

2020-21

20 WEST

FSCJ HOUSING

Community Guide

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FSCJ

Florida State College
at Jacksonville

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at Jacksonville



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We are pleased that you have chosen our community and want to make your stay with us as comfortable and enjoyable as possible. There are numerous advantages to living at 20West, but residency requires adjustment to new and important responsibilities.

This Community Guide outlines these new responsibilities which are designed to ensure a pleasant living environment that promotes individual privacy and quiet surroundings that are conducive to studying. It contains information, policies, procedures and standards intended to support the safety and rights of all 20West Housing residents.

All residents are expected to know and conduct themselves in accordance with the policies and procedures in this 20West Housing Community Guide as well as the terms and conditions of the FSCJ Housing Contract, FSCJ College Catalog and FSCJ Student Handbook.

REMEMBER: The Community Guide is part of your housing contract, and any violations of the provisions within will result in appropriate disciplinary action.



Students Rights

Florida State College at Jacksonville (FSCJ) wants everyone who lives at 20West Housing to be safe and happy. If our students respect each other's rights, that's more likely to happen.

1. The right to read and study free from undue interference; unreasonable noise and other distractions inhibit this right.
2. The right to sleep without undue disturbance from noise, distractions, etc.
3. The right to expect that others will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right of free access to one's room and to the facilities provided in the residence.
6. The right to personal privacy.
7. The right to host guests, with roommate's consent, who will respect the rights of one's roommate and fellow residents.
8. The right to be rectified for grievances; 20West Housing staff are available for assisting in settling conflicts.
9. The right to be free from fear of intimidation and physical or emotional harm.
10. The right to expect these privileges will be respected and the responsibility to respect these privileges for others.

20West Housing Staff:

FSCJ housing personnel are accessible during regularly scheduled College services hours; primarily Monday through Friday, 8 a.m. to 5 p.m. The Resident Director (RD) and Associate Director of Student Engagement (ADSE) are available to respond to emergencies and major facilities concerns. Contact information for the Resident Assistant on call and Security is posted throughout the building.

Environmental Sustainability



The College is committed to assisting residents in developing and maintaining ecologically sustainable living habits. This includes, but is not limited to the following practices:

- Turn off computers, stereos, televisions, and lights when not in use.
- Be mindful of the length of time in the shower.
- Report any leaks (dripping faucets, showers, etc.)
- Always use compact florescent or LED light bulbs.
- When possible, choose ENERGY STAR® compliant electronics, such as sound systems, alarm clocks, computers and televisions.

Develop good sustainable living habits and encourage your friends to do the same.

Fire Safety Systems



20West Housing is equipped with fire and smoke detection systems and alarms, linked directly to local 911 emergency dispatch. Additionally, 20West Housing is equipped with an automatic sprinkler system and fire extinguishers.

Tampering with, disabling or falsely activating fire detection systems, alarms or equipment is a violation of Florida Fire Prevention Code 10.8, and students in violation will be subject to the College disciplinary process and could face fines and arrest by local fire safety personnel.

Smoke Detectors

20West is a non-smoking facility. Smoke detectors are located in each room of every suite which will sound an alarm in the presence of smoke. The smoke alarms can be set off accidentally by smoke, aerosols, steam or other substances. Smoke detectors must never be covered or disarmed. Residents who cause smoke alarms to activate when there is no fire may be subject to the College's disciplinary process for violation of the student code of conduct.

Fire Sprinklers

Tampering with sprinkler heads may cause the sprinkler system to activate resulting in significant water damage to the building, College property and student possessions. Residents who cause sprinklers to activate when there is no fire may be subject to the College's disciplinary process for violation of the student code of conduct.

Fire Alarms

In the event of a fire alarm, all residents and guests must evacuate the building immediately. Exit the building through the nearest emergency exit; never use the elevator. Move away from the building. Residents are expected to follow directions from police, fire and rescue personnel. Anyone remaining in the building during a fire alarm will be subject to the College's disciplinary process for violation of the student code of conduct.

Anyone who requires assistance in the event of an emergency evacuation due to a temporary or permanent disability must notify College housing personnel to make arrangements prior to an emergency.

Fire Drills

Fire drills will be conducted on a regular basis in cooperation with local fire department personnel. Residents must follow the same procedures for fire drills as they would with any fire alarm. Failure to leave a building during a fire drill is a violation of Florida Fire Prevention Code and students who do not participate may be subject to fines and arrest by fire prevention personnel as well as the College's disciplinary process for violation of the student code of conduct.

In the event of a fire:



1. Activate a fire alarm.
2. Do not attempt to fight the fire unless you are certain that you can extinguish it.
3. Quickly proceed to the nearest building exit, closing living unit and stairwell doors behind you.
4. Do not use the elevator.
5. Call 911 from a safe location to report the fire.

If a fire alarm sounds:



1. Before exiting, carefully touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway.
2. If the door is not warm, crack the door to see if there is smoke.
3. If clear to exit, quickly proceed to the nearest building exit.
4. Put a damp towel over your mouth and nose to keep from breathing smoke.
5. Crawl or stoop low to the floor to avoid smoke inhalation.
6. If you are trapped and there is a phone nearby, call 911.
7. Close doors behind you as you evacuate to help prevent the spread of fire.
8. Do not lock the doors.
9. Do not use the elevator.
10. Call 911 from a safe location to report the fire.

Housing Contract



All residents of FSCJ 20West Housing, (*hereafter referred to as housing*) are required to sign a contract with the College. The contract defines the terms and conditions of occupancy, the rental rate and procedures for termination of the contract. It is each resident's responsibility to be familiar with the content of the contract.

Eligibility

Residents must be students registered for at least six credit hours at FSCJ for each academic term of occupancy.

Preference will be given to first-time-in-college, full-time, degree-seeking students. Exceptions to the class registration requirement for the Summer Term must be authorized by the ADSE. Any resident dropping below the required number of credit hours without written permission from the ADSE will be evicted.

Room Assignments

Assignments for new, incoming students are made according to their eligibility as defined in the Eligibility section of this document. Secondary considerations will be:

1. The date the completed application form and security deposit are received.
2. The student's stated preference for suitemate(s), if any.

Eligible applicants will be notified of their suite and suitemate assignment as soon as possible prior to the term when the contract begins. Every effort is made to accommodate suitemate preferences when:

1. Applicants request one another;
2. The College receives complete application materials
3. Space is available.

In making housing assignments, the College shall not unlawfully discriminate on the basis of race, religion, gender, gender identity, age, sexual orientation, marital status, national origin, disability or Veteran status.

Reassignment

The College may reassign students to other rooms or suites when it is deemed to be in the best interest of the housing community or when it is determined that a student is not actually residing in his or her assigned space, or for other reasons as the College deems necessary. If the College needs to close a suite for maintenance purposes, or due to low occupancy times (i.e., summer), students may be reassigned to another room, suite or floor.

Room Changes

Residents may request a change of assignment to a different room or suite by contacting the Resident Director at housing@fscj.edu. Such changes are made on a first-come, first-served basis when space is available at the discretion of the College. A fee will be assessed for an unauthorized move as per the housing contract.

The College reserves the sole right to make all suite and room assignments and to make any subsequent changes the College deems advisable or necessary. Students are assigned to rooms based on available space and the information submitted on the Housing Application. While every effort is made to honor preferences and match roommates, no guarantees can be made.

All requests to change a room and/or suite assignment should be submitted according to the procedure announced by the College. Changes will be granted priority by request type in the order the requests are received and to the extent practicable as solely determined by the College.

A charge of \$100 will be assessed to any student who changes his/her room or suite assignment without prior approval of the College.

Occupancy

Housing will be open as announced in publications prior to the Fall Term each academic year. Residents may remain in housing at the end of a term for 24 hours after their last scheduled exam, or until housing closes (whichever is earlier).

Housing Fee Payments

All housing fees must be received by the College before move in. The College reserves the right to prohibit move in until and unless fees are paid.

The College Business Office will be responsible for collecting rent and other housing-related charges.

Check-in and Check-out Procedures

Information about check-in and check-out is emailed to students prior to each term. To facilitate move in, FSCJ may assign timeframes to students enabling efficient use of elevators, parking and stairwells. When a student checks into an assigned housing space, he/she will be given an opportunity to review the Room Condition Form (RCF). It is the responsibility of the resident to verify that the information cited on the RCF coincides with the actual condition of the room at check-in. If there are potential discrepancies between the RCF and the actual room conditions, the resident must notify the ADSE within 24 hours of checking in. After 24 hours, the resident accepts all conditions of the room as describe in the RCF.

Anytime a resident moves out of a room or suite, whether moving off campus, leaving the College or transferring to another room or suite, check-out procedures must be followed. Failure to do so will incur a \$500 improper checkout fee. The checkout process is as follows:

- Schedule a check-out time with a resident assistant at least 48 hours in advance of the anticipated check-out time.
- Remove all belongings and clean the room and suite and any common rooms. The resident and the resident assistant will then check the room against the RCF for damages. If there are any damages, they will be noted on the RCF.
- The damage charges will be assessed by the College. Failure to pay damage costs will result in a business hold being placed on the student's account.
- If a resident does not vacate their room and check-out by the scheduled time, they will be charged a late check-out fee of \$100.
- Upon check-out, turn in the suite/room keys and the mailbox key.
- Check with housing staff about express check-out options.

Policies and Procedures



Individuals with signed Housing Contracts and their guests are responsible for abiding by all federal, state and College policies, which include the following Housing and Residence Life rules and regulations. These rules are published to provide residents with general notice of expected conduct. They should be read broadly and are not designed to define misconduct in exhaustive terms.

Residents are responsible for being familiar with and abiding by policies contained within the FSCJ Student Conduct Code. Violations of any Housing and Residence Life policy and standard of conduct governing housing, or violation of the Housing Contract shall be considered a violation of the Student Conduct Code and may result in disciplinary action, including but not limited to, the immediate termination of the Housing Contract (removal from housing).

Residents who choose to be present during policy violations and/or have knowledge of policy violations may be documented by Housing and Residence Life staff, College Security or other College officials, and may be found responsible for the violation(s) being documented.

Alcohol Policy

FSCJ seeks to uphold all local, state and federal laws. The College strictly prohibits the consumption of alcohol on campus, at 20West Housing or at College functions, unless specifically approved by the College President or otherwise provided for by approved College policy or procedure.

Violations or suspected violations of these laws will be referred to the appropriate law enforcement or security personnel. Any institutional or housing judicial processes and sanctions will be independent of all civil and/or criminal processes and disciplinary outcomes. Any resident involved in violations that result in legal proceedings will still be subject to all College and housing policies and sanctions. No College or housing sanctions will be subject to dismissal or amendment due to outside legal findings.

Alcohol Violations

Alcohol (*possession, consumption, complicity*)

- **First violation:** Institutional warning, an assigned alcohol class at the student's expense (*i.e. AlcoholEdu, Alcohol 101, etc.*)
- **Second violation:** Institutional probation, 25 hours community service, \$100 disciplinary fine, housing contract termination and 20West "no trespass" order at the discretion of Residence Life
- **Third violation:** Referred to Dean of Students (*or designee*), housing termination and 20West Housing "no trespass" order (*if applicable*), potential for College suspension or expulsion, other sanctions as assigned by the Dean of Students

Alcohol (*manufacturing, sales, distribution, party host*)

- **First violation:** Housing termination and 20West Housing "no trespass" order at the discretion of Residence Life (alternatively housing probation), 25 hours community service, assigned alcohol class at the student's expense, \$100 disciplinary fine
- **Second violation** (*if applicable*): Housing termination, \$500 disciplinary fine, other sanctions as assigned by the Dean of Students

Antennas and Satellite Dishes

External antennas and satellite dishes of any type are not permitted.

Appliances

Care should always be taken not to overload electrical circuits. Residents should not connect multiple extension cords or leave appliances unattended under any circumstance. Always unplug appliances after use and always follow the proper use guidelines.

Approved Appliances

Small appliances without exposed heating elements are permitted in student rooms with proper usage.

Appliances that are Not Permitted

Any appliances with an open flame, open heating coils or open heating element is not permitted including, but not limited to: burners, griddles, any infrared appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers and smoke machines.

Charcoal and gas grills are not permitted to be used or stored in any of the housing areas including balconies or patios at 20West Housing. Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

Other Restrictions

Rewiring of student rooms is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.

Residents and guests may not leave cooking food unattended in rooms or kitchens.

Bicycle racks are provided for student use and should be used whenever possible. Residents are permitted to store their bicycle in their room/apartment with roommate consent. For safety, bicycles may not be hung in or around any room or apartment. Bicycles may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles or on landscape vegetation (*i.e., trees, bushes, etc.*). FSCJ will remove as discovered and hold in the Downtown Campus Lost and Found. These items may be auctioned if not claimed in 30 days.

Check-In/Checkout Policy

It is the residents' responsibility to move in and move out of the room assigned on the designed days and times.

Candles/Incense

Due to the potential risk of fires in the building, candles with or without a wick, and/or incense are not permitted to be used, stored or serve as decorations in rooms or apartments.

Cleanliness/Health and Safety Inspections

In an effort to create a healthy environment, residents are required to keep their assigned room in a clean and sanitary condition.

Housing staff perform health and safety inspections throughout the year. Inspections will include interior living and common areas, College furnishings and interiors of refrigerators.

Residents may or may not be present during these inspections. Notification will be sent to the residents at least 48 hours in advance to the start of health and safety inspections.

If a room does not meet cleanliness standards, the residents will have 24 hours to thoroughly clean the room/apartment and dispose of waste in the proper manner. If residents cannot do so within 24 hours and the custodial staff is required to clean the room, each resident will be billed for the cost.

Repeat occurrences will result in further disciplinary action.

Cohabitation

Cohabitation is not permitted. For the purpose of on-campus housing, cohabitation is defined as: the housing of unauthorized individuals in the student's apartment or room for more than three (3) consecutive days, or the sharing of a housing space by individuals including storage of another's belongings in one's room.

Failure to Comply with College Officials

Failure to comply with a College official includes the refusal to cooperate with the request of any College official, including paraprofessional or professional staff members while performing their job.

The request may be communicated by word, letter or electronically.

1. Providing false information, withholding information or providing misleading information to any College official.
2. Acting on behalf of another person, group or the College without authorization or prior consent.
3. Cursing, yelling or making obscene gestures toward staff.

Damages/Vandalism

Residents are responsible for the condition of their housing space including any damage to housing property or facilities. Residents are responsible for restitution to the College for damage and/or loss of furnishings and physical structures caused by the resident or their guests.

Should damage occur, it is the resident's responsibility to report it to maintenance and the resident assistant immediately.

Upon checkout, the room or apartment must be in the same condition as when the resident first occupied it (*as noted on the RCF*).

Dangerous Materials and Weapons

In order to ensure the safety of residents, the possession and/or use of firearms, is not permitted. Weapons and dangerous materials are also not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from housing and referral to the Dean of Students.

Dangerous materials are defined as, but not limited to: ammunition, fireworks, combustible materials (*including lighter fluid, propane, butane torches and dangerous chemicals*) or other dangerous articles or substances.

Decorations

Residents are encouraged to decorate their rooms and apartments in a way that is pleasing and comfortable to them. However, residents are encouraged to be respectful of roommates and community members when decorating. Some words, symbols, images, etc. may offend others and/or damage your character. 20West Housing staff will review resident or staff complaints due to offensive or questionable decorations. Appeals of decisions are at the discretion of the Associate Director of Student Engagement and/or their designee.

Residents decorating their room/apartment shall follow the guidelines below:

1. Extreme care should be taken when hanging posters and/or pictures. Use of Command™ Brand Strips, sticky putty and/or blue painters tape is encouraged to prevent wall damage. Command Strips and such products should be left in place during the move-out process.
2. Residents are not permitted to paint, paper and chalk or panel the walls, woodwork or ceiling, nor refinish any of the furniture. Staples or nails on doors, walls, ceilings, closets or any other surface are not permitted (i.e., cannot mount bicycles or surfboards).
3. Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans or room light fixtures at any time or fashion.
4. Contact paper is not permitted on any surface.
5. Use or installation of wood paneling, wood structures and/or tile is not permitted. Shelves or other items are not to be attached to walls or ceilings.

6. Duct tape is not permitted to be used on any surface in any housing area.
7. Plastic tape around windows or closet areas is not permitted.
8. Live or cut trees are not permitted in resident rooms or apartments.
9. Smoke machines and strobe lights are not permitted.
10. Carpet may not be affixed to the floor surface.
11. Windows and the exterior of doors should be kept free of writing, signs, stickers, window clings and other personal possessions and window or door accessories.

Damages resulting from the use of tape, glue, paste, nails, tacks, chalk, staples, plant hangers, picture hooks and screws to the walls, furniture, doors, woodwork or glass will be charged to the resident(s) of that apartment.

Disorderly/Disruptive Behavior

Maintaining a community environment conducive to learning, academic success, good citizenship and positive relationships is dependent upon the cooperative efforts of the community members. Any student who interferes with the rights of others, disrupts the community and/or damages property is subject to disciplinary action.

Disorderly and/or disruptive behavior includes: the use of intimidation, inappropriate behavior or a pattern of behavior (*either in a succession of closely related disruptive acts or a series of actions over a period of time*) which disregards the rights of individuals, animals, the community, causes physical damage to property or interferes with the normal functioning or safety of the community.

Doors/Locks

Residents are expected to lock their doors. Pounding on, tampering with, pulling or ripping open doors to gain entry without key access is not permitted. For safety reasons, College officials reserve the right to lock any doors in the residential areas found unlocked.

Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents the locking or unlocking of doors. Blocking exits (*doors or windows*) is not permitted and may result in immediate removal from 20West Housing.

Locks may not be added on any doors or desks in rooms/apartments, nor may they be changed or replaced.

Door Propping

Door propping of any interior or exterior door is prohibited. Staff members are exempt from this policy while performing departmental duties.

Drugs

The possession, distribution, delivery, sale and/or use of controlled substances, illegal drugs and prescription drugs without a prescription are illegal and grounds for criminal prosecution as well as immediate removal from housing. This includes, but is not limited to, the possession of drug paraphernalia, such as hookahs, pipes, bong, vapes, whippets and rolling papers. This also includes the suspicion of drug use based on odor.

Depending on the individual circumstances that constitute the violation of this policy, the College is prepared to take disciplinary action up to and including expulsion from the College.

Drug Violations

Misdemeanor possession, use, complicity, paraphernalia

- **First violation:** Housing probation, \$500 disciplinary fine, 25 hours community service, education assignment assigned by FSCJ Housing (i.e. five-page paper on the effects of drug use, etc.)
- **Second violation:** Housing termination, \$750 disciplinary fine, other sanctions as assigned by the Dean of Student Affairs

Felony possession, sales, distribution, etc., any other illegal drugs and controlled substances (possession, use, sales, distribution, etc.); prescription drugs (misuse, possession without legal prescription, sales, distribution, etc.): These violations will be referred to local law enforcement immediately.

- **First violation:** Housing termination, \$1,000 disciplinary fine, other sanctions as assigned by the Dean of Student Affairs
- **Second violation:** \$1,500 disciplinary fine, referral to Dean of Student Affairs (or designee) for institutional sanctions

False Barriers

No type of room divider (fabric or otherwise) should obstruct access or view of a student room and/or the entrance/exit to a student room.

Fire Safety and Fire Safety Equipment

Removing or interfering with the use of fire safety equipment, such as fire extinguishers and smoke detectors, is a third-degree felony under Florida Statute 806.10 and is prohibited. Falsely setting off fire alarms is prohibited by Florida Statute, section 806.101, and is a misdemeanor.

During fire alarms, students and guests **MUST** leave the building immediately. Students are not to re-enter the building until instructed to do so by the 20West Housing staff and/or College Security. Students and guests refusing to vacate, or returning before they are told to do so by a College official, are subject to disciplinary action and/or a fine from the police. Staff may enter student rooms during fire alarms.

Any student who activates a false alarm or tampers with fire and/or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers and door alarms) places the lives and safety of fellow students in danger. Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from housing.

Students are required to report any disfunction of their fire alarm or other fire safety equipment in their room immediately.

Fires

Setting a fire or setting fire to any College or personal property is not permitted in the housing areas. Students found in violation of this policy are subject to disciplinary action including immediate removal from housing and/or restitution for damage to property.

Furniture

Residents are responsible for furnishings provided in their room. Furnishings may not be removed from assigned locations.

Waterbeds, pools and hot tubs are not permitted. Students are discouraged from bringing in additional furnishings due to space limitations and safety reasons. FSCJ Housing staff reserve the right to have

students remove personal furnishings from a room or limit the size allowed if those furnishings are believed to pose a safety risk, create roommate conflicts, impede movement within the room or pose a fire hazard.

Discrimination/Harassment

Discrimination: Discrimination is defined in Board Rules as “treating any member of the College community differently than others are treated based upon race, ethnicity, creed, color, religion, age, sex, disability, gender, gender identity, pregnancy, sexual orientation/expression, national origin, marital status, genetic information and/or veteran status.” (Rule 6Hx7-2.1)

Harassment: Harassment is defined in Board Rules (Rule 6Hx7-1.3) as “repeated unwelcomed verbal or physical conduct or retaliation based on race, ethnicity, creed, color, national origin, religion, age, sex, gender, gender identity, pregnancy, disability, marital status, sexual orientation/expression, veteran status, genetic information or any other factor protected under applicable federal, state and local laws, rules and regulations.”

Cyber-Harassment: Cyber-harassment is defined as harassment perpetrated through technologies such as, but not limited to, email, instant messages, text messages, photo messages, discussion boards, digital images, digital video, digital audio, internet sites, blogs or social networking sites.

Retaliation: Retaliation is defined in Board Rules (Rule 6Hx7-1.3) as “a discriminatory or adverse action made against a person who files a complaint or charge, participates in an investigation or charge, or opposes an employment practice made illegal by any of the statutes.”

The College is committed to ensuring that all persons are not subject to discrimination. The complaint of any student, employee or applicant who believes they have experienced discrimination, harassment, including workplace or classroom harassment, discrimination in hiring or admission practices, ADA complaints and other acts of discrimination or harassment or retaliation can file a complaint through the College’s Equity Office.

The College’s Equity Officer can be contacted at (904) 632-3221 or by email at equityofficer@fscj.edu.

Sexual Harassment/Sexual Misconduct/ Title IX

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement/campus security immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The College will assist any College community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about the College and community resources and the College’s complaint processes pursuant to APM 11-0801 and APM 11-0802.

To enable the College to respond to all reports in a prompt and equitable manner, the College encourages individuals to report incidents of sexual misconduct as follows:

1. Tell a responsible employee on the campus that you attend or in the program that you are enrolled.
2. Contact the Title IX Coordinator.
3. Report online using the College’s Ethics and Equity Hotline online and at 1 (877) 578-6801 (confidential).
4. Contact any other management individual with whom you may feel comfortable discussing the matter.

Mandatory Reporting of Alleged Sexual

Assault: All employees, faculty and staff, must promptly report incidents of sexual/gender assault of a student or employee to the College’s Title IX Coordinator. The person reporting the incident may request to be kept anonymous.

Identification

Residents and their guests are required to carry a College ID card or another picture identification card at all times. This ID must be presented upon request of a College official, including FSCJ Housing staff.

College ID Card and Keys

Your College ID Card can be used to gain access into 20West Housing as well as your apartment. Keys are assigned to each resident, which grants them entry to their assigned bedrooms. College ID Cards and keys should only be in the possession

of the resident to whom it was issued, and should not be given to anyone else for any reason.

All keys issued to residents are the property of FSCJ. Be aware that locks can be audited at any time to determine who has accessed or attempted to access a lock.

An ID card and key is issued to each resident at move in. Residents are required to report a lost or stolen ID card or key immediately to staff so a new one can be issued. Replacement of College ID Cards and keys carries a fee of \$25.

Returning a key to a staff member or leaving a key in the room does not cancel a student's FSCJ Housing Contract.

Lamps/Lights

The use or possession of floor lamps with plastic shades, medusa style lamps, strobe lights, halogen bulbs or any other lamp that is identified as a fire hazard is not permitted in the apartments.

Lockouts

Residents are given one complimentary lockout per academic year or summer session for apartment or bedroom access. A lockout fee of \$25 will be assessed to the resident's student account each time thereafter. When a resident is locked out of the areas they have access to, they should contact the RA or FSCJ Security.

Lofts

Lofts are not permitted in any room or apartment in the residential area. Residents are not permitted to elevate furniture by use of wood, cinder blocks, bed risers or any other materials.

Mail

Residents are required to check their Housing mailbox and College email at least one time per week for formal communication from the FSCJ community. The mailing address format for students living at 20West Housing is:

RESIDENT'S NAME
20 West Adams Street
Resident's Mailbox #
Jacksonville, FL 32202

Residents are issued a mailbox key. Replacement of mailbox keys carries a fee of \$25.

Motorcycles or Other Motorized Vehicles

Motorcycles, motorbikes, scooters and any other motorized vehicle must be parked in parking lots/garages with proper decals. Improperly stored vehicles will be removed at the owner's expense. Storage of motorcycles, scooters, including Hoverboards, Segway or other self-balancing two-wheeled scooters, or other motorized vehicles in residential rooms/apartments or other enclosed areas of housing is not permitted.

Outdoor Patio Space

Outdoor patio space within the housing area is intended for use by residential students only.

Pets/Wildlife

With the consent of your roommate(s), you may have a non-aggressive fish, in no more than a 10-gallon tank, in your room or apartment. FSCJ Housing staff reserves the right to require immediate removal of any pet and/or pet related items, and to charge residents for costs incurred in removal of the pet(s) and the costs associated with housing the pet. College staff and/or an outside agency can remove the pet at any time. If a pet is discovered in a room or apartment, Maintenance or FSCJ Housing staff will assess the room or apartment and bill for cleaning, extermination and/or carpet replacement. With advance permission from the 20West Housing office, students with disabilities may have a service animal.

Pets may not visit the residential community including rooms, hallways, corridors, etc. at any time. Any cost associated with the possession of an illegal pet (i.e., damaged furniture, cleaning, pest control) will be charged to the responsible individual(s).

Projectiles

Throwing any object or trash, including food, is not permitted. The use and/or possession of slingshots, water guns, water balloons or other related items are not permitted without permission. Spitting, spraying water, urinating and dropping or throwing objects from windows, balconies, stairways, etc. is not permitted.

Quiet Hours/Courtesy Hours

Loud talking or music (including bass), bouncing a ball or other disruptive activities in rooms, balconies, lounges, stairwells, hallways or lobby areas is not permitted. Stereos, radios, TVs, instruments/equipment and other sound

systems should not disturb others.

Failure to comply or continued disturbances may result in the immediate removal of any of the above items from the residential community. Amplifiers may be stored, but not used.

Quiet Hours:

Sunday-Thursday, 10 p.m. to 8 a.m.

Friday- Saturday, 12 a.m. to 8 a.m.

Quiet hours are enforced at these times regardless of holidays or breaks. During examination periods, 24-hour quiet hours will be enforced. Students may be asked to leave common areas when noise is disruptive.

Courtesy hours are enforced 24 hours a day.

Residents' noise level should not interfere with the academic pursuit in the residential community.

Railings, Balconies, Roofs and Stairwells

Sitting, standing, climbing, jumping from or hanging from a balcony, railing, stairwell or roof is not permitted. Clothing, bikes, banners, signs, plants, grills, trash and/or other items may not be hung or placed outside of rooms/apartments including balconies, roofs and/or windows. Items may not be hung that obstruct the view or access to the balcony.

Clothing should be dried via provided laundry equipment or on a clothing rack which should be placed in your room/apartment. Under no circumstances can a clothing line or clothing rack be constructed outside your room/apartment. This includes, but is not limited to: windows, balconies and/or railings.

FSCJ Housing staff has the right to enter an apartment and remove item(s) from the balcony in the absence of the resident(s). Upon being notified that an item needs to be removed from the balcony, students must do so immediately. Failure to comply with these requests will result in conduct charges and/or financial charges for the removal of the item(s).

Room Entry

Authorized College personnel may enter a student's room or suite without permission and conduct an inspection of the unit and its contents for the following reasons:

1. To perform routine maintenance;
2. To perform routine health, fire and safety inspections;

3. To respond to emergency situations; e.g., situations which threaten the health and/or safety of room occupants, and situations which require immediate maintenance to prevent property damage or immediate action to correct the health, fire and/or safety risk; or
4. When there is reason to believe that a violation of college policy and/or any local, state or federal laws has taken place in the room. If during the course of room entry, personnel observe a possible violation of college, or local, state or federal laws, such information will be immediately reported the appropriate authorities.

Room entry regulations for other agencies:

1. Residents must comply with a room-entry request from a Duval County Law Enforcement Official or Fire Marshall.
2. Representatives from outside service organizations such as utility, pest, energy, and construction, may enter rooms provided they are accompanied by authorized College personnel.

Restricted Areas

Some areas in the residential community are restricted and not for general student use. These include electrical and mechanical closets, air conditioning units, cable units, telephone units and maintenance/custodial rooms. FSCJ Housing may designate other areas as restricted. Students are not allowed on any roof or overhang.

Sales, Solicitation, Canvassing and Chalking

Door-to-door solicitation, sales, surveys and canvassing are not permitted in any area within the residential community. Door-to-door distribution of fliers or leaflets or the placement of these items on doors or cars is not permitted. The exception to this policy is for FSCJ Housing staff.

Fliers and other forms of publicity may not be distributed without the consent of the Dean of Students or his/her designee. Students may not engage in any sales or business activities in their room or within any public area of the residential community.

Advertisements in the residential community must be pre-approved, including student groups, events or sale of personal items that may benefit others

in the community (such as textbooks). Approval can be sought by emailing housing@fscj.edu.

Self-Inflicted Harm

Referral for a mandatory assessment and/or a behavior contract may be required when residents endanger themselves due to misuse of prescription drugs, over the counter drugs or other substances, acts of self-mutilation or any behavior intended to hurt themselves, or threats of endangering behavior.

Skateboards, Indo Boards, Rollerblades, Bicycles and Scooters

Skateboarding, rollerblading, bicycling, riding motorcycles and scooters, including Hoverboards, Segways or other self-balancing two-wheeled scooters, are not permitted in the patio or near the entrances and exits of housing.

Residents are not allowed to skateboard, Indo board, bicycle, rollerblade or use scooters, including Hoverboards, Segways or other self-balancing two-wheeled scooters, in any of the rooms/apartments, hallways, balconies, elevators or lobbies. Residents will be asked by staff members to cease such activities at any time in the residential areas. Ramps of any kind are not allowed in the housing units.

Students are not allowed to skateboard, Indo board, bicycle, rollerblade or use scooters, including Hoverboards, Segways or other self-balancing two-wheeled scooters, in any way that impedes the flow of traffic.

Smoking/Tobacco

The Florida Clean Air Act, effective October 1, 1993, prohibits smoking within any state university system educational facility, including residence hall rooms, apartments and facilities. Smoking and all devices used for smoking (i.e., e-cigarettes, hookahs, pipes, etc.) are not permitted in any of the residence apartments and facilities, stairwells, balconies, patios, etc.

Effective March 1, 2013, the College expanded current policies to become a completely tobacco and smoke free environment by prohibiting the use of all tobacco products on all of its campuses, satellite locations, administrative offices and offsite facilities, including parking lots. Residents may smoke off FSCJ campus property. Ashes can be viewed as evidence of smoking in a student room.

Social Gatherings

Social gatherings in individual rooms are subject to FSCJ Housing policies. The FSCJ Housing staff reserves the right to disperse a gathering in any location at any time within the residential community when residents or guests are in violation of any College or FSCJ Housing policy.

The number of people allowed in a room/apartment, including residents of the room/apartment, must be limited as follows:

Area Maximum Occupancy Allowed
20West Housing 4-bedroom: 10 people
20West Housing 3-bedroom: 8 people

Approved and advertised FSCJ Housing events are not subject to the above conditions.

Sports

In order to create a safe living environment, playing or participating in sports in the residential areas is not permitted, including but not limited to rooms, hallways and balconies.

The use of athletic equipment (such as footballs, basketballs, Frisbees, etc.) in rooms or apartments is not permitted due to the disruption and damage caused.

Theft

Any student who takes College property for personal use will be reported to the College Security and appropriate disciplinary action will be taken. Taking furniture from a common area of any College building, including housing areas, may subject the individual to re-location fees and/or College Conduct.

Theft of personal property should be reported immediately to College Security.

Being in possession of and/or displaying stolen property is not permitted. This includes any business, highway, city, state, community or College signs or property that has not been legally obtained.

Although the College takes normal precautions to safeguard property, the College is not responsible for loss of or damage to student property. It is strongly recommended that each resident secure insurance coverage for all items of personal property and keep their doors locked at all times.

Trash Removal

Residents are expected to remove trash and recycling from their room/apartment immediately and dispose of it in allocated trash chute.

A minimum fee of \$40 will be assessed for removal of trash/recycling left in and/or outside of resident rooms, apartments or any other common areas. All residents of the apartment may be charged. Community charges may result if common areas trash/recycling cannot be linked to a specific room or individual.

Trespassing

Guests, residents or individuals who are not authorized, licensed or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so. Those soliciting are considered to be trespassing. Residents are not permitted to host persons under a trespass notice.

Illegal attempts or entry to any space in the residential community besides your assigned room are not permitted. Individuals allegedly involved in situations may be issued a trespass notice, which states they are not to return to the building/or housing areas, by authorized staff at any time and without warning. Individuals under trespass notice found trespassing may be arrested on sight.

Visitation Policies/Guests

Visitor Escort Policy: Residents' guests MUST be escorted by a current housing resident at all times. Unescorted guests are required to leave the residential area.

Guest Responsibility: Residents are expected to have guests only with the consent of their roommate(s). Residents hosting guests are responsible for their guests while they visit the residential community and will be held accountable for the actions of their guests. Residents are expected to accompany their guests within the residential areas at all times, including in student rooms. Residents are not permitted to assign, sublease or allow the use of any assigned space to another person and/or guests.

Each apartment will determine its own informal policy on visitors and guest privileges. All

individuals who visit the residential areas must respect students' rights to privacy and security.

If a situation is identified, all residents involved will be required to meet with a RA or a member of the FSCJ Housing staff to resolve the visitation issues. FSCJ Housing staff reserves the right to limit and/or discontinue visitation privileges to any resident and/or room if residents are unable to reach a reasonable agreement within the FSCJ Housing visitation policy. Registered sex offenders are never permitted to visit the residential areas.

Overnight Guests/Visitation Hours: Residents may have overnight guests in their rooms or apartments, as long as there are no objections from the other roommate(s), suite or apartment mates. Each resident, with permission from their roommate(s), may host overnight guests a maximum of twenty (20) cumulative nights per term.

Any one approved guest may stay on campus up to three (3) consecutive nights in a row and no more than twelve (12) of the allotted twenty (20) cumulative nights per term, again with the prior approval of roommate(s), suite or apartment mates. Violations of the consecutive or cumulative policy may result in a financial assessment and/or disciplinary action for the responsible resident and/or guest.

The FSCJ Housing staff reserves the right to request a guest leave the residential community at any time.

Any violation of these policies can result in loss of visitation privileges and/or immediate room change.

Windows

Nothing may be displayed in windows, which includes: signs, pictures, banners, empty bottles and similar objects. Residents may not display anything that can be viewed from the exterior of windows or window sills. Nothing may block or impede access, exit or view to the room.

This is to ensure the health and safety of students and rescue personnel in the event of an emergency. Residents will be held accountable for any damages to the windows.

Windows may not be used as an entrance or exit to rooms/apartments. Students may not sit in, stand in or lean out of windows.



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