

Guide to Residence Hall Living



2013-2014

Important Telephone Numbers

EMERGENCY – Public Safety: 706-721-2911

UNIVERSITY VILLAGE

RA on Duty: 706-533-7162

Residence Life Coordinator: 706-533-6355

Leasing Office: 706-729-2300

On-Call Maintenance: 706-240-2300

HEALTH SCIENCE CAMPUS

RA on Duty: 762-233-0655

Housing Office: 706-721-3471

Emergency Maintenance: 706-721-2434 after 5:00pm, and weekends & holidays

OTHER TELEPHONE NUMBERS

Business Office (to pay rent): 706-737-1767

Financial Aid: 706-737-1431

IT (for internet problems at University Village): 706-721-4000

JagCard: 706-731-7080

Key Control Office: 706-721-6287

Student Activities: 706-737-1610

Student Health Services: 706-721-3448

Wellness Center / Intramural Sports: 706-721-6800

Table of Contents

Emergency Contact Information	COVER
Our Mission	3
The GRU Residential Community	3
Office of Residence Life and Staff	3
INTRODUCTION	
OFFICE STAFF AND CONTACT INFORMATION	
RESIDENT ASSISTANT PROGRAM	
UNIVERSITY CONNECTIONS PROGRAM	
GRU Residence Facilities	
UNIVERSITY VILLAGE	5
RESIDENCE 4	6
RESIDENCE 5	6
RESIDENCE 6	6
ALUMNI CENTER	6
Alcohol & Drug Policy	8
Guests and Visitors	10
Keys, Gate Access, and Parking	11
Maintenance	12
Safety and Security	
JAGUAR ALERT (EMERGENCY NOTIFICATION SYSTEM)	12
PUBLIC SAFETY ESCORT SERVICE	13
FIRE EVACUATION	13
FIRE DRILLS	13
FIRE SAFETY EQUIPMENT	14
FIRE SAFETY SYSTEMS	14
MISSING PERSONS	14
SECURITY SYSTEM (UNIVERSITY VILLAGE ONLY)	15
General Information	
ADA POLICY	15
APARTMENT AND ROOM ENTRY	16
APPLIANCES	17
BALCONIES	17

BICYCLES	17
BUILDING EXTERIOR	17
CABLE & INTERNET	17
CLEANING YOUR APARTMENT/ROOM	18
COMMON AREAS	19
COOKING AND COMMUNITY AREAS	19
DAMAGES AND ALTERATIONS	19
ELECTRICAL DEVICES	20
EMAIL COMMUNICATION	20
ENVIRONMENTAL SUSTAINABILITY	20
FURNISHINGS	20
GROUNDS/OUTSIDE AREAS	21
LAUNDRY	21
NOISE, BEHAVIOR, AND DISORDERLY CONDUCT	21
PARTIES	22
PETS	22
RENTER'S INSURANCE	22
RESIDENTIAL LEAD PAINT BASED HAZARD REDUCTION ACT OF 1992	23
SMOKING AND TOBACCO USE	23
SOLICITATION AND ADVERTISING	23
STORAGE	23
SUBLEASING	23
TRASH	23
UNAUTHORIZED ENTRY	23
Your Housing Agreement	
ELIGIBILITY	24
OCCUPANCY	24
SECURITY DEPOSIT AND FINES	24
FEE PAYMENT	25
TERMINATION OF THE AGREEMENT	25
UTILITIES	25
RELOCATION OF STUDENT	26
Appendix A: Fee Schedule	27

Our Mission

The mission of the Office of Residence Life at the Georgia Regents University (GRU) is to create a positive residential community that supports the academic mission of the university. We seek to provide programs, services and a diverse community environment that contributes to individual learning outside the classroom, foster growth and development, and encourage respect and responsible behavior.

The Office of Residence Life strives to provide safe, affordable, comfortable and well maintained housing facilities for residents.

The GRU Residential Community

The Office of Residence Life manages on-campus housing for over 750 students. For the resident who lives on-campus, we offer a variety of living environments in both single occupancy rooms and community apartment living.

Our experienced staff seeks to provide residents with intellectual, social, cultural and recreational experiences to enhance the residents stay at the University, and to facilitate academic success and individual growth.

Living in a residence hall is a unique experience that provides opportunities to meet new people and explore new ideas and ways of relating to others. It is a vital part of the educational experience in which residents are encouraged to assume individual and group responsibility.

On-campus apartment living provides residents the opportunity to cook their own meals, enjoy additional living space and gain valuable experience living with other residents in a more independent environment.

Office of Residence Life and Staff

Introduction

Our staff is responsible for residence hall matters including student welfare, staffing, programs, room assignment and policy formulation. The unit is classified as a Student Service, and is a component of the Vice President for Student Affairs division.

Health Sciences Campus Staff

The Office of Residence Life is located on the second floor of the Student Center. Office hours are Monday through Friday from 8:00am - 5:00pm. Staff may be contacted at 706-721-3471.

Health Science Campus Housing Coordinator
Ophelia Wright

University Village Office

The University Village Leasing Office is located on the grounds of University Village. Staff

members may be contacted at 706-729-2300.

Property Manager
Bianka Reynolds

Office Team
Taisha Hunter, Leasing Consultant
Shiamante' Grimes, Community Assistant
Raven Hill, Community Assistant
Cassie Vann, Community Assistant

Maintenance
William Lutz, Maintenance Supervisor
Victor Goad, Maintenance Technician

Resident Assistant Program

Resident Assistants (RAs) are student leaders employed as a member of the Office of Residence Life staff. The nine-month position includes responsibilities such as assisting with advising, programming, security, administration, and general operation of the residence halls. RAs promote student involvement by keeping residents informed of upcoming campus activities and by organizing social, recreational and educational programs within the residence halls. RAs are housed at University Village, Residences 4, 5, 6, and the Alumni Center.

If you are interested in participating in the RA program, applications for the upcoming academic year are accepted in February. For additional information please contact the Residence Life Coordinator at 706-729-2437.

Residence Life Coordinator
Daniel Meadows

UV Connections Program

UV Connections is a living-learning program, designed to assist first-year, full-time students successfully transition into college life at Georgia Regents University. Its mission is to academically prepare our freshman students to become active participants in both their own future and the future of our community, state, region, and nation. The program provides a supportive network for students to adjust to the university's academic, social, and cultural environment. UV Connections students live together in University Village, have an immediate support group with assigned mentors, participate in study sessions, attend campus social and athletic events, and are a part of an environment that helps students connect with their peers and share experiences with other first-year students.

UV Connections Coordinator
Liz Trotter

GRU Residence Facilities

UNIVERSITY VILLAGE



University Village is located on Jaguar Way off Damascus Road. It provides 2 and 4 bedroom apartment-style housing for housing for male and female undergraduate students. Each fully furnished residence has high-speed internet, cable access, and local phone service. The kitchen has a dishwasher, microwave, and refrigerator. Property amenities include a game room, computer lab, laundry facility, vending machines, pool, and shuttle bus system.

Mail and Packages

Mail to residents living at University Village should be addressed as follows:

Name
6000 Jaguar Way Apt XXXX
Augusta, GA 30909

HEALTH SCIENCES CAMPUS



Residence 4 is located behind the Student Center, provides housing for single male and female, graduate and health science students. There are 50 air-conditioned, furnished rooms for double or single occupancy, each with private bath. Basic cable and internet service is provided in each room. Residence 4 has a laundry room and community kitchen for use by residents.

Residence 5 is located on Warren Hites Drive, provides spacious, unfurnished one and two-bedroom apartments for married students and their dependents, and possibly some single students. Apartments must be occupied only by the student, his/her spouse and dependent children. The buildings are clustered around large, green courtyards with plenty of room for outdoor activities such as cookouts. Each apartment has a glass door opening onto a patio or porch area with an external storage closet for small items. The kitchen in each apartment has an electric stove, garbage disposal and refrigerator. Basic cable and internet service is provided in each apartment. Residence 5 has a laundry room for use by residents.

Residence 6 is located on Fifteenth Street, provides housing for single students and families. Residence 6 consists of 36 unfurnished apartments (12 one-bedroom and 24 two-bedroom). Each apartment is air-conditioned and has a complete kitchen and bath. Basic cable and internet service is provided in each apartment. Residence 6 has a laundry room for use by residents.

Alumni Center is located on Fifteenth Street, provides housing for single male and female, graduate and health science students. There are 70 rooms available for single occupancy. Rooms are furnished. Each room is carpeted, air-conditioned and has a private bath. The Alumni Center has a community laundry area, and a kitchen area. Basic cable and internet service is provided in each room.

Mail and Packages

Residents in Residence 4 and the Alumni Center will be assigned a mailbox located in the Student Center. For residents living in Residences 5 and 6, mailboxes for each individual apartment are provided. Mailbox keys are issued to residents at check-in. The mail service is

provided through the United States Postal Service, Augusta, Georgia. Residents that lose a mailbox key will be charged a \$25.00 key replacement fee by the United States Postal Service.

Residents should direct questions regarding mail service delivery to the U.S. Postal Service Office (for the 30901 zip code) by calling 706-823-3113.

Residents should direct questions regarding mail service delivery to the Student Center (for the 30912 zip codes) by calling the GRU Mail Room at 706-721-3996.

Mail to Residence 5 should be addressed to each resident as follows:

Name
1300 Warren Hites Drive
Apartment Number
Augusta, Georgia 30901

Mail to Residence 6 should be addressed to each resident as follows:

Name
1105 Fifteenth Street
Apartment Number
Augusta, Georgia 30901

Mail to Residence 4 should be addressed as follows:

Name
Georgia Regents University
Residence IV, Room XXX
Augusta, GA 30912

Mail to the Alumni Center should be addressed as follows:

Name
Georgia Regents University
Alumni Center Room XXXX
Augusta, GA 30912

For packages from independent carriers such as UPS, FedEx, etc., all deliveries are made directly to the GRU Campus Mail Room.

Spouses and/or dependent children of students should include the student's name when using a GRU mailing address on mail and packages in order to insure timely delivery.

Additional information regarding each residence hall facility including photographs, floor plans and rental rates may be found at www.gru.edu/housing/

Alcohol & Drug Policy

All alcoholic consumption must conform to GRU and Board of Regents policies, as well as state and local laws. **Alcohol is prohibited in any apartment, room or unit designated by the institution for freshman students. Guests are not permitted to have alcohol present in apartments where all of the residents are under the legal drinking age.**

Alcoholic beverages are not permitted in public, common or shared areas of the residence halls. Alcoholic beverages are permitted in certain residence hall facilities at Georgia Regents University provided students and any visitors who consume or possess alcoholic beverages are of legal age, according to State of Georgia law.

ALCOHOL POLICY

I. Specifications

- A. The *Alcohol and Drug Policy* is applicable to all residents and visitors of University Housing.
- B. Alcoholic beverages are **prohibited in common areas** (e.g. pool, balcony, parking lot, lounge area).
- C. Common source containers (*keg, pony keg, trashcan or other similar device used for storing or mixing a quantity of beverage from which a quantity of beverage is distributed to, or consumed by, more than one individual*) are not permitted.
- D. The distribution of alcoholic beverages to minors is prohibited.
- E. Guests who are 21 years of age or older are not permitted to consume alcoholic beverages in an apartment where all of the residents are under 21 years of age.
- F. If any roommate in the apartment is under the age of 21, alcohol cannot be kept in common areas of the apartment. If a legal-aged resident is sharing a bedroom with an under-aged resident, no alcohol can be kept in the apartment.

II. Reporting Process

- A. If a individual is considered to have violated the Alcohol and Drug policy, notification will be made to either the Residence Life Coordinator or Public Safety who will document the incident and file a student misconduct report in ADVOCATE. Public Safety can issue a **citation, even with a first offense**. If the violation is drug-related, Public Safety will be contacted immediately and state law will prevail.
- B. If a Public Safety officer finds an individual violation of the Alcohol and Drug policy, the officer will make a **misconduct report** to the RLC. The officer may also issue a **citation, even with a repeated first offense**. If the violation is either the unlawful possession of illegal drugs or Driving Under the Influence (DUI), the officer will issue a criminal citation.
- C. When a **group is** found in violation of this policy, all individuals identified as part of the group could be reported in ADVOCATE or issued citations.

III. Sanctions

- A. **First Offense:**
 - 1. 10 hours of community service

2. Alcohol EDU sanction (\$35 fee), Point of Contact: Dean of Students Office at 706-737-1411
3. Written reprimand in residential file
4. Letter to parents/guardian if the student is under 21

B. Second Offense:

1. 20 hours of community service
2. Alcohol EDU and assessment through Counseling Services
3. Judicial and/or residential probation
4. Letter to parents/guardian if the student is under 21
5. Other sanctions deemed appropriate by the RLC and/or Dean of Students on a case-by-case basis

C. Third Offense:

1. Judicial and/or residential probation
2. Removal from University Housing
3. Letter to parents/guardian if the student is under 21
4. Other sanctions deemed appropriate by the RLC and/or Dean of Students on a case-by-case basis

D. Failure to complete assigned sanctions will result in removal from University Housing, and a hold being placed on future registration.

E. Guests and visitors who violate the Alcohol and Drug policy are subject to criminal prosecution and trespass citation by GRU Public Safety.

DRUG POLICY

Use, Possession, and/or Distribution of Narcotics or Illegal Drugs

GRU has a **ZERO TOLERANCE DRUG POLICY**. GRU strictly prohibits the use, possession, or trafficking of narcotics or drugs that are illegal as defined by local, state, and federal law. Any individual found in violation will be automatically removed from university housing and face disciplinary action in accordance with the GRU Student Code of Conduct. The student will have 48 hours to vacate university housing, and there will be **NO refund of housing charges** with the whatsoever, and the remainder of your lease agreement must be paid. Parents of students under 21 years of age will be notified of the violation. Any guests found to be in violation of the drug policy may be arrested and prosecuted while their student host/hostess will face disciplinary sanctions by the University.

Guests and Visitors

Residents are permitted to entertain guests. The resident extending an invitation must be present at all times during their guest's stay. Residents assume responsibility for all their guest's actions, damages and violations of rules. A guest must adhere to all federal, state, and local laws and GRU and Residence Life policies. Guests will be subject to immediate eviction if their behavior is deemed inappropriate.

GUEST RESTRICTIONS: GRU can at any time, and at its sole discretion, ask guests of the resident to leave the property and/or prohibit these persons from entering GRU's property, including both the Residence and the Residence community common areas. A \$100 fine will be issued for each guest policy violation, after two violations, the Resident's guest privileges can be revoked.

For the safety and security of others within the resident community, residents must adhere to the following criteria in order to have guests:

Day Visitors / Non-Overnight Visitors

1. Upon a roommate complaint about a guest, the guest can be asked to leave.
2. A resident assumes responsibility for all their guest's actions, damages and violations of rules.
3. A guest must adhere to all federal, state, and local laws, and GRU and Residence Life policies.
4. Guests will be subject to immediate eviction if their behavior is deemed inappropriate.

Overnight Guests:

1. One guest per resident may be permitted in the residence halls for a period of up to 3 consecutive nights with a maximum of 6 nights per semester.
2. Residents must register any/all overnight guests with Residence Life staff prior to the requested date for visitation. The registration form and instructions can be found on the GRU Housing website. If the request is approved, the Residence Life staff will reply to the student with approval for the guest. A copy of the approval form will be sent to the Parking Office. The resident must pick up the temporary pass from the Parking Office. Residents who do not register guests will be subject to a fine.
3. The resident extending an invitation must be present during the guest's entire stay.
4. No unaccompanied guests or visitors shall be allowed entry after 7:00pm.
5. An overnight guest must be acceptable to all roommates, since a resident's right to occupy his/her room without the presence of an overnight guest shall take precedence over the right of a roommate to host an overnight guest.
6. Upon a roommate complaint about a guest, the guest can be asked to leave.

7. A resident assumes responsibility for all their guest's actions, damages and violations of rules.
8. A guest must adhere to all federal, state, and local laws, and GRU and Residence Life policies.
9. Guests will be subject to immediate eviction if their behavior is deemed inappropriate.

Keys, Gate Access, and Parking

Keys

Residents shall not duplicate, distribute, or loan apartment, bedroom, or mailbox keys. Students are encouraged to keep their keys with them at all times. Installation of private locks is prohibited. Students who find themselves inadvertently locked out of their residence hall may contact the Resident Assistant on duty in order to have a door unlocked. There will be a \$25 fee associated with lockouts.

If a key is lost or suspected stolen, students should call Public Safety immediately 706-721-2911 so that the locks may be changed and a new key issued. The key replacement fee is \$50 per key, and the student may be responsible for the cost to replace the lock. University Village residents will pay \$15.00 to replace a damaged or lost JagCard (apartment swipe card). This can be done in the JagCard office in JSAC 236. Students who lose their mail box key will be charged a \$25.00 key replacement charge. Mail boxes and keys are property of the United States Postal Service.

Gate Access (University Village Only)

Dial-in service for gate access (dial-in service) is cut off at 7:00 pm and resumes at 9:00 am.

A security guard will be on duty at the gate from 7pm to 3am. The guard may call the room to verify any guests, and photo ID will be required for all guests.

If a guest requires entry between the hours of 3:00 am and 9:00 am, they must call the student directly and the student must come down to the gate to provide access. During these hours, emergency access may be obtained by calling Public Safety at 706-721-2911.

Gate access for holiday and weekend hours may vary.

Parking

Parking passes are required for all parking on the Health Sciences campus (including resident parking). Students living at University Village are required to obtain a residence decal from the leasing office. University Village does not require parking passes to park at the residence. However, if students will be parking on campus, they will need to obtain a GRU parking pass. Passes may be obtained at the parking office in Annex II for \$35/semester.

Student will obey all posted parking and speed regulations. Parking is permitted only in the designated parking areas. Any vehicle or other property parked, or stored, which blocks or inhibits access to dumpsters or fire lanes will be towed or otherwise removed, at its owner's risk and expense. Visitors are to park in the designated visitors' parking areas.

Each University Village resident is permitted only one properly tagged and functioning passenger motor vehicle, motorcycle or truck (with no commercial lettering). Students are not

permitted to possess or maintain any commercial vehicles or trucks in excess of 3/4 ton GVW, trailers, campers or boats in or about the premises, and are not permitted to use any parking area (or other property) for the storage or repair of any motor vehicle.

Maintenance

Residents are not to attempt repairs. This includes using drain cleaner to unclog a drain as this may cause further damage, or create a hazardous condition for the facilities management staff. GRU uses trained and equipped technicians to make all repairs. Any damage that results from an attempt by the resident to make a repair will be billed to the resident.

Please note: The plumbing is not designed to handle the disposal of tampons, sanitary napkins, disposable diapers, grease, garbage, or other such materials.

Residents are urged to promptly report any damage or defects in their apartment or room (including water leaks, running toilets and dripping faucets) in order to avoid fines.

Residents may report maintenance problems directly by using these websites:

University Village: login to University Village housing at <http://www.uvaugusta.com/Residents.aspx> or call 706-729-2300.

Health Sciences Campus Housing: fill out a maintenance request at <http://gru.edu/facilities/mrqfrm.php> or call 706-721-3471.

It is important that residents provide their name, building name, apartment/room number, phone number and a detailed description of the problem.

All residence hall areas are treated for insects on a 90-day cycle by Environmental Services. When a resident reports a pest problem (roaches, spiders, bugs, etc.) a prompt response will be given. Residents are urged not to purchase and apply commercial chemicals in the apartments and rooms. Only certified pest control technicians are licensed to apply pest control chemicals on GRU property.

Safety and Security

JAGUAR ALERT (EMERGENCY NOTIFICATION SYSTEM)

The Jaguar Alert is a mass notification system, including outdoor sirens, for our university to instantly disseminate emergency information to students, faculty, staff, and designated groups. Students are automatically subscribed to Jaguar Alert. During emergencies or other time-sensitive events, GRU will use this system to broadcast pertinent information and appropriate response measures. Take these warnings seriously and follow the instructions provided.

Please log in to POUNCE to review your contact information, make updates, and add additional phone numbers. Your cell phone number or other contacts where you can most easily be reached are especially important.

The system can send messages by four different methods:

- Voice messages to home, work, and cell phones up to six different phone numbers that you designate.
- Text messages to cell phones, PDAs and other text-based devices (individual text charges from your provider may apply)
- Messages to TTY/TDD receiving devices for the hearing impaired
- Written messages to your GRU email account

The sirens will sound with a loud, steady tone for an emergency. When hearing this signal, you should immediately go into the nearest building to seek shelter. Siren activations will be followed by a Jaguar Alert message with information on the nature of the activation and/or instructions.

The Jaguar Alert system will be tested twice a year, once each semester. The sirens are tested monthly on the last Wednesday. The campus will receive advance notice by e-mail prior to any testing.

PUBLIC SAFETY ESCORT SERVICE

Public Safety provides a 24-hour campus escort for students. Students may be transported anywhere on campus by calling 706-721-2911. Students are urged not to walk alone on campus, especially after dark.

FIRE EVACUATION

IN CASE OF A FIRE

1. Do not panic; remain calm.
2. If possible, attempt to extinguish the fire with the fire extinguisher provided in your area. If the fire is bigger than 3 feet, **do not** attempt to extinguish the fire. Get out of the building.
3. Calmly notify other residents in the area.
4. Remove persons in immediate danger of the fire. If not already closed, close door to room affected.
5. If room is filled with smoke, get on hands and knees (or stomach) and crawl to the door.
6. Feel the door knob; if hot do not open the door; if cool, open the door slowly.
7. If the hallway is filled with smoke, stay next to the wall and count the doors as you crawl to the exit.
8. Do not prop open doors to exit stairways.
9. Activate the nearest fire alarm box and call **Public Safety at (706) 721-2911**. Give the location and the type of fire.
10. Once out of the area, **do not return to the residence hall for any reason.**

FIRE DRILLS

Mandatory fire drills are conducted in each residence hall between the hours of 6:00 am and 10:00 pm. Fire drills are conducted by the Fire Safety Office.

Residents are required to evacuate their apartment/room when the fire alarm sounds and proceed to the designated evacuation site adjacent to the residence hall. The names of residents failing to evacuate in an orderly and timely manner will be noted in the fire drill report by the Fire Safety Officers and reported Residence Life. These individuals may be subject to a fine.

Evacuation routes, destination maps and fire safety tips are posted on the back of all unit doors. The route identifies exits, stairwells, fire alarm stations and fire extinguisher locations.

FIRE SAFETY EQUIPMENT

GRU has installed at least one smoke detector in each Residence which is in good condition and proper working order as of the beginning of the Agreement Term.

Residents are prohibited from removing, disabling, obstructing or tampering with a detector(s) or otherwise permitting the detector(s) to be obstructed or tampered with for any reason. Tampering with fire equipment will result in disciplinary action and possible criminal action against the Resident.

Residents are required to test the detector(s) periodically and to report any malfunction promptly to GRU. The Resident assumes all responsibility and liability for testing the detector(s), including replacing batteries as needed. GRU is in no way responsible or liable for any damage or harm as a result of defective detector(s) which have not been specifically reported by the Resident to GRU.

Residents can complete a maintenance request to have batteries in any smoke detector replaced by maintenance staff. If a smoke detector needs to be replaced, residents should contact the Office of Residence Life at 706-721-3471 (Health Sciences campus) or 706-729-2300 (University Village).

Anyone apprehended for vandalizing or using fire safety equipment for any purpose other than safety will be reported to GRU Public Safety. Additional fire safety information may be obtained from Environmental Health and Safety Division web site at www.georgiahealth.edu/Services/EHS/firesafe/Firesafe.htm

FIRE SAFETY SYSTEMS

All residence halls are equipped with one or more of the following:

- Sprinkler system
- Smoke detectors
- Audible alarms
- Strobe alarms
- Fire extinguishers

MISSING PERSONS

In accordance with the Clery Act, should the Office of Residence Life be advised that a student is missing, GRU Public Safety will be notified for further action.

Pursuant to the Higher Education Opportunity Act (Public Law 110-315), GRU has developed the following disclosure notification and action plan in the event of a "Missing Student".

STATEMENT OF COMPLIANCE

Resident students have the option to confidentially identify an individual and his or her telephone number to be contacted by GRU within 24 hours from the time a student has been reported as missing. Resident students may contact the Office of Residence Life at (706) 721-3471 to list confidential contact information. The Office of Residence Life will collect and maintain the confidential contact information. The student is responsible for ensuring that the contact information is up to date and accurate. Only authorized campus officials and law enforcement officers will have access to this information. Should a student under the age of 18

be reported as missing, the parent or guardian will be notified within 24 hours. In all cases where a student is reported as missing, the Residence Life staff will immediately contact GRU Public Safety, and take the necessary action in accordance with the "Reporting a Missing Student" process.

NOTIFICATION AND REPORTING PROCEDURES

Concerned individuals should report a missing student to the Director of Residence Life (or their designee) or by contacting the GRU Public Safety.

The Office of Residence Life will forward any reports of a missing student immediately to GRU Public Safety. Residence Life will then work in conjunction with GRU Public Safety until the matter is resolved. This action will include use of the emergency notification system as necessary.

The Office of Residence Life will notify the listed emergency contact (or the custodial parent or guardian if a resident is under 18 years of age and not an emancipated individual) within 24 hours from when the student was reported as missing.

SECURITY SYSTEM (UNIVERSITY VILLAGE ONLY)

Except for locks on doors and windows and an alarm system, GRU does not provide any type of security protection in, on or about the Residence. ***The Resident is responsible for activation of the alarm. The Resident acknowledges that they have been instructed on and understands how to activate, operate and test the alarm system and that failure to activate the alarm will render all Panic Buttons inoperable.*** This alarm system, like all alarm systems, may malfunction or be rendered inoperable, therefore, it is the responsibility of the Resident to periodically test the alarm system and immediately report any malfunction. GRU is not liable to the Resident for any malfunction, inoperability, or any failure of the alarm system, unless caused by GRU's fault, omission, gross negligence or other misconduct. Student understands and acknowledges that the alarm system will only be monitored by **ADT Multifamily Security Company**. Any charges incurred due to false alarms will be charged back to all Students in the Residence.

The following will apply if false alarms are reported from Student's Residence:

- 1st false alarm written warning and/or \$50 fine
- 2nd false alarm \$50 fine and disciplinary action
- 3rd false alarm \$100 fine, notification to GOL, and disciplinary action
- 4th false alarm \$200 fine and possible eviction from University Village

General Information

ADA POLICY

GRU believes academically qualified individuals with disabilities should have equal opportunity and access to a quality education. We have been actively involved in fostering an environment that encourages full participation by students with disabilities in every segment of the University.

Eligibility for Reasonable Housing Accommodations

By law, students with a disability do not have to self-disclose or register with Disability Services or with the Office of Housing or Residential Life. If, on the other hand, a student is seeking housing accommodations or adjustments, he/she must contact Disability Services during the established time period to request services or accommodations for the upcoming academic

year. All housing accommodations are determined on a **case-by-case** basis by Disability Services.

A student requesting housing accommodations must:

1. Disclose his/her disability as it concerns housing needs.
2. Complete the required Information Form in Disability Services.
3. Provide medical documentation that specifically addresses the need for housing accommodations. Documentation should be typed or printed on letterhead, dated, signed and legible with the name, title and professional credentials of the evaluator or medical provider. All documents must be recent: within six (6) months for psychiatric disorders and within twelve (12) months for other disabilities. Most importantly, the documentation should clearly spell out why it is essential that the accommodation be granted as it pertains to housing.
4. Request reasonable housing accommodations on an annual basis following all of the steps outlined above.

Staff within the Disability Office will:

1. Review the student's submitted medical documentation provided by a certified evaluator/medical provider and the completed Information Form.
2. Request additional information/clarification from student and/or evaluator/medical provider as necessary to process housing accommodation request.
3. Participate in a conversation with the student to learn as much as possible about the requested accommodation, as well as determine a reasonable and appropriate accommodation.
4. Contact student as to eligibility or status of application within ten (10) business days upon receipt of the Information Form and medical documentation.
5. Decide what housing accommodations will be granted for only one (1) academic year.

If you have any questions or concerns, please contact Disability Services at (706) 737-1469 or you may e-mail to tds@gru.edu. The Office of Testing and Disability Services is located at Galloway Hall.

APARTMENT/ROOM ENTRY

GRU and its authorized representatives, specifically including management staff have the right to enter the Residence at all reasonable times and upon twenty-four (24) hour notice to any student of the Residence for the purposes of:

- (a) inspecting the condition of the unit or room and making repairs, alterations, additions or improvements as it may deem necessary or desirable;
- (b) during the last thirty (30) days of the Agreement Term, making such improvements in the Residence as GRU deems appropriate in connection with preparing the Residence for the next resident.

GRU has the right to enter the Residence without notice in an emergency or when, in reasonable judgment, it suspects a violation of the housing agreement, GRU's rules and policies, the University Code of Conduct or any local, state or federal laws.

In the event there is a vacant bedroom in the Residence, GRU may enter the apartment without notice to show the vacant bedroom to a potential resident and a new resident may move into the vacant bedroom at any time without notice.

If a student submits a maintenance repair or pest control request to GRU, the request will serve as notice that GRU will be entering Residence to make repairs. A notice of entry will be left in the Residence. The student does not have the right to deny any duly authorized representatives of GRU entry into the Residence.

APPLIANCES

Additional major appliances, such as washers, dryers, freezers, refrigerators, dishwashers and air conditioners that are not already provided by the University are prohibited in individual rooms or apartments. Do not misuse or overload appliances or utilities furnished by GRU. You are required to properly use and operate all electrical and plumbing fixtures and shall keep all plumbing fixtures as clean and sanitary as their condition permits.

Approved Appliances and Other Items

The following items are approved for use in the residence halls: iron with automatic shut-off, waffle iron, toaster, coffee maker with automatic shut-off, rice cooker, slow cooker/crock pot, electric grills (e.g. Foreman grill), microwave oven, refrigerators which do not exceed 4 cubic feet are permitted in Residence 4, Alumni Center and University Village.

Non Approved Appliances and Other Items

The following items are not allowed for use in the residence halls: candles/candle wax burners (not even for decoration), incense, potpourri burners, lava lamps, halogen lamps, hot plates, deep fryers, electric frying pans, toaster ovens, portable space heaters, personal washers/dryers, electrical equipment with exposed wiring, live (cut) trees (holiday decoration), pets (except for fish in a 20 gallon tank), water beds or water-filled furniture, neon signs, charcoal or gas grills (except as provided by GRU).

BALCONIES

Balconies, patios and window sills are to be kept free of all personal belongings including bicycles, signs, and clothing. You may maintain lawn furniture provided it is maintained in a neat and orderly manner. Residence furniture must remain inside the Residence and may not be used outdoors. Bird, animal and insect feeders are prohibited. Satellite dishes are prohibited.

BICYCLES

Bicycles are not allowed in any area of the residence halls or grounds other than in the provided bicycle racks. Bicycles chained to trees/shrubs, rails, or in corridors or interior stairwells will be removed immediately. Violation of this policy may result in additional administrative action.

BUILDING EXTERIOR

Climbing on exterior walls, balcony rails, or roofs is strictly prohibited.

CABLE AND INTERNET

University Village

Cable and internet services are provided by Ambling. If there is a disruption in internet service, contact GRU IT at 706-721-4000. If there is a disruption in cable, call the leasing office at 706-729-2300.

Health Sciences Campus

Cable and internet services are provided in the residence halls by Comcast. Residents are issued equipment in the Office of Residence Life when checking in. During occupancy, residents are responsible for maintaining the equipment. If you experience problems with cable reception or internet connectivity difficulties, you should contact the Residence Life Office at 706-721-3471.

Upon vacating the residence halls, do not remove cable/internet equipment from your apartment or room. Installing cable and /or internet service equipment other than Comcast is not allowed.

CLEANING YOUR APARTMENT/ROOM

You are responsible for maintaining the interior and exterior of your apartment/room in a safe, clean, and sanitary manner. Should GRU require the service of a professional cleaning crew to restore your apartment to a safe, clean, and sanitary state, you will be charged the full cost of the cleaning. As a resident of GRU property, you are expected to do the following:

- Floors should be regularly swept, mopped, or vacuumed.
- Periodic cleaning of walls will assist in maintaining the appearance and cleanliness of the unit.
- Windows should be cleaned with common window cleaner (e.g. Windex) as needed.
- Blinds and window frames should be regularly dusted and periodically cleaned with soapy water or an all-purpose cleaner.
- Care should be taken in opening and closing of windows and exterior doors. Make sure exterior doors are securely closed. Residents should be careful not to damage window screens. Screens, doors, and windows that are damaged will be charged to the resident.
- To clean the inside of your refrigerator, mix one tablespoon of baking soda per quart of warm water. Rinse thoroughly with clean water and wipe dry. The refrigerator may be moved away from the wall for easier cleaning of its exterior with a mild soap and water solution. Never use abrasive cleaners to clean the exterior of your appliances.
- **If you are going to be away for an extended period of time or are vacating the premises, do not turn the refrigerator off or unplug it.**
- Vacuum the carpet of the unit on a regular basis to prevent excessive wear. Spot cleaning at the time of spills will help prevent stains. Use a clean, dry cloth to blot the spill area to make cleaning easier.
- Sinks, showers, and toilets should be cleaned regularly to prevent dirt and mineral buildup. Sinks, tubs, ceramic walls, and the exterior of the toilet should be cleaned with a non-abrasive cleaner (e.g. Soft Scrub, Lysol Tub and Tile Cleaner), while toilet bowl cleaners should be used to clean the inside of the toilet bowl.
- Stoves/ovens should be cleaned as needed. If preparing fried foods or foods prepared with cooking oil, cleaning should be performed immediately after cooking in order to prevent pest control problems.
- Do not shake, hang or clean any tablecloths, rugs, mops or other articles in any of the public halls or from any of the windows, doors, patios, balconies or landings in any of GRU's buildings.
- Remove any visible moisture accumulation in or on the Residence. Thoroughly dry any such area as soon as possible after any accumulation, and keep the temperature and moisture in the Residence at reasonable levels. In addition, notify GRU promptly of the presence of any water leak, excessive moisture or standing water or any mold growth in or on the Residence. Notify GRU if any part of the heating, air conditioning or ventilation system in the Residence is malfunctioning. Do not block or cover any of the heating, ventilation or air conditioning ducts in the Residence.

Your unit will be periodically inspected and air filters may be changed. Please contact the Office of Residence Life 706-721-3471 for more information.

Insects

The initial step in the elimination of insects in the residence halls is sanitation. All insects need food, moisture, and harborage in order to survive. The pest control operator's success at any residence will be partly determined by the resident's housekeeping habits. The two most troublesome insects found in residence halls are ants and roaches. These pests can be completely eliminated, but not with pesticides alone.

Below are some steps each resident must practice in order to be free of insects:

- Wash dirty dishes immediately after using them. Do not leave dirty dishes on the table, counter or in the sink. After washing dishes, drain the sink and do not leave water standing.
- Vacuum or mop floors on a regular basis.
- Do not leave chips, cookies, cereal, etc. with interior bags left open. Store in a sealed plastic storage bag or place in the refrigerator.
- Rinse used beverage containers and dispose of in the appropriate manner.

COMMON AREAS

Students, Student's family, invitees or guests are not permitted to play in public areas, stairways, elevators (if any) or storage areas.

If a unit is found significantly below health and safety standards either during routine maintenance checks, or other occupants of the Residence file a complaint, the residents will be given 24 hours to correct and clean up the Residence. The staff person will specifically cite problems that need to be corrected to avoid fines. You are reminded of your primary right to live in a clean and safe environment. Residents who have hygiene issues will receive a written warning regarding the issue. If the problem is not corrected within 48 hours, management will provide cleaning services and the resident will be billed for this service. Continued problems may result in loss of housing.

COOKING AND COMMUNITY COOKING

Community kitchen areas are provided in Residence 4 and the Alumni Center. Kitchens contain a microwave oven, stove, and ice machine.

Use extreme caution when cooking. Under no circumstances should you leave the kitchen unattended while in the process of cooking. Cleanliness is also essential due to the problems which unsanitary conditions create in a residence hall (odors, pests, poor sanitation, etc.).

Any kitchen items left in the kitchen will be collected by staff. You will be held responsible for any damages or excessive clean-up charges you cause resulting from misuse of the kitchens.

DAMAGES, ALTERATIONS, AND VANDALISM

Residents accept their apartment or room in a state of good repair and expressly relieve GRU from all liability for damage or injury, of whatever kind, sustained by the resident or any other person while on GRU property.

You are responsible for all damages and vandalism that occur as a result of your actions or the actions of your guests, including accidental damage. You will not be charged for normal wear of furnishings; however, misuse or negligent care of furnishings, including, but not limited to burns or staining of tables; carpeting; counter tops; cuts or burns on furniture; holes in walls, doors or ceilings; broken or damaged window screens; and missing furniture will result in damage charges being assessed.

Acts of vandalism may result in judicial action with appropriate sanctions, including restitution for damages.

ELECTRICAL DEVICES

Extension cords are not permitted. UL tested surge protector devices may be utilized on electrical equipment provided they are installed and used properly. Devices may not be placed on the floor but must be affixed 8 inches from the floor.

EMAIL COMMUNICATION

Email is the official method of communication of GRU. The Office of Residence Life regularly distributes official communication to residents via their University email account (JagMail). You are asked to check your account regularly for important information regarding room sign-up, check-out procedures, activities, as well as other announcements. **Every resident is responsible for the information sent to him/her via campus email.**

ENVIRONMENTAL SUSTAINABILITY

The Office of Residence Life recommends residents develop and maintain environmentally responsible living habits. This includes, but is not limited to, turning off unnecessary electrical appliances, minimizing your use of water and recycling.

For Example:

- Never leave computers, stereos, televisions and lights on when you are not at home.
- Reduce the length of your showers.
- Understand your building's recycling program and use it. Recycling bins are available in various areas of the residence halls.
- Report any leaks (dripping faucets, showers, etc.) to the Office of Residence Life.
- Develop good sustainable living habits and encourage your friends to do the same.

Sustainability also includes recycling items (such as heavy metal batteries, fluorescent bulbs, and electronic equipment) that should not be trashed and sent to the landfill, as they contain toxic material which contaminates groundwater. Questions regarding the disposal or recycling of other items may be directed to Environmental Health and Safety at (706) 721-2663.

FURNISHINGS

PLEASE NOTE: Furnishings may vary by apartment. Bed sizes in University Village, Residence 4, and the Alumni Center may either be a twin extra-long or a full (double) bed. Both bed sizes are used on the three properties and no guarantees can be made on the bed size in the student's assigned room.

Apartments in University Village are fully furnished. Bedrooms come with a bed, dresser, and a desk. Living rooms are also fully furnished with a seating area and tables. Kitchens are stocked with major appliances like refrigerators, microwaves, and dishwashers.

Rooms in Residence 4 and the Alumni Center are fully furnished. Each room is furnished with a bed, chest, wardrobe closet, desk and desk chair. Furnishings may not be removed from the rooms at any time. Charges will be assessed to residents for any furnishings that are missing or damaged.

Apartments in Residences 5 and 6 are rented unfurnished. Each apartment unit is furnished with a refrigerator and stove. All carpets and floor coverings must be fire rated and labeled Class I or II. All draperies/curtains must be fire resistive materials. Personal furnishings that do not meet these standards are not acceptable for use in the residence halls.

Window blinds are provided in all residence hall facilities. Knotting cords of horizontal blinds will cause cords to become twisted in the mechanisms. Staff will inspect and test the operation of the blinds when residents vacate the residence halls. If cords are knotted or twisted causing poor operation, you may be billed for a replacement blind.

GROUND / OUTSIDE AREAS

You are prohibited from planting gardens, flowerbeds, or any type of shrubbery on the grounds in the residence halls.

Clothes, rugs, or any type of outdoor clothesline may not be placed on fencing, trees, shrubbery on the grounds. These items are subject to removal by the University.

LAUNDRY AREAS

Commercial coin operated washers and dryers are provided in all residence hall areas. If you need a refund for lost money or would like to report a machine that is out of order, or please follow the instructions on the signs in the laundry rooms to contact the laundry vendor.

NOISE, BEHAVIOR, AND DISORDERLY CONDUCT

Do not make, permit or enable any disturbing noises or conduct from you, your family, and/or guests. Do not permit or enable any illegal or immoral conduct or obstruct or interfere with the rights, comforts or convenience of other Students or GRU. Instrument and/or vocal practice or lessons are not allowed in the Residence.

Quiet hours during the week will be from 11:00 pm to 7:00 am and on weekends, from 1:00 am to 7:00 am. During the weeks of mid-terms and finals, quiet hours will be enforced 24 hours. However, at no time should there be noise at a level that causes a disturbance inside or outside the Residence, which includes loud music from vehicles. Accordingly, the following fines will apply to complaints regarding violation of these quiet hours by a Resident or a Resident's guests:

1st complaint: A written warning and/or a \$50 fine will be assessed.

2nd complaint: A \$75 fine will be assessed and the Guarantor will be notified.

3rd complaint: A \$100 fine will be assessed and GRU may, at its discretion, declare Student to be in violation of this Agreement and also be in violation of Student Code of Conduct and eviction proceedings may begin.

Do not allow the entrance of any person who engages in disorderly conduct. Do not destroy, deface, damage, impair or remove any part of the building, the Residence, or the premises or the facilities or equipment and prevent any person on the Residence from doing so.

Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes (but is not limited to) physical assault or threat of assault, hazing, and boisterous conduct which is unreasonable in the area, time or manner in which it occurs. Electronic transmissions (such as texts or emails) are included as prohibited for use in threatening or a harassing manner.

Abuse: Physical abuse, or threatened abuse, either verbally, written or transmitted electronically, of any person on institutional property or at institutional sponsored or supervised functions is prohibited. No student shall push, strike, or physically assault any member of the faculty, administration, staff, or student or any visitor to the campus.

Disruption: Internal disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional activities is prohibited. This includes threats, both verbal and written or transmitted electronically, and menacing gestures. Additionally this includes unauthorized entry, misuse of university documents, fraud or lying, misuse of the JagCard, failure to respond to official requests, and misuse of keys.

The following abusive behaviors will NOT be tolerated at University Village:

- Verbal abuse, including offensive language and derogatory racial slurs or sexual comments
- Lewd, obscene or offensive behavior
- Any use of force or physical violence
- Threatening behavior: written, verbal or physical
- Any form of sexual harassment or coercion, including date or acquaintance rape
- Trespassing, entering or remaining in a room without the resident's permission
- Visitors who are abusive, loud or who stay in the apartment more than 24 hours, can be criminally trespassed or arrested if they return.
- Any behaviors that demonstrate an inability to abide by requirements of group living

PARTIES

Any gathering where noise is audible outside of the Residence, where more than 10 individuals are present inside the Residence, or where other residents are disturbed is strictly prohibited. GRU may use other reasonable guidelines to determine whether a gathering is creating a disturbance. Accordingly, the following fines apply to complaints concerning a student's or a student's guest's violation of these standards:

1st complaint: A written warning and/or a \$50 fine will be assessed.

2nd complaint: A \$75 fine will be assessed.

3rd complaint: A \$100 fine will be assessed and GRU may, at its discretion, declare Student to be in violation of this Agreement and also be in violation of Student Code of Conduct and eviction proceedings may begin.

PETS

Pets are prohibited, except as provided by law, in the Residence or adjacent grounds. The only exception is aquatic fish in aquariums of 20 gallons or less.

RENTER'S INSURANCE

GRU is not responsible for any personal property damaged or destroyed while you are living in

the residence halls except where GRU is found negligent. **You are urged to consider purchasing renter's insurance.**

RESIDENTIAL LEAD PAINT BASED HAZARD REDUCTION ACT OF 1992

The Lead Warning Statement must be signed by students assigned to Residences 5 and 6. It is available in the Office of Resident Life on the Health Sciences campus.

SMOKING AND TOBACCO USE

Smoking and the use of any tobacco products is prohibited in all areas of the residence halls and on university property, except for designated smoking areas at University Village. If you are found in violation of this policy, you will be subject to a \$25 fine.

SOLICITATION AND ADVERTISING

Door-to door solicitation is prohibited in all residence halls. Student groups wishing to solicit in the residence halls must obtain permission from the Office of Residence Life. Residences and rooms may not be used as places of business. Canvassing, soliciting and peddling in the Residence community are prohibited. You are not allowed to display any advertisement, sign or notice, inside or outside the Residence. However, you may use direct mail solicitation or advertising in the regular communications media.

STORAGE

Community storage space is not available in the residence halls. Personal items may not be placed in stairwells, corridors or other community areas.

SUBLEASING

Sublet, transfer, or otherwise assigning a rooms or apartment is not allowed. Apartments and/or units are not to be used to give accommodation to boarders or lodgers or for any purpose other than what is specified in the housing agreement.

TRASH

You are responsible for the removal and transport of all apartment and/or unit trash to the dumpsters, which are located in close proximity to each residence hall. Trash should not be left outside of exterior doors in corridors or stairwells. If you are found in violation of this policy, you will be subject to judicial action and a \$50 fine.

UNAUTHORIZED ENTRY

Students shall not enter another student's Residence or bedroom without the consent of that student.

Your Housing Agreement

Please note: this is a summary only. Residents are responsible for and bound to the full requirements of the agreement.

ELIGIBILITY

Any Student who is not in good standing, withdraws or is involuntarily removed from the university shall no longer be eligible to reside in the residence halls effective immediately upon withdrawal or removal and must vacate within forty-eight hours after withdrawal.

Students that withdraw from the university may submit a written request to the Director of Student Services to temporarily remain in the residence halls for a two-week period. If the request is approved and Student is permitted to remain in the residence halls, Student shall be required to sign a Non-Student Terminable Agreement and pay a prorated housing fee. Students are not permitted to pay the housing fee with financial aid awards after their withdrawal. If there are extenuating circumstances, Student may submit a second written request to the Director of Student Services.

OCCUPANCY

Students enrolled in graduate level educational programs or any health sciences programs may be assigned to Residences 4, 5, 6 or the Alumni Center. Single occupancy rooms are provided in the Alumni Center. Rooms located in Residence 4 may be assigned for double or single occupancy.

Residence 4 is designated as an academic year residence hall (fall/spring semesters). During the summer semester, the facility is used to accommodate participants in special academic programs.

One and two bedroom Residences in Residences 5 and 6 are only to be assigned to one Student. Married Students and their dependent children are permitted to live in Residences 5 and 6. Married Students must, upon request, present a copy of their marriage certificate. Not more than three individuals may occupy a one-bedroom Residence and not more than four individuals may occupy a two-bedroom Residence.

Students enrolled in undergraduate academic programs may be assigned to suites located in University Village. Suites consist of two bedroom/two bathroom units and four bedroom/two bathroom units. One Student is assigned to one bedroom with a right to use a common area with other Students (living room, kitchen and bathroom). Certain rooms in University Village may be assigned for double or single occupancy.

SECURITY DEPOSIT AND FINES

A security deposit of \$150.00 is due at the time the housing agreement is executed. If a student breaks their housing agreement for any reason except completion of degree requirements, the \$150.00 security deposit shall be non-refundable.

Student will be responsible for all costs of said damages not covered after applying the security deposit. GRU shall return the security deposit to Student, net of deductions outlined on the list of damages, within thirty (30) days of the termination of the occupancy.

FEE PAYMENT

Housing fees must be paid in full by the university payment due date for the semester. Fees may be paid on line via POUNCE or in the Business Office. Students may pay fees on line with a credit card. A service fee will be applied to all credit card payments. Any charges placed on a Student's POUNCE account after the payment due date must be paid within ten (10) days.

There is a \$30.00 charge assessed to a student's POUNCE account for checks returned for insufficient funds.

The security deposit and all fines for University Village must be made out to "University Village"

TERMINATION OF THE AGREEMENT

GRU may terminate a housing terminable agreement upon giving written notice to a Student if:

1. the Student ceases to be enrolled at GRU, is no longer in good standing, or is involuntarily removed from the university;
2. GRU considers a Student to pose a threat to the health, safety, or well-being of another person;
3. the Student violates any of the provisions of the terminable housing agreement;
4. the Student violates any GRU policies as stated in the GRU Student Manual and/or the GRU Guide to Residence Hall Living

In such cases, GRU has the right to cancel the housing terminable agreement and retain any prepaid rent. Termination of an agreement by GRU does not release Student from the termination fee.

Student may request to end this terminable agreement under the following circumstances:

1. Students assigned to Residence 4, the Alumni Center or University Village who marry and desire to vacate their single occupancy room before completing 60% of the terminable agreement payment period, may request a prorated refund;
2. Students who have completed all degree requirements for graduation may request to be released from the agreement without penalty. Completion of degree requirements includes all clinical rotations, internships or other off-campus requirements
3. All other requests to terminate this agreement must be submitted by Student in writing to the Director of Student Services and may be subject to penalty.

UTILITIES

Utilities are included in the housing rates in all residence halls. Student agrees to utilize all heat, water, sewerage, and electricity (collectively, referred to as the "Utilities") in an economical manner and shall not exceed normal residential usage figures for a similar style accommodation.

In the event that the combined total charges for utilities allocated to the Residence for a three-month period exceeds \$135 for each Student/bedroom (Residence total of \$270 for two bedroom Residence or \$540 for a four bedroom), students may be required to reimburse GRU, the excess utilities charges.

RELOCATION OF STUDENT

To promote the well-being of its student residents; to maintain, operate or renovate facilities; to establish a special interest building, floor, unit or section; to convert or consolidate rooms for occupancy by the opposite sex; to fill an Residence; or for the other reasonable purposes, GRU may require Student, upon seven days prior notice, to relocate to another Residence. If the Student requests to be transferred and is approved by GRU, Student requesting the move will pay a \$50 transfer fee. GRU reserves the right to consolidate Students in the Residences to make the Residences fully occupied. Students who desire to move between residential properties may only do so at a break in the semester. Also, the GRU Residence Life Coordinator can move Student to another Residence for disciplinary reasons.

APPENDIX A

FINE	FINE AMOUNTS	PAGE #
Alcohol sanction	\$35.00 for first offense	10 & 11
Failure to dispose of trash in designated dumpsters	\$50.00 for each incident	27
False Fire Alarm	\$50.00 after first incident; \$50.00 after second incident; \$100.00 after third incident; \$200 after fourth incident	18
Furniture or equipment (repair, replacement, etc.)	Fee will be assessed accordingly	24
Guest Policy Violations	\$100.00 for each violation	22
Key Replacement	\$50.00 per room/apartment key; \$25.00 per mailbox key; \$15 for JagCard replacement	13
Lock Re-keying	\$50.00	13
Lock-outs	\$25.00 per incident	13
Noise and Behavior	\$50.00 for first complaint; \$75 for second complaint; \$100.00 for third complaint	25
Parties	\$50.00 for first complaint; \$75.00 for second complaint; \$100.00 for third complaint	26
Pets	\$100.00 for each incident	26
Professional Cleaning	Fee will be assessed accordingly	24
Room Damage (including screens, windows, walls, etc.)	Fee will be assessed accordingly	26 & 27
Smoking in an undesignated area	\$25.00 for each incident	23
Vandalism	Fee will be assessed accordingly	11

Notice

The Student Manual is published by Housing and Residence Life. Since the services and responsibilities described herein are subject to continuous review and evaluation. This document is intended for informational use only. The current version of this guide may be found online at www.gru.edu/housing.php. Any portion of this guide in conflict with the policies of the Board of Regents shall be null and void and of no effect whatsoever.