must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner's expense.
- d. Riding or storage of motorcycles, scooters, or other motorized vehicles in residential courtyards and enclosed areas (e.g., rooms, hallways) is not permitted. This list is not exhaustive. As new mobility devices and motorized vehicles become available on the market, the Department of Residence Life reserves the right to determine if the device or vehicle is permitted in residential communities.
- e. Mobility devices may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles, on landscape vegetation (i.e., trees, bushes, etc.), or within the pool area. Mobility devices are also not to be stored under the stairwells.
- f. Mobility devices stored improperly are subject to removal without notice and a fine assessed. Confiscation of the mobility device may result in the cutting of the lock.
- g. It is recommended that all e-bicycles and e-scooters be registered with the Office of Campus Safety and Security and be locked in a bike rack using a heavy-duty U-lock.

## Balcony Usage

- a. The following items are prohibited on balconies:
  1. Chairs
  2. Sofas
  3. Surfboards
  4. Mobility Devices
  5. Grills
  6. Barbecues
  7. Televisions
  8. Speakers
  9. Unsupervised Animals
  10. Garbage

11. Fish Tanks
  12. Hammocks
  13. Flags
  14. Hanging clothes or towels over the balconies
  15. Alcohol
  16. More than two people at a time
- b. If in the Sebastian House, no alcohol is permitted to be consumed while on the balcony.
  - c. There are exceptions to the policy: Students in Sebastian House may place outdoor furniture and store their nonelectric/motorized mobility devices and surfboards on their balcony. However, all items must be removed in the event of a tropical storm or hurricane.

### Restricted Appliances

- a. Refrigerators and cooking appliances (including microwaves, Panini presses, hot-plates with an exposed heating element, toasters and toaster ovens, George Foreman Grills, Instapots, etc.) are not permitted in residence halls. In these areas, only approved refrigerator microwave combination units provided by the Flagler College are permitted.
- b. There is a limit of one approved combination refrigerator microwave appliance per two residents.
- c. Additional refrigerators are not permitted to be brought into any residence hall.
- d. Hot beverage machines that use an internal heating element (such as Keurig) are permitted.
- e. Coffee pots that rest on hot plates must have an automatic shut off feature that functions. All other coffee pots are not permitted.

### Food in Rooms

- a. Food is to be kept in tin or plastic containers to achieve maximum health and pest control. Food, utensils, dishes, or glasses may not be taken from the Dining Hall with the exception of authorized to-go containers.

### Property Damage

- a. The College is responsible for property damage through normal wear and tear. The cost of damages and/or repairs will be billed to responsible individuals for damages caused by accidents, careless, and malicious intent. In addition, individuals may be subject to disciplinary actions.
- b. When the responsible individual(s) cannot be identified, the cost will be charged to all individuals living in the residence hall room, residence hall floor or wing, building (including exterior), commons areas, and/or entryways.

## XII. POSTING AND SOLICITATION

### Soliciting

- a. No soliciting of any type is permitted within or in the areas immediately adjacent to any residence hall.

### Posting

- a. Residence Halls are not public areas of the campus. Postings are limited to those approved and posted by staff. Only postings directly related to Flagler College programs or services, or postings sponsored by officially affiliated organizations are permitted.
- b. Organizations wishing to have flyers or materials posted in housing facilities must submit an original copy to the Office of Residence Life in the Student Center to be approved and stamped. Copies of the stamped item may then be made and returned for posting by staff. All postings must include the name of the sponsoring organization or office and the date of the program, or removal date for the poster/flyer. Items may be removed from bulletin boards or other locations after the indicated program or removal.

## XIII. Flagler College ID

1. All students are required to carry their official campus identification card. Flagler IDs must be presented when requested by any College official. College officials include Safety and Security Officers, Office of Residence Life staff members, Dining Hall employees, and College administrators. Failure to present identification when requested will result in referral to the College disciplinary process. The card may be used for access to certain campus buildings that the cardholder is authorized to enter. The Flagler ID is also encoded with the Dining Services Account and the declining balance of Bistro Bucks. Use of the card for meals or charging the Bistro Bucks account is restricted to the individual to whom the card is issued only. Misuse of the card may subject the student and any unauthorized user to disciplinary action, and when applicable, criminal prosecution.

## XIV. DINING SERVICES

### Meal Plan Requirement

- a. First year freshmen living on-campus are required to have the unlimited meal plan for their entire first academic year.
- b. All transfer students, exchange students, and returner students are permitted to pick either the unlimited meal plan, unlimited meal plan plus, 15 meals per week plan, 10 meals per week plan, or the Sebastian Meal Plan (if residents of the Sebastian House).
- c. Sebastian House residents are permitted to purchase the Sebastian Meal Plan, as long as they are not first-year freshman.
- c. Resident students subject to the meal plan requirement may only terminate their meal plan contract upon an approved cancellation/termination of the residence hall contract or withdrawal from Flagler College.

- d. Refunds of fees paid for a cancelled meal plan are prorated, on a weekly basis, through the first two weeks only. Thereafter, there will be no refund of the meal plan fee. Meal plans cancelled after the add/drop will not be refunded.
- e. Meal plans may be upgraded to a higher tier meal plan at any time during the semester, and the student will be charged a pro-rated fee for the remaining period covered by the higher tier meal plan. Meal plans may be downgraded by the add/drop deadline. Refunds for fees paid for a downgraded meal plan are prorated, on a weekly basis, through the first two weeks only. Thereafter, there will be no refund of the meal plan fee.
- f. Dining plans include a designated sum of Bistro Bucks which may be spent by using the student's Flagler ID. Unspent Bistro Bucks do not carry forward each semester.
- g. Dining service is provided in several locations; The PODs in the Abare Commons and the Sebastian House, the Ponce Dining Hall, and the Student Center Bistro. All serving areas are open in accordance with the College calendar. Dining services are limited or unavailable on official College holidays or break periods such as Thanksgiving or during Winter break, Spring break and Summer.

## XV. MAINTENANCE and HOUSEKEEPING SERVICES

1. Routine maintenance requests should be submitted by logging in to SchoolDude.
2. Work order requests will be addressed by the appropriate personnel as quickly as possible.
3. For housekeeping concerns, students should report the concern to the Resident Advisor.