

HOUSING AND RESIDENTIAL EDUCATION POLICIES – ST. PETERSBURG CAMPUS

Living in a residence hall represents a unique opportunity to experience community living. In a community, residents are afforded rights and have responsibilities to uphold the policies and procedures of Housing and Residential Education (HRE) and the USF Student Code of Conduct. All residents will be held accountable to the USF Student Code of Conduct, Federal and State Law, and the Housing and Residential Education student housing agreement. The University reserves the right to make additional and/or modify existing rules and regulations. Housing and Residential Education agrees to make every reasonable effort to inform resident students of any regulation changes or pertinent policy information.

In addition to housing policies, residents need to abide by all University policies and the [Student Code of Conduct](#).

Abandoned Property

Belongings left in one's room/suite/apartment, or within common areas of the residence halls, after the student housing agreement period ends or the student housing agreement is cancelled are classified as abandoned property. Residents have 30 days to claim their property. After 30 days, the University reserves the right to dispose of all abandoned property.

Activities Within Your Room

Along with your roommate, you are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you may still be held responsible if you are present during a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if you leave for only a few minutes. This will prevent others from committing violations in your room without your knowledge. It is your responsibility to put an end to any violation that occurs in your room, and to call HRE staff and/or University Police if you need assistance.

Alcohol

The possession and consumption of alcohol is a privilege provided to those of legal age living within the residence halls with certain restrictions. These restrictions support the safety and well-being of all students. Any behavior deemed disruptive that interferes with the rights of students living in housing due to alcohol consumption will lead to disciplinary action.

Consumption of alcoholic beverages and/or possession of open alcoholic containers are strictly prohibited in public areas. Public areas include hallways, labs, lounges, office areas, stairwells, common areas, community kitchens, public bathrooms, any non-approved recreational areas, outside buildings and any other areas deemed public by Housing and Residential Education.

Residents 21 and older:

- May possess and consume alcohol only within the strict confines of their room or apartment
- May not drink and/or possess an open container when underage guests are present in the student room/apartment

Residents under 21:

- May not be in possession of or consume alcohol
- May not have any guests, even those of legal drinking age, consume alcohol in the room/apartment

Residents may not possess excessive amounts of alcohol. The definition of “excessive” will be based on what a reasonable person could consume on their own and at the discretion of the Housing & Residential Education staff and /or Student Conduct and Ethical Development. Kegs, party balls, beer bong, beer pong tables or large vessels that contain alcoholic beverages are strictly prohibited within residence halls and surrounding areas. The creation or playing of games that encourage the drinking of alcohol is prohibited.

Appliances & Cooking

Use of electrical appliances is permitted in rooms and apartments only under certain guidelines. Due to concern for fire and safety standards, only microwaves which use less than 1,000 watts, automatic coffee makers, and refrigerators which do not exceed 4.5 cubic feet may be used in

student rooms and suites. Please plug appliances into separate outlets in order to reduce the risk of losing power.

The following appliances are not allowed in the residence halls:

- Toasters
- George Foreman grills (or similar appliances)
- Hot plates
- Roasters
- Popcorn poppers
- Deep freezers
- Air fryers
- InstaPots (or similar pressure cookers)

Cooking is strictly prohibited in bedrooms or suites, but may be done in apartment kitchens (Pelican Apartments) or designated community kitchen (Osprey Suites).

Community Kitchen Policies

Cooking Guidelines

- Make sure the oven and stove tops are turned off when you are not using them.
- Never leave cooking food on the stovetop unattended and keep a close eye on food cooking inside the oven.
- Turn pot handles inward so they cannot be bumped and knocked over.

Cleaning Guidelines

- Clean up after yourself.
- Do not leave dirty dishes.
- Keep cooking areas clean and clear of combustibles (i.e. potholders, towels, rags, and food packaging).

Storing Foods

- Label your food if you plan to leave it in the cabinets or refrigerators.
- Thaw raw meat in the fridge, NOT on the counter.
- Do not use anything that is not yours.

- Any food left stored at the end of an academic semester will be discarded.

Safety Guidelines

- Wear short, close fitting or tightly rolled sleeves when cooking. Loose clothing can dangle onto stove burners and catch fire.
- Never use a wet oven mitt, as it presents a scald danger if the moisture in the mitt is heated.
- Always keep a potholder, oven mitt and lid handy. If a small grease fire starts in a pan, put on an oven mitt and smother the flames by carefully sliding the lid over the pan. Turn off the burner. Don't remove the lid until it is completely cool. Never pour water on a grease fire and never discharge a fire extinguisher onto a pan fire, as it can spray or shoot burning grease around the kitchen, thus spreading the fire.
- If there is an oven fire, turn off the heat and keep the door closed to prevent flames from burning you and your clothing. Make sure to have the oven serviced before you use it again.
- If there is a microwave fire, keep the door closed and unplug the microwave. Make sure to have the oven serviced before you use it again.
- Do not put metal in the microwave, double check any packaging or containers to ensure it is microwave safe.
- CALL UPD IF THERE IS A FIRE & FOLLOW THEIR INSTRUCTIONS. ALERT HOUSING IF YOU SEE ANY CONCERNING ISSUES.

Bicycles

Residents may store their bicycle on campus in one of the designated bike lock areas ('bike corrals'). Residents must register their bicycle with the University Police Department. Once a bicycle has been registered the resident should reach out to the Housing and Residential Education office with confirmation that the bicycle has been registered. HRE will then provide the code for the bike corral. Bicycles stored in this area should still be secured using an individual bike lock (U-Locks are recommended); bicycles may not be stored on campus during semesters in which the student is not living on campus. Bicycles may be stored through the fall/

spring academic year, the bike corral will be cleared after spring move out of any bikes left in it. Bike Corrals are located behind Pelican Apartments and next to the USC.

Bullying and Harassment

Bullying and harassment in the residence halls will not be tolerated under any circumstances as per the USF Code of Conduct. This is defined as repeated and/or severe aggressive behaviors, including bullying/cyber-bullying, that intimidate or intentionally harm or control another individual physically or emotionally which creates an unsafe, intimidating, or hazardous situation that interferes with the ability of a student or employee to study, work, or carry out University functions and are not protected by freedom of expression.

Cancellation of Student Housing Agreement

Please refer to the Terms and Conditions of your student housing agreement for information regarding cancellation fees and deadlines. There are specific dates by which you can cancel and corresponding fees depending on the date you cancel your student housing agreement. Students wishing to cancel their student housing agreement should refer to the Housing Portal or visit the Housing & Residential Education office located in Osprey Hall.

Check Outs

Residents will be provided specific checkout information from HRE before each closing period. Students should refer to this information for more specific details regarding their responsibilities. Information may also be sent to your USF email address.

When you are checking out because you will no longer be living in the room (end of year, room change or student housing agreement cancellation) you must vacate your room, check out and sign off on your Room Condition Report (RCR) with your RA, and return your keys to your area desk by midnight on your effective date of cancellation. Failure to do so will result in a charge for improper check out.

Vacating the Residence Halls

All residents must vacate the residence halls within 24 hours of their last final exam except for

graduating seniors. Graduating Seniors must receive permission from their HRE to extend their residence until after commencement. Residents remaining in their assigned spaces may leave items in rooms during winter break (between the fall and spring academic semesters) but may not occupy their rooms during the break time unless their specific residence hall is designated as “open.” If wishing to stay in an open building for a fee, residents must request permission in advance through the Housing Portal. Residents who are not registered for classes will be required to vacate their residence hall within 24 hours.

Communications from the University

You are responsible for checking your resident mailbox and your USF email account frequently. These are the methods by which the University and Housing & Residential Education will contact you for official business. Failure to check these university-issued communication sites does not exempt you from any information delivered to them. Floor and Hall meetings are held at the beginning of each semester and periodically during the semester. Floor and Hall meetings are for your benefit and, as a member of the community, you are responsible for all information discussed at these meetings. If you are unable to attend a meeting, you should contact your RA for a summary of anything that you missed.

Damages

It is the responsibility of the occupant(s) to pay for the replacement or repair of damaged property within a resident’s room or in areas adjacent to it (i.e., windows, doors, and suite study areas). Charges may also be incurred for not cleaning the room properly, failure to return the room to its original condition at checkout, or not returning one’s keys to the area desk at check-out.

Residents may be responsible for damages that may occur in common areas. Common areas may include, but are not limited to, suites, lounges, kitchens, bathrooms, hallways, stairwells, mail rooms, and elevators. Residents may be billed for damage, vandalism, stolen furniture, or housekeeping charges in a common area.

Doors

Never prop open or disable an exterior door. Disabling or propping open building exterior doors may carry similar consequences as tampering with other fire and life safety equipment and may result in immediate disciplinary action.

End door alarms (installed in some communities) will be armed nightly from 8 p.m. to 8 a.m. and are not to be used during these times. End doors should only be used in the event of an emergency or as directed by a staff member. Tampering with end doors, including door propping and alarm disabling or destruction is prohibited.

Elevators

In order to keep elevators in safe working conditions, the following are prohibited and may result in disciplinary action: Intentional damage/and or vandalism, misuse, or tampering with elevators; smoking/ vaping in elevators; overloading or jumping; use of emergency alarms and/or emergency stops in non-emergency situations.

Fire Safety

All residents are required to follow these fire and safety regulations. Our Fire and Safety regulations follow mandates set by the USF Office of Environmental Health and Safety. Fire drills are required at the beginning of each semester to ensure that residents know what to do in the event of a fire and how to properly evacuate the building. Please review Fire and Safety information on the [Office of Environmental Health and Safety website](#).

Fire and Safety Equipment

In the interest of safety for all residents, it is imperative that fire and safety equipment is operable at all times. Tampering with fire and safety equipment is a third-degree felony (Florida Statue 806.10) Therefore, the following acts are prohibited:

- Covering a detector or in some other way rendering a smoke detector inoperable
- Obstructing stairwells and/or corridors with furniture, debris, and other materials
- Disabling or propping open the exterior door to any building

Restricted items and actions

The following are prohibited because of their serious potential as fire hazards:

- Open flames such as candles, incense, smoking, the burning of any materials, or other flame-emitting items.
- Use or possession of fireworks or firecrackers.
- Extension cords (only power strips with built in circuit breakers are allowed in the halls).
- Personal grills
- Flammable Liquids (and other hazardous chemicals)
- Hover Boards
- Electric heaters or portable heaters
- Lava lamps, halogen lamps, neon signs, and all lamps with paper shades. Never cover any light with a material that prevents the free flow of air around the bulb.
- Extreme care should be taken with appliances such as curling irons, hair dryers, and irons. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds.
- Large gatherings. Private gatherings held in student rooms/apartments must be confined to that specific room or apartment. The Housing & Residential Education staff reserves the right to determine if the occupancy of the room/apartment for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations.
- Items may not be hung from sprinkler heads, no matter how light they are. Hanging items on sprinklers may break or interfere with the mechanism or set off the sprinkler.
- All wall decorations must be affixed to the walls at least 6 inches below the fire sprinklers.
- Decorations may not be hung from the ceiling.
- Excessive messiness or trash in rooms that prohibit proper egress will result in a Housing Policy violation and cleaning fine.

Furniture

All furniture assigned to student rooms, apartments, floor lounges, and other public areas must remain in their appropriate locations. The removal of University furniture from student rooms

and/or public areas is prohibited. Residents are responsible for the proper care of University furniture, and will be charged for any damages, repair and replacement costs at checkout. All furniture belonging to residents must be removed from campus prior to checkout time. Any furniture left will be subject to removal at the resident's expense.

Guests

You are responsible for the conduct of your guests, regardless of who they are, when they are present in on-campus housing. If you intend to have guests in the hall, be aware that you may be subject to disciplinary action because of their behavior. Additionally, university staff members (or their designee) reserve the right to ask any nonresident to leave the residence halls. See also: **Visitation**

Interactions with Housing, Residential Education and University Staff

Housing & Residential Education staff members who, in the course of their duties, are confronted with violations of University policy, are obligated to report them. HRE staff members include: Director, Assistant Directors, Managers, Residence Life Coordinators, Hall Directors, Graduate Students, Resident Assistants, facilities staff, custodial staff and student assistants. The harassment of any staff member (of USF or of a partner representative) may result in disciplinary action.

Health & Safety Inspections

In order to ensure a clean, healthy, and safe living environment Housing & Residential Education staff will facilitate Health and Safety Inspections each semester with at least 24 hours' notice to residents. Any violations found during these inspections must be corrected within the specified time period. Residents are to immediately correct unsafe or potentially hazardous conditions in your room (such as overloaded power outlets) as requested by staff. Failure to correct health and safety violations may result in disciplinary actions. Prohibited items may be confiscated and held in a secure location on campus. Residents may only retrieve

confiscated items (excluding alcohol, drugs, and drug paraphernalia) during the week of fall and spring finals.

Keys

In the interest of safety and security, residents are prohibited from giving their room key and/or access card(s) to anyone else to use. Keys are not to be duplicated under any circumstances. It is the responsibility of residents to report and pay for the replacement of any lost or stolen keys.

Lockout Fee

If a resident forgets their key or loses it they may call the RA on Duty or visit the housing office to receive a temporary key to be let back into their room. A lockout fee of \$5 will be assessed to their OASIS account for their first lockout and increase in increments of five dollars for each subsequent lockout with a maximum fee of \$20. A lost key will require the lock to be replaced and students will have to pay a lock replacement fee. The fee for losing the front door key is \$60, the fee for losing the bedroom key is \$40, the fee for losing both keys is \$100.

Laundry

Each community has centrally located laundry facilities. Washers cost \$1.25 per load and dryers cost \$1.25 for 45 minutes of drying time. Laundry is expected to be removed from washers or dryers upon the completion of a cycle. All laundry not removed after 24 hours will be bagged, tagged, and subject to abandoned property fees. Report any problems via the phone number provided in the laundry room.

Maintenance

USF and Facilities Maintenance staff strives to provide the best living environment for all residents. The Maintenance and Housekeeping staff and residents share responsibility to maintain all rooms and buildings. Your responsibilities include:

- Maintaining the condition of your room and its contents

- Timely reporting of damages and concerns via the Maintenance Request system found in the Housing Portal
- Arrangement of furniture and belongings to facilitate easy access by maintenance staff (bathroom cleanings, AC filter changes, etc.)
- Restitution for damages to the physical area of your room (including the window and the exterior door).

Motorized Vehicles and Traffic Rules & Regulations

Motorcycles, mopeds, golf carts, other motorized vehicles or parts to a motorized vehicle may not be stored in the buildings at any time, including the period between semesters. These vehicles must be properly parked in a designated residential parking spot on campus, following parking rules and regulations.

Pets

Fish in aquariums no larger than 1 gallon are the only pets allowed in on-campus housing. Aquariums for single fish may not have heaters or filters attached to them. Residents are only allowed one tank for one fish in their bedroom space. To be cared for properly, fish must be removed from the residence halls during extended academic break periods. All other pets are prohibited, even to visit for a short time.

Posting/Advertising Materials

Any materials posted in common areas including outside of room/apartment doors, windows, hallways, lounges, kitchens, common areas, etc. are subject to approval by Housing & Residential Education staff. Materials posted inside rooms such as posters, pictures, etc. must be agreed upon by all roommate(s).

Fliers posted in common areas of the residence halls must be submitted for approval to the HRE office via email.

Quiet Hours

Quiet hours are:

- Sunday - Thursday from 10 p.m. until 10 a.m.
- Friday - Saturday from midnight (12 a.m.) until noon (12 p.m.)

During these hours, residents are expected to refrain from excessive noise and other disruptive activities. Non-designated quiet times are “courtesy hours.” Courtesy hours are in effect 24 hours a day. Residents are expected to maintain reasonable volume levels (including conversations in stairwells), not slam doors, and limit music volume. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. During Reading Days and Finals Week, 24-hour quiet hours are in effect until the completion of the final exams period.

Residence Hall Network

The primary purpose of this network is to support students’ educational goals. In support of these goals, the following activities are prohibited:

- Setting up a router and building a private subnet.
- Setting up ANY type of information server such as a web, gopher, email, game, etc.
- Propagating e-mail chain letters; forging mail; allowing unauthorized persons access to the Network.
- The use of the Network for personal financial gain.
- Copying University-owned or licensed information to another computer without prior written approval.
- Modifying or attempting to modify University-owned or licensed information including software and data.
- Attempting to damage or disrupt networking services.
- The use of the Network, the University’s campus-wide network, or related resources in the commission of crime.
- The use of traffic-intensive applications that may cause problems within the network or dilute the level of service to other users.

- No print servers, mail servers, FTP servers, etc. are allowed. The network sharing of any computer-related device or materials that may cause excessive network traffic is forbidden.

For policies, procedures and protocol relating to the USF Information Technology (IT), please refer to the USF IT or Campus Computing.

Room Access

All due respect is given to the privacy that residents enjoy in their rooms. Occasionally, circumstances present themselves which necessitate authorized University personnel or designee to enter student rooms for the purpose of repair and maintenance, assessment of damages, inventory of University property, determination of compliance with University policies, and emergencies where imminent danger to life, safety, health is reasonably suspected. When possible, advance notice will be given to residents. Submitting a Maintenance Request authorizes maintenance personnel to enter your room.

Room Assignment Changes

Housing & Residential Education assigns rooms and roommates for those who do not choose a space during room selection or for those who become eligible to receive a room assignment outside of a room selection period. Unfortunately, it is not always possible to give everyone their first choice. The staff reserves the right to make assignments and changes as necessary.

- No roommate changes will be made during the first two weeks of each semester.
- Students are encouraged to talk first with their RA before requesting a room change and attempt to resolve any existing issues which may cause a student to request a room change.
- In cases where no such resolution seems possible, the students should consult with their RA for assistance.
- The RA, or Residence Life Coordinator will mediate and attempt to resolve the situation.
- If the situation cannot be resolved at this level, the Residence Life Coordinator can approve a room change.
- Room change requests will be facilitated via the Housing Portal.

- Residents will be provided with a timeline that indicates the dates they are allowed to move.
- Once approved, all room changes will result in a change of address. Moving residents are responsible for knowing and checking their new mailbox upon completion of their move.

Room Condition Report (RCR)

Before residents arrive, their room/suite/apartment is inspected, and the condition is noted on a room condition report form. All residents have the opportunity to make additions or corrections to it in conjunction with the Resident Assistant. This process should occur, and the form returned within the first 24 hours of occupancy. Upon request, residents will be given a copy of the report form. This room condition report form will be used at the time of checkout, during which time housing staff members will compare the condition of the room and furniture noted on the form to the condition at checkout. Residents should carefully examine their room/living unit and save the copy of the room condition report form. It is to the student's benefit to be very descriptive of the condition of their room/apartment and its contents, noting any marks, holes, tears, etc. Failure to turn in a copy of the inventory form by the 24-hour deadline will result in the assumption that they are in complete agreement with the assessment on the original report form, which will then be used when each resident checks out.

Room Personalization

We encourage you to use your creativity and ingenuity to make your room as comfortable as possible. Below are guidelines for room personalization to minimize maintenance problems and/or to save you money at checkout time by avoiding unnecessary charges resulting from damages to the room.

- No physical alterations are to be made to any part of the building. Residents may not remove or relocate the fixtures, switches, outlets, closet or cabinet doors, fixed dressers, beds, desks, or any other fixed items in the room, suite or building.
- Students may not install personal locks on any residence hall door.

- Nails may not be driven into the walls. Contact paper is not to be used. Remember, assessments will be made for the full amount to replace any furniture or room accessories that are damaged or missing at time of checkout.
- Waterbeds: Due to the chance of water damage and because of their excessive weight, waterbeds are not permitted.
- “Medium Loft” type beds may have the height adjusted. Residents wishing to change the height may submit a Housing maintenance request or consult with their RA for assistance.

Windows

- Room, suite and apartment windows may not be decorated or obstructed, and university window coverings (such as blinds) must be visible from the outside. Posting, hanging or otherwise displaying materials in or around the residence hall windows or on university window coverings is not permitted. This includes, but is not limited to, signage, posters, flags, banners, signs, paint, lights, personal messages, post-its or anything attached to these windows.

Roommate Agreement

All residents are required to complete a roommate agreement at the beginning of the assignment into their room. Resident Assistants will use the roommate agreement to open a discussion with each resident and address any existing and/or potential roommate conflicts. The Roommate Agreement, once agreed upon and signed by all roommates and a Residential Education staff member, is considered a binding agreement. If roommate conflicts continue, all roommates are encouraged to attend a mediation with the Resident Life Coordinator or Assistant Director.

Smoking, Tobacco, Vapor

USF is a tobacco-free, smoke-free, and vapor-free campus. USF is committed to providing a safe, healthy and enjoyable learning, living and working environment. Smoking and use of tobacco products are not allowed in any indoor or outdoor areas, including residence halls, parking garages, grounds, sidewalks or recreational areas. This policy also includes the use of e-cigarettes and vape products.

By becoming a tobacco, smoke and vapor free campus, USF hopes to promote overall health and wellness for the university community and create a more attractive and enjoyable campus experience by eliminating smoking and tobacco product use. [Learn more](#)

If a resident is under the age of 18, they may not possess any tobacco, smoke, or vapor products.

Solicitation

Solicitation by organizations or individuals, for commercial or personal gain, is not permitted. If a person is found to be soliciting in the residence halls, please report the person's name and company to University Police immediately.

Sports Inside the Building

In the interest of personal safety and out of respect for the hall environment, sports of any nature are not permitted in the hallways, bathrooms, lobbies, elevators or other common areas of the building. This includes throwing any objects from or at a residence hall building. Examples of prohibited items include footballs, Frisbees, squirt guns and water pistols, Nerf guns, and slingshots. Riding skateboards, including longboards is prohibited inside buildings.

Subletting

A room may be occupied only by the student to whom it is assigned. The residence hall space may not be sublet to another person.

Vandalism

It is not acceptable to deface, damage, or destroy property, including but not limited to: personal property, bulletin boards, lounge areas, bathroom facilities, elevators, and other common areas.

Visitation

Hosting visitors is considered a privilege. A resident's right to comfortably study, sleep, and

have privacy in their room or apartment at any time takes priority over any resident's ability to host a guest. A resident's request for any guest to leave at any time must be honored. The safety and security of a comfortable environment could be compromised if unwanted guests are present, or if guests refuse to leave because they are visiting within posted visitation hours. Guests must be escorted by a resident at all times.

Visitation is defined as periodic visits of guests and does not encompass cohabitation in a room, suite or apartment as each space in university housing may be occupied only by the student to whom it is contracted. Residents are not permitted to loan keys or access cards to guests at any time. Prior roommate approval is required for any guest regardless of the length of visit. Roommates are to discuss visitation expectations with those in the room, apartment, or suite they are assigned in the roommate agreement.

However, even with consent, no visitor may stay more than 3 nights in a 30-day period. Overnight is defined as any time after 2:00 a.m.

Weapons

No weapons of any kind are permitted in any residential facility. Residents who bring anything deemed to be a weapon into the residence halls are subject to disciplinary action, including suspension of their student housing agreement.

Unauthorized Entry/Trespassing

Entering without permission – Entering the space of another resident without permission is prohibited and is considered trespassing. Unauthorized entry in any university or HRE room, building, or premises is prohibited and is considered trespassing.