Guide to Residence Living
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University Housing Mission Statement

It is University Housing's mission to facilitate the successful transition for your collegiate experience by providing a safe, supportive, secure, and challenging environment. We promote individual responsibility and integrity, concern for self and others, and respect for and appreciation of diversity. We believe the University Housing experience can contribute to your academic success, personal growth and development, and campus involvement. Whether a prospective or current resident, we welcome you to University Housing at The University of Alabama in Huntsville.

Purpose of this Guide

This guide is an extension of your University Housing Room Contract/Apartment Lease. It is your responsibility to familiarize yourself with this information. You will be held accountable for this information and will be expected to adhere to all of the following:

- Student Room Contract [http://housing.uah.edu/forms/0910contract.doc]

University Housing has published policies to inform students of their responsibilities for their actions within their campus living environment. The policies and procedures have been created to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these policies. Violations will result in appropriate disciplinary action.

The University Housing policies and procedures covered in this guide are designed to make all residents’ on-campus experience a positive one. All residents have a right to an atmosphere that is clean and conducive to study and sleep. Residents also have an obligation to make sure these conditions exist for themselves and others. University Housing has the right to make any policy or procedural changes it deems reasonable, necessary, or appropriate.

Residents’ Rights and Responsibilities

All residents in University Housing regardless of gender, gender expression or identity, sexual orientation, race, ethnicity, age, ability, economic status, religion, or culture have the right and responsibility to:

<table>
<thead>
<tr>
<th>All residents have the right to:</th>
<th>All residents have the responsibility to:</th>
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<tbody>
<tr>
<td>Have access to information about University Housing’s policies, procedures, and amenities.</td>
<td>Read one’s Housing Contract, Guide to Residence Living, and the University of Alabama in Huntsville’s Student Handbook.</td>
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<tr>
<td>Sleep, read and study, free from undue interference, in one’s room, pursue individual interests, make friends, and have fun. Unreasonable noise and other distractions inhibit this right.</td>
<td>Be aware of one’s personal noise level and any distractions one may cause a suitemate or other resident.</td>
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<tr>
<td>A clean environment in which to live.</td>
<td>Contribute to creating a clean environment, meeting the standards of University Housing’s Health and Safety Inspections, and adhering to one’s student contract and Guide to Residence Living.</td>
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<tr>
<td>Free access to one’s residence hall and room.</td>
<td>All residents are responsible for their student ID and key to gain access to their room.</td>
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<tr>
<td>Personal privacy.</td>
<td>Respect others’ personal privacy and maintain the safety of one’s personal belongings.</td>
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<tr>
<td>Address grievances.</td>
<td>Address conflict in a civil manner, either personally or by contacting University Housing for assistance.</td>
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<tr>
<td>Be free from verbal harassment, fear, intimidation, and physical and/or emotional harm.</td>
<td>Be aware of how one’s words, actions, and beliefs impact others.</td>
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University Housing’s Educational Focus

The University Housing Staff plan and present a variety of programs throughout the year. Programs are specifically designed to complement residents’ educational experiences by introducing new ways of thinking, goal setting, planning, cultural awareness, stress management, decision-making, and community involvement.

Residence Area Programming and Activities

University Housing is committed to student learning and development. Our staff provides opportunities for students to grow and realize their potential, not only intellectually, but also socially and emotionally. Hall programs stimulate and encourage academic, personal, and intellectual interest and achievement, expand knowledge, and highlight learning and growing as a vital component of daily living. Recreational and social activities can help students relieve stress, meet people, engage in social interaction, and build quality relationships. Social and cultural programs may be extremely successful if student leaders work with hall staff. A student’s personal growth may come from relationships formed and participation in residence hall and area activities.

Building Abbreviations

CCRH-Central Campus Residence Hall
CV-Charger Village
FFH-Frank Franz Hall
FRSO-Fraternity and Sorority Housing
NCRH-North Campus Residence Hall
SECH-Southeast Campus Residence

University Housing Office

Charger Village 118  P: (256) 824-6108
601 John Wright Drive  F: (256) 824-6739
Huntsville, AL 35899  Email: housing@uah.edu

Hours of Operation: Monday-Friday, 8:15 a.m. - 5:00 p.m., excluding University holidays.

University Housing Staff

Associate Vice President for Auxiliary Services
The Associate Vice President (AVP) maintains the oversight and overall responsibility of all University Housing operations including budget, long and short-term planning, staffing, programming, and all other operational functions. The AVP directly supervises the Assistant Directors.

Assistant Director for Assignments and Assessment
The Assistant Director (AD) for Assignments and Assessment oversees all resident assignment activities for the department, including scheduling move-in and move-out dates and any special considerations. The AD for Assignments and Assessment will also be responsible for all departmental assessment needs and serve as the departments contact for all departmental information inquiries.

Assistant Director for Operations & ITS
The Assistant Director (AD) for Operations & ITS helps maintain the day-to-day operations of University Housing. The AD for Operations & Assignments is primarily responsible for assignments, is a liaison with the Physical Plant for student maintenance issues, works directly with University contract cleaners, and supervises student maintenance and web site teams. The AD for Operations & ITS also manages all computer hardware and software matters for the department and serves as the liaison with the University ITS department.
Assistant Director for Residence Life Programming & Education

The Assistant Director (AD) for Residence Life Programming & Education is in charge of all staff selection, training, and supervision. The AC for Residence Life Programming & Education supervises all Resident Directors and Assistant Resident Directors. The AD for Residence Life Programming & Education is also the Senior Resident Assistant Advisor and may be the RHA Advisor. The AD for Residence Life Programming & Education is responsible for designing educational programs for all of University Housing and maintains a wide variety of educational budgeting programs. The AD for Residence Life Programming & Education is responsible for processing judicial actions within University Housing.

Resident Directors

A Resident Director (RD) is a full-time, live-in professional residing in each of the five University Housing areas. The RD is responsible for the operating the residence hall; monitoring the building; supervising the Resident Assistants, Desk Managers, and Desk Assistants; promoting residence life activities in the residence hall; and serving as a resource for all students. RDs are available to help with a variety of conflicts, concerns, or issues that may arise with all residents. The RDs work with the Resident Assistants to provide a challenging and supportive environment where students can live and learn. The RDs are committed to providing students with the tools they need to experience personal growth and to helping create a sense of community in each area. The RD reports to the AD for Residence Life Programming and Education.

Senior Resident Assistants

The Senior RA (SRA) is responsible for assisting the Resident Director in providing leadership for programming and administrative management of an assigned housing area. Responsibilities include developing in-building/area RA staff; developing campus-wide RA staff; assisting in training and educating the RA staff; programming; providing leadership to students, the RAs, and the area; promoting a supportive and inclusive environment in the building and on campus; and reporting necessary information to the Resident Director. The SRA will have an assigned floor or area and acts in accordance with all of the responsibilities of an RA. Just like an RA, the SRA is there for residents to handle issues and concerns.

Resident Assistants

One of the most important individuals students meet while residing in University Housing is the Resident Assistant (RA). RAs are selected and trained to handle a wide range of situations. One of their primary responsibilities is to help residents develop a sense of community on their floor or in their area. The key to community development is a team effort between residents and the RA. RAs provide many opportunities to get involved, such as informal discussions, social activities, and presentations with guest speakers. RAs are information sources for questions regarding campus life and University Housing. Additionally, RAs are the ones to consult if you are having suitemate concerns. If the RA does not know the answer, he or she can help find the appropriate person or office. RA’s report to the RD of their specific area. Additionally, part of the RA responsibility is to be on-call when University Housing is closed. Duty hours are 5 p.m. to 8:15 a.m. Monday - Friday and 24-hour coverage Saturday and Sunday. The RA on duty carries a pager to respond to student questions or needs. Lastly, some areas have Administrative RAs, students who are available to help residents in many of the same ways as an RA, but are not on-call.

House Managers

House Managers (HM) are responsible for assisting the Southeast Campus Housing and Fraternity and Sorority Resident Directors in maintaining the day-to-day operation and condition of their fraternity or sorority house in which they reside. They assist the Resident Director with room sign-up, card access, house and area condition inspections, maintenance requests, and facilitation of a house cleaning agreement.

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**Desk Managers**
The Desk Manager (DM) is responsible for the management of the front desk at each of these residence halls: CCRH, FFH, NCRH and CV. The desk manager, with input from the RD, helps to select, train and supervise the desk assistants. The Desk Manager reports directly to the RD.

**Desk Assistants**
Desk Assistants (DA) are responsible for the management of a front desk during their shift. They assist students in answering questions, directing or providing information, checking in and out guests, answering the phones, and monitoring the lobby and activity of the building or area in which they are working.

**Maintenance Assistants**
Maintenance Assistants (MA) are responsible for the management of routine work orders not handled by the University Physical Plant in each of the University Housing areas. The MA, in cooperation with the RD and/or ARD helps to ensure quick response to routine work orders. The MA reports directly to the AD for Operations & ITS.

**Peer Academic Leaders**
Peer Academic Leaders (PALs) are located in the CCRH, FFH and CV buildings. Their responsibilities include tutoring students (both drop-in and scheduled sessions) and planning and implementing educational and academic-related programming and outreach efforts for students. They work in collaboration with the Student Success Center in academic outreach efforts. All PALs must maintain a GPA of 3.00 or higher and are selected by the Student Success Center and Housing.

**University Housing Organizations**

**Hall Council**
A Hall Council exists in each of the five housing areas, consisting of students who desire to be a part of the group. They plan and implement social, educational, and cultural activities and programs for residents. The success of Hall Council depends on the interest, leadership, and dedication of the students. Councils are advised and guided by the RD with the help of the SRA and/or RAs. All Hall Councils have a budget from University Housing from which to plan their programs.

**Residence Hall Association**
As a resident of University Housing, students are automatically a member of the Residence Hall Association (RHA). RHA officers and members serve as the student voice to University Housing and plan activities for residents. Any issues or concerns regarding areas or policies can be brought to the RHA meetings. RHA encourages all University Housing residents to participate in the planning and implementation of its educational programs and social activities. RHA is governed by a student leadership panel, which is usually created from the governing Hall Councils from each Residence Hall. To become involved, residents should contact their RD, ARD, SRA, or RA for more information.

**Residence Halls and Areas**

**Central Campus Residence Hall**
Central Campus Residence Hall (CCRH) is a co-ed residence hall that is home to approximately 415 first-year students. The seven-story building is located between the Tom Bevill Center and Wilson Hall, and connected to the University Center (UC). CCRH offers three themed communities: Engineering, Discovery, and Outreach & Involvement.

**Charger Village**
Charger Village (CV) is a co-ed residence hall that is home to approximately 300 second-year students. CV offers full-size kitchens and laundry rooms on each floor, classroom space, multiple study rooms and lounges, a multi-purpose room and a game room. Three themed communities are offered in Charger Village: Leadership,
Engineering, and Honors. CV also accommodates the main University Housing office. CV offers a courtyard provides students an outdoor area for programming and campus activities.

**Frank Franz Hall**
Frank Franz Hall (FFH) is a co-ed residence hall that is home to approximately 250 first-year students. Across the street from Morton Hall and the University Center (UC), FFH offers four themed communities: Honors, Academic Success, Leadership, and Women’s Interest. FFH also offers a multipurpose room for activities.

**Fraternity and Sorority Housing**
Fraternity and Sorority Housing (FRSO) is composed of five houses and home to 50 upper-class students. The following fraternities and sororities are represented in “Greek Row”: Delta Chi, Alpha Tau Omega, Kappa Delta, Delta Zeta, Pi Kappa Alpha, and Sigma Nu. Adjacent to the University Fitness Center (UFC) and Southeast Campus Housing, FRSO Housing offers a sandpit volleyball court, basketball courts, picnic tables and outdoor grills for residents to enjoy in the nearby Southeast Courtyard.

**North Campus Residence Hall**
North Campus Residence Hall (NCRH) is a co-ed residence hall and home to approximately 300 upper-class students. NCRH features studio suites, study rooms on each floor, lounge areas, a full size community kitchen, and space for student activities. Both NCRH and FFH share a courtyard where residents can enjoy outdoor activities. NCRH is also the home of the Global Experience Community.

**Southeast Campus Housing**
Southeast Campus Housing (SECH) is a co-ed area and home to approximately 250 upper-class students and visiting scholars. Adjacent to the University Fitness Center (UFC) and FRSO Row, SECH offers a full size kitchens, a basketball court, a sandpit volleyball court, picnic tables and outdoor grills for residents to enjoy.

**Suitemates**
As a resident of University Housing, you should realize you do not just have a suitemate; you too are a suitemate. A suitemate can be someone with whom you share opinions, interests, and activities. However, sharing a space can sometimes result in problems or misunderstandings. You and your suitemate(s) do not have to be best friends; however, you do need to develop the ability to communicate with each other. Communication is crucial for a successful living experience. These suggestions may help:

- Have regular, unplanned, informal discussions.
- Introduce suitemates to friends.
- Invite suitemates to join in activities.
- Complete a suitemate agreement (see the RA).
- Let each other know what is okay and not okay to share.
- Think of each other as individuals and learn to respect each other’s uniqueness.
- Be open to differing opinions, ideas, and points of view.
- Verbalize concerns. Do not assume suitemates can read body language accurately.
- If a concern arises, speak to your suitemate first in an open and non-threatening manner.

*If you are having continued trouble with a suitemate, please contact the RA to help mediate the situation.

**Ground Rules**
During discussions, spend some time talking about the ground rules regarding suite cleanliness, noise levels, entertaining guests, and sharing food and community items (toilet paper, paper towels, etc.). Make sure the rules are fair and equitable to all.
Privacy and Interruptions
Remember times will always exist when you will need privacy to study or just be alone. When that occurs, talk with your suitemate(s) first before frustrations build.

Conflicts
Conflicts will probably occur between residents and suitemates at least once during your college career. Conflicts should not be viewed as negative. Rather they should be viewed as a learning experience. It is natural for people to disagree; however, it is how you handle the conflict that makes the result positive or negative. High stress times, such as mid-term and final exam periods, tend to elevate the frequency of conflicts.

If tensions do arise, talk with the suitemate first before the issue becomes a major conflict. If communication does not resolve the problem, talk with the RA. RAs are experienced and trained in dealing with these concerns and can give you ideas to help find a resolution. However, give your suitemate the courtesy of speaking with him/her first. Often an individual may not be aware there is a concern. Failing to deal with a concern may give the suitemate permission to continue the behavior.

The University Housing staff will first try to help you work through your conflict with a suitemate before a room change is considered. If all parties are in disagreement and a resolution cannot be achieved, or if a party is not willing to work toward a resolution, then all suitemates may be moved at the discretion of University Housing staff.

University Housing Policies
Each resident of University Housing is individually and personally responsible for compliance with these provisions of the UAHuntsville’s Code of Student Conduct and compliance with the laws of the State of Alabama.

Abusive, Harassing, and Intrusive Conduct
University policy forbids conduct which involves actual or threatened physical abuse or violence, hazing, indecent behavior, and harassment, including both general harassing behavior and harassment based on an individual’s race, color, religion, sex, age, national origin, sexual orientation, or disability. University policy forbids related actions that invade one’s personal privacy (such as repeated, unwanted telephone calls, any harassing electronic communication, and/or abusive letters).

Alcohol Policies
A. University Housing policies on alcohol are consistent with University policies and federal and state laws.
B. Residents will be responsible for their guests’ behavior and for any unlawful possession or consumption of alcoholic beverages by their guests. Resident and non-resident students who violate these policies will be subject to disciplinary actions.
C. Alcohol containers of any type are not allowed to be used as decoration or any type of display within any area of University Housing. Alcohol containers used as display or decoration are subject to confiscation and judicial action(s) at the discretion of the University Housing staff. Empty alcohol containers are considered trash by University Housing and will be treated as such.
D. Residents and/or guests who are publicly intoxicated are in violation of this policy.
E. Furnishing false identification or otherwise making false representation about one’s age for the purpose of buying, receiving, or otherwise obtaining alcoholic beverages is a violation of this policy.
F. Possessing or consuming alcohol is not allowed in lounges, study rooms, hallways, stairwells, any other public space of the Residence Hall, or outside the Residence areas, including courtyards.
G. Any student found in violation of these policies will have their case referred to the Judicial Affairs Office and be subject to disciplinary actions.
Frank Franz and Central Campus Residence Hall

CCRH and FFH are alcohol-free areas. Alcohol is not allowed anywhere within or around the adjacent outside areas of CCRH or FFH, nor should residents or guests consume, sell, possess, give away, furnish or otherwise distribute alcoholic beverages regardless of age.

Charger Village, North Campus Residence Hall, and Southeast Campus Housing

A. Possession or consumption of an alcoholic beverage by any student who has not reached the legal drinking age established by state law (21 years of age in Alabama) is a violation of this policy.

B. Residents’ guests are not allowed to consume, sell, possess, give away, furnish or otherwise distribute alcohol regardless of age.
   i. A guest is defined as any person not assigned to the suite space they are present in.

C. If all suitemates and their guests are 21 years of age or older, the residents of the suite are allowed within a reasonable amount to possess and consume alcohol, but only in one’s assigned residence in University Housing.
   i. One’s residence is defined as one’s assigned suite in University Housing, which includes the common area, bathrooms, and bedrooms. For example, suite 318 would include: 318 common area, 318 AB bathroom, 318 CD bathroom, 318A, 318B, 318C, and 318D.
   ii. A reasonable amount is defined as no more than twelve 12-ounce beers per resident of the suite OR one 750mL of liquor per resident of the suite OR one bottle of wine per resident of the suite. Therefore, all common source containers are prohibited anywhere in University Housing. Common source containers include, but are not limited to, kegs, pony kegs, party balls, half-gallon bottles, cases, coolers, and trashcans. Other beverages, such as Mike’s Hard Lemonade and Wine Coolers are considered alcoholic beverages.

D. If any resident of the suite is under the age of 21 years old, the residents of the suite that are 21 years of age or older are allowed to possess or consume alcohol within a reasonable amount in one’s personal bedroom.
   i. One’s personal bedroom is defined as one’s assigned space within one’s residence in University Housing and does not include any bathrooms, hallways, common areas, or other bedrooms within that suite. For example, 318A would be considered a personal bedroom. Storing alcohol or liquor in the common area fridge is not acceptable.

E. If a resident’s guest is under the age of 21 years old, neither the resident nor the guest may possess or consume alcohol in any area. However, the suitemates who do not have a guest can consume alcohol, in their personal bedroom, if they are 21 years of age or older.

Appliances and Cooking

A. Open coil appliances are not permitted in University Housing. This includes toaster ovens, toasters, hot plates, and electric skillets. Unauthorized appliances will be confiscated and will be returned to the owner when keys are returned during move-out. Cooking in CCRH, FFH, NCRH, CV, and FRSO suites is limited to the microwave provided (i.e. students may not bring additional microwaves) and to closed-coil popcorn poppers, sealed unit coffee makers, and thermostat-controlled hot pots and crock-pots. Cooking is not permitted within the bedroom areas of suites. Cooking is permitted within the designated kitchen areas of each building, provided the requirements established by University Housing staff in each area.

B. A refrigerator is provided in each suite in CCRH, FFH, NCRH, CV, and SECH. One additional refrigerator per resident is allowed but must be 4.2 cubic feet or less. The refrigerators provided by University Housing are frost free (except SECH and CCRH). In order to get best results from refrigerators, it is important to clean it on a regular basis. Refrigerators not defrosted prior to move-out will incur a defrosting and cleaning assessment charge. When defrosting refrigerators, DO NOT USE SHARP OBJECTS TO CHIP AWAY THE ICE!

C. While these items are used by the residents of the suite, they belong to University Housing and are expected to be kept clean and maintained for health and safety purposes.

D. All other appliances must be approved by the RD before using.
**Bicycles/Motorcycles**

A. Bicycle registration is free and required. RDs and DAs have bicycle registration stickers available during check-in times. SECH and FRSO have two storage sheds for bicycles. At SECH, the sheds are located on the west side of Building 702 and the east side of Building 706. At CCRH, FFH and NCRH, bike racks are located in the front and/or side of each building. The Charger Village covered bike rack is located on the west wing of the building and an uncovered bike rack is at the south end of the building.

B. Motorcycles must be parked in an authorized University parking space. Motorcycles are not allowed in bike storage areas or on sidewalks adjacent to buildings.

C. Motorcycles and bicycles cannot be brought inside or ridden in any area of the residence halls, apartments or FRSO houses. Residents who bring unauthorized motorcycles or bicycles within the buildings are subject to fees for potential damages caused by said item(s). University Housing will discard any bicycle or motorcycle stored in an unauthorized location.

D. Bicycles must be removed at the end of the spring semester from all racks at CCRH, FFH, CV and by all non-summer residents at NCRH, FRSO and SECH. All bikes left after the semester ends will be removed from bike racks and discarded.

**Children**

Residents with children who live with them are assigned to SECH one-bedroom apartments only. The University is not responsible for the supervision of children living in or visiting residents of University Housing. Parents are responsible for supervising their children and the children of their guests at all times.

**Combustibles**

Gasoline, kerosene, propane tanks, and any other flammable material shall not be stored in or around any residence unit. Heating units fueled by these materials are prohibited. The RD has the discretion to determine if any other materials may be hazardous to the safety of the residents.

**Computers**

A. Residents of University Housing can connect their personal computers to the campus network. To connect to the Ethernet system, one must secure an email and IP address. Before connecting to the UAHuntsville Cisco program, a computer must be scanned by IT Solutions. During move-in, help desks may be set up by IT Solutions. During other times of the year, students will need to contact IT Solutions directly for assistance. Simply connect one’s computer to the Ethernet port and click on the internet icon. You will be automatically connected to the ResNet webpage. Follow the directions from that webpage. For more information please refer to the IT Solutions web page or contact IT Solutions.

B. A resident computer lab is located in FFH Room 116. Please be considerate when using these computers. If another resident is waiting to use the computer, do not use it for more than 20 minutes.

C. Attempted or unauthorized use of computer access (computer hacking, running an Internet based business, etc.) is a violation your room contract, the Computer Usage Policy, and the Student Code of Conduct. Students may not use the Internet, campus network, or their suite or apartment address for any unauthorized or illegal activities. Unauthorized use will result in denied access to the Internet and campus network until a complete investigation can occur and may result in a permanent loss of this privilege. Violators will be referred to the Student Judicial Board and/or appropriate agencies.

**Disorderly Conduct**

Behavior that is disruptive to orderly community living is prohibited. This behavior includes, but is not limited to, throwing items in the hallways, bouncing balls on the floor, throwing objects out of the windows, fighting, committing pranks, or any other behavior which may cause physical injury, property damage, or is potentially dangerous or disturbing to the health and well being of residents.

**Drug Misuse**

University Housing policies on drugs are consistent with University policies, federal and state laws.
A. Controlled substance (drug) use is a violation of the Code of Student Conduct. It is defined as the possession, manufacture, sale, giving away or other distribution of any controlled substance (such as an opiate, narcotic, hallucinogen, etc.) as defined by federal or Alabama law except upon prescription by a practitioner (as defined by Alabama law), or his/her authorized agent under his/her supervision, incident to teaching research, chemical analysis, or professional practice.

B. Residents will be responsible for their guests’ behavior and for any unlawful possession or consumption of controlled substances by their guests. Resident and non-resident students who violate these policies will be referred to the Judicial Affairs Office and may be subject to disciplinary actions.

**Firearms, Weapons, and Explosive Items**

A. Possession of any firearm - including and not limited to rifles, shotguns, handguns, paint ball guns and air guns are strictly prohibited anywhere on University property, including resident suites, apartments, and cars. Possession of ammunition for firearms or any explosives—such as firecrackers, fireworks, dynamite cartridges, bombs, grenades, and mine explosive devices—is also prohibited. University Housing staff and/or Campus Police have discretion to determine if any other items may be hazardous to the safety of the residents.

B. Any internal combustion engines, automobile batteries, acids, gasoline, propane tanks, or barbecue grills are not permitted in the residence halls or apartments.

C. Knives are prohibited (except kitchen tools and pocket knives). No pocket knife may have a blade longer than six inches. The list of prohibited knives includes but is not restricted to: bowie knives, daggers, switchblades, leaded cans, switchblade knives, blackjacks, brass knuckles, or any other weapon.

**Furniture**

A. All furniture provided by the University must remain in the suite or apartment; therefore, no student should remove furniture from the room, common area or building. Within the suites, furniture designated for common areas should not be moved into individual bedrooms. Furniture not returned to proper location will be moved at the resident’s expense.

B. All furniture located in lobby areas, lounges, study rooms, game rooms, multipurpose rooms or any other area of the Residence Hall not located in the suite, must remain in that location. Hall furniture, or objects such as trash cans, are not to be moved, stored, or used in a resident’s suite or bedroom. All residents found with unapproved furniture located in their suite may face consequences with University Housing.

C. Furniture must not obstruct doors or windows at any time. Doors and windows must be accessible for use as a means of exit or entry, especially in the case of emergency situations.

D. Construction or room alteration involving heavy building materials, wooden or cloth material platforms, or self-constructed lofts are prohibited due to fire and safety regulations.

E. Residents are not allowed to provide their own materials to loft beds. Any beds that have been lofted or raised using University equipment need to be de-lofted/bunked and lowered to an appropriate level before checking out of one’s residence. An appropriate level is a bed that is high enough to sit on without having to climb into the bed. It is the resident’s responsibility to make sure the bed is lofted and de-lofted appropriately.

F. Recycling bins located in each suite are considered University Housing furniture. They are expected to be cleaned and located in the living room upon move out. If a recycle bin is missing, the entire suite will be charged for the cost to replace the bin.

**Guests, Visitation, & Co-Occupants**

A roommate’s right to privacy takes priority over the privilege of having a visitation guest.

**Co-Habitants**

In all University Housing areas, co-habitants are defined as guests residing with residents for more than three (3) 24-hour periods in any seven-day period. Co-habitation is illegal as defined by the state of Alabama.
Co-Occupants
A co-occupant is defined as a spouse or a dependent that is specifically registered by the leaseholder in one-bedroom apartments. Anyone receiving mail addressed to them at a particular University Housing apartment or suite who is not listed as a co-occupant with University Housing or who uses a key to gain access to said suite is considered an illegal co-occupant. If such an incident occurs, the lease or contract holder is subject to disciplinary action and/or contract cancellation.

Guest Behavior
Students should note that one’s lease/contract makes one expressly responsible for any misconduct and/or destruction of property (inside or outside one’s suite or apartment) by one’s guest(s). This means that misconduct of such guests may result in cancellation of one’s lease/contract and students may be held financially liable for any damages caused by such misconduct.

Guest Check-In/Visitation
For students’ security, all guests of CCRH, FFH, NCRH, and CV residents must register at the front desk in the lobby. Each resident may have a maximum of three guests signed in at one time. At sign-in, any non-resident must present a picture ID, which will be held at the front desk until the guest signs out. The host resident must escort guests at all times. All residents are accountable for their guests and will be held responsible for any misconduct and/or destruction of property by their guests. Guests are responsible for picking up their IDs when they sign out. University Housing is not responsible for IDs that are not picked up when the guest leaves.

Overnight Guests
The RD has full discretion as to the approval of any visitation request.

In all University Housing areas, one must obtain the approval from suitemates before entertaining overnight guests. An individual guest is permitted three overnight stays within a seven-day period.

CCRH and FFH
A. CCRH/FFH residents must show their current student ID upon entering the building 24 hours a day, seven days a week.
B. At the beginning of the semester, the standard visitation hours are 8am to 2am, seven days a week. Residents will have the opportunity to vote and change the standard visitation policy to a self-regulated policy or to keep the standard policy. A majority vote is required for a change to occur.

CV and NCRH
A. CV & NCRH residents must show their ID 24 hours a day unless otherwise posted.
B. The standard visitation hours are Sunday through Thursday: 8am to 2am, Friday and Saturday: 8am to 4am. The standard visitation hours apply unless residents and all suitemates fill out a self-regulated visitation agreement, which can be obtained from the Resident Director.
C. For students’ security, all guests of CV and NCRH residents must register at the front desk in the lobby 24 hours a day.
D. Guests who do not sign out will be considered overnight. The RD has full discretion as to the approval of any visitation request.

SECH
While the structure of SECH promotes a more fluid guest policy, an individual guest is permitted three overnight stays within a 7-day period. The RD has full discretion as to the approval of any visitation request. Guests violating this policy must be referred to the RD. The RD has full discretion as to the approval of any visitation request.

Hallway Sports
University Housing does not condone behavior that could cause damage to property or harm individuals. Such behavior includes but is not limited to throwing sports equipment, bouncing balls, wrestling, general horseplay,
pranks, etc. in any area of the residence hall or apartment complex. Participating in hallway sports may result in the participating students being charged a fine for repairs.

**Noise**
A. Noise violations may be, but are not limited to, noises that are clearly distinguishable in the hallway during quiet hours. It may involve music, heavy bass or percussion noises, alarms, pounding on doors or walls, bouncing of sports equipment or other items, or any general failure to respect other residents.
B. Courtesy hours and quiet hours exist to support the University's academic mission. Courtesy hours are in effect 24 hours a day, 7 days a week. Courtesy hours mean that the noise level should not be distracting for students in close proximity. If a complaint is registered, the resident who is causing the disturbance must respond as if quiet hours were in effect and may be subject to further consequences.
C. Quiet hours are in effect Sunday through Thursday beginning 10 p.m. to 8:00 a.m. Friday and Saturday quiet hours are from 12 midnight until 10 am. During quiet hours, all noise should be kept to a minimum and no behavior creating an unnecessary commotion or disturbance is permitted.
D. Bands shall not practice within University Housing.
E. University Housing reserves the right to require a student to remove a stereo, any musical instrument, or any other source of disturbing sound from University Housing if the student does not consistently comply with courtesy and quiet hours.
F. Residents and guests may be asked to leave if they are too loud, disrupting courtesy or quiet hours, or violating policy.
G. 24-hour quiet hours begin at 10 p.m. the last day of classes each semester. The extended quiet hour period ends at the beginning of the last final exam for the University.
H. Between semesters, courtesy hours are in effect 24 hours a day.

**Open Flames**
Candles, oil lamps, open coiled items, incense, and any device producing an open flame is prohibited anywhere in University Housing.

**Pets**
A. No animals of any kind (except approved service animals and fish) are allowed in University Housing. Fish tanks should be regularly maintained and be no larger than 10 gallons.
B. If an animal is found in University Housing, the resident will be asked to remove it. All residents of the suite will be charged $100.00 a day per person per animal until the animal is removed. University Housing reserves the right to ask any resident who fails to adequately maintain his or her aquarium to remove it. Residents are financially responsible for any damage resulting from aquariums and unapproved pets.

**Posting Information**
You must receive prior approval to post flyers, banners, signs, posters, etc., anywhere in or on the grounds of University Housing. Flyers and posters should not be posted on glass doors, stairwell posts, elevator walls or doors, or on painted doors. The RD of the respective area gives approval for items posted. University Housing has the right to post information on one’s suite or bedroom door.

**Respect for University Housing Policy/Authorities**
It is expected that students will comply with reasonable requests from University Housing staff, RDs RAs, MAs and DAs. Students should identify themselves when asked and should provide true and accurate information. Students should refrain from harassment and verbal abuse of staff members, RDs, RAs, MAs or DAs. Failing to do so will result in disciplinary action.

**Skates/Skateboards**
Skateboards, roller skates, bicycles, and in-line skates are not to be used inside any University Housing building.
Smoking
A. Smoking is not permitted anywhere in University Housing. This includes, but is not limited to, hallways, stairwells, lobby areas, laundry rooms, study lounges, elevators, all suites and bedrooms, the main University Housing office and Greek Chapter suites. When smoking outdoors, cigarette butts should be discarded in proper receptacles.
B. University policy prohibits smoking within 50 feet of any entrance. Smoking is prohibited in the courtyard area between NCRH and FFH and in the CV courtyard.

Soliciting
A. Solicitors are prohibited within University Housing. Soliciting includes but is not limited to, knocking on doors, posting flyers, delivering flyers under doors, hanging objects on doorknobs, as well as placing flyers in parking areas. Students are requested to notify a University staff member promptly when they see anyone soliciting.
B. Residents are not permitted to sell items, collect money, or promote personal businesses from anywhere in the residence halls or apartment complex.

University Property
A. Students are expected to respect University property as well as the property of other community members. University furniture should not be removed from student rooms or from public areas.
B. Students may not remove or tamper with door closures, peepholes, locks, or other University equipment. Damage of University property due to intentional, malicious, or negligent acts will not be tolerated. Any items which may cause damage to University property may be removed or confiscated if the resident fails to comply with a removal request.
C. Theft & Vandalism: Students who unlawfully take, damage, deface, destroy, abuse, misuse, or vandalize University property or property belonging to another person are subject to termination of their contract/lease, disciplinary action (such as restitution, expulsion, etc.) and/or criminal prosecution. Students should note that their contract expressly makes them responsible for the conduct of any of their guests. They may be liable for damages caused by any theft or vandalism committed by one’s guests and their contract may be cancelled. Please report acts of vandalism to help keep rent and repair costs down, and to keep all areas safe and attractive.

Waterbeds
Waterbeds and other water-filled furniture are not permitted in any University Housing areas.

Windows & Stairwell Railings
A. Students or guests are prohibited from climbing in/on, repelling from, sitting on, or standing in windows. Throwing objects of any kind from windows or balconies is also prohibited and residents will be charged a fine for throwing any identifiable item from a window.
B. Banners, flags, posters, laundry, rugs, etc. are not to be hung from any window (inside or outside), stairwell railings, or balconies without permission. Items will be removed and discarded by University Housing staff at the expense of the resident.
C. Placing items or decorations on the exterior room doors in residence halls or apartments is considered a resident’s privilege. The University reserves the right to remove anything from the exterior of one’s suite, or from the interior if visible from the outside, which in its judgment is considered to create an unsightly or offensive appearance, and/or creates a hazardous condition. Each resident assumes the responsibility of all items or decorations displayed on their suite door, and understands the need to respect their neighbors and community.

The Student Conduct Process in Residence Halls or Areas

Step One: Incident Report Form
In the case of an incident that requires adjudication, an incident report form will be filled out by a Housing staff member. The Resident Director, other Housing staff members, and the Judicial Affairs Director receive the report.
The Judicial Affairs Director contacts the individuals listed in the incident report and directs them to complete step two.

**Step Two: Meet with the Resident Director**
A meeting with the Preliminary Action Officer, usually the Resident Director of the area in which the incident occurred, is required to resolve the incident in question. The Resident Director’s goal is to work with students to address any behavior that may have broken University rules or regulations. They aim to make the outcome of the meeting educational and an experience in which the student can learn about themselves and those around them.

**Step Three: Judicial Affairs Director**
The Resident Director sends a recommendation of an outcome to the Judicial Affairs Director; it is up to the Judicial Affairs Director to accept or change the recommendation. The Director sends notification of the approved outcome that may need completing.

**Step Four: Case Dismissed OR Completion of Outcomes**
If the case is dismissed, the Judicial Affairs Director may not send notice to the Complaintant. If the student is to complete educational outcomes, they will need to follow the necessary directions and deadlines of those outcomes.

**Procedures**

**Abandoned Property**
When a resident has withdrawn or been dismissed by the University, the resident should completely remove all of his or her personal belongings from their room. A resident who fails to remove property grants to the University the right to remove abandoned property at the owner’s expense. Any personal property that residents or guests leave in a space after they have checked out will be considered abandoned. At the resident’s expense, UAH may move the items into storage immediately and, if not claimed by the resident or an authorized representative within 10 days, dispose of items as it sees fit. Bicycles are also defined as abandoned property if left at the end of the semester.

**Appealing University Housing Charges and Decisions**
If a resident would like to appeal a charge, decision, or an application of policy imposed by University Housing, they may do so by presenting their appeal in writing to the Assistant Director of University Housing. Students must present appeals within thirty (30) days of the action related to the appeal. While vacating their area, residents who elect an Express Checkout automatically waive the right to appeal any charges applied against their account. See Express Checkout section for more information. The appeal process within University Housing does not apply to student conduct cases. For information on the student conduct appeal process, please see the Student Handbook.

**Assigned Spaces**

**General Information**
A. The University will provide a space in University Housing for occupancy as a resident. Students are not guaranteed any specific residence unit or accommodation by this agreement.
B. Occupancy shall be for the period and upon the terms stated in the contract/lease as well as in these policies and procedures.
C. The University will consider and attempt to grant a request for a particular residence unit, roommate(s), or other special arrangements indicated in the University Housing application but cannot guarantee requests. The University has the right and sole discretion to determine assignments, authorize or deny room changes, consolidate vacancies, and move students from one room to another or to another area.
D. The University does not make room assignments on the basis of any individual’s gender, gender expression or identity, sexual orientation, race, ethnicity, age, abilities, economic status, religion, culture, or disability
(unless the disability requires some accommodation) and it will not consider a request for assignment or a change in assignment based on any of these grounds.

E. Residents who wish to request a room change must contact their RD. Residents are encouraged to contact their RA prior to speaking with their RD.

Room Changes
A. A resident may request a room change at any time; however, certain circumstances such as space availability and other factors play an important role in whether or not the change will be approved. No room change will occur without permission from University Housing.
B. The third full week of each semester will be designated for room changes. Room change requests should be made in writing prior to this period. Excessive, improper or unauthorized moves will result in a fee of $100.00. Requests for changes in space assignments may be made at any time.
C. The University reserves the right to make any assignment changes it deems reasonably necessary or appropriate. Occupying a space for a long period of time does not give priority to a resident should a change be necessary.

Room Selection
A. Fall room selection for all returning residents takes place during the previous spring semester. University Housing has information containing detailed instructions and a signup timeline. To reserve a space for the following fall semester, residents must complete the sign-up process and submit a $100 commitment fee.
B. The cancellation date for accepting or declining an assignment is June 1st. Failing to cancel by the June 1st deadline will result in forfeiture of the commitment fee.
C. Students who live in University Housing for the spring semester and who apply for summer housing are not required to pay a commitment fee for summer. Residents applying for summer housing and who cancel after the date on the summer application are subject to a $100 cancellation fee.

Charges to Student Accounts
Any charge generated by University Housing for rent, damage, lost keys, etc. will be billed to your University account. Payment should be made to the Cashier’s Office.

Communicating Intentions
If you have a special request or concern, please notify University Housing immediately. Written and dated documentation is crucial when adjusting accounts or coordinating moves.

Consolidation
University Housing reserves the right to consolidate residents in partially filled suites to other occupied units. Consolidation, if necessary, usually begins after move in at the beginning of each semester. Consolidation can occur at any time during the semester.

Contract and Lease
A. The University Housing room contract or lease - A legal and binding agreement between the resident and UAHuntsville. A signed agreement is required of every resident. If the resident is under 19 years of age, a parent or guardian must also sign.
B. Residents are not allowed to subcontract or sublet their space. Residents may not rent or give assigned spaces to anyone.
C. Students who live in CCRH, FFH, NCRH, CV, FRSO or the single student suites in SECH sign a room contract with University Housing that is binding for both fall and spring semester. Residents who qualify and select the six-week trial option are only bound to that contract for six-weeks. They may then elect to terminate the agreement or sign a standard contract for the remainder of the academic year. The contract period begins when one takes possession of room keys or the day of move-in for that term (whichever comes first). Move-in day is announced in an assignment letter. The contract period ends 24 hours after a student’s last final exam
of the appropriate semester or 6pm the day after the final examination of the semester (whichever comes first).

D. Any student who wishes to live in University Housing for the summer is required to complete an application for the summer term. A priority deadline of April 15 will be in effect for summer school assignments.

E. For information on being released from a contract, see “Intent to Vacate Process.”

Express Checkout
An express checkout is one option residents have to formally check out of housing. It is an assessment of the assigned area after the resident vacates. When agreeing to do an express checkout, residents waive their right to appeal any charges Housing Staff find applicable during the assessment of their room. Students must notify the Resident Director of their intent to do an express checkout.

First and Second Year Housing Requirements
All first and second year full-time undergraduate students with a permanent legal residence beyond a 30 mile radius from campus are required to live in the campus residence halls. This requirement takes effect Fall 2012 and is not applicable to currently enrolled students. Individuals meeting the following criteria may submit an exemption request and will be approved upon receipt of a completed “Request for Exemption of Housing Requirement” form and any required supporting documents:

- Students who are at least 21 years old prior to the first day of classes of their first enrolled term
- Married students and/or students with children
- Students with a documented medical hardship
- Students who have earned 48 or more credit hours from an accredited college/university

Other requests for exemption to the on-campus housing requirement will be considered on a case-by-case basis. The “Request for Exemption of Housing Requirement” form and the process for review of exemption requests are located on the Housing website at http://www.uah.edu/housing/.

Health and Safety Inspections
A. The University Housing staff conducts periodic health and safety inspections in each suite and apartment. Health and safety inspections will be announced in the residence areas at least five days prior to the date of inspection. A notice will be posted on each suite door 48 hours prior to the inspection.

B. If unsafe or unhealthy conditions are found in a room, suite, or apartment, residents will be required to correct them within 48 hours. If cleaning is warranted and not completed within the 48 hours, the area will be cleaned by the University’s contracted professional cleaners and the associated costs charged to the resident(s). During health and safety inspections, staff members will not open closets, drawers, or luggage. Staff members may inspect University refrigerators and common storage areas. Contact the RD or University Housing if you believe an area has been inappropriately inspected. Health and Safety Inspections may also take place during University breaks.

C. If a University staff member or an RA visits an area at any time and finds the area to be in poor condition, an inspection may be conducted at that time.

Intent to Vacate Process
A resident has a contractual agreement with University Housing that is not automatically nullified when they withdraw, graduate or are academically suspended by the University. If a student is leaving the University for any reason, they must notify University Housing and start the Intent to Vacate process by meeting with their RD. In situations of extenuating circumstances, residents may also meet with the Assistant Director of University Housing. If the Intent to Vacate is approved, the resident will be sent instructions on how to check out of their room. If a resident leaves without notifying University Housing, they will be considered a current resident and held accountable for any fees, including the full rent charges. Please be aware of publicized, important notification dates to avoid improper check out fees. Please see the RD for more information.
Keys and Lockouts
A. A room key or access card will be issued after a resident has signed a room contract or lease. A mail key will be issued after a completed Room Condition Report is on file. Rent is due no later than the first day of classes. Residents are responsible for any keys and cards until move-out. Residents may not make duplicate keys or cards; nor may they use padlocks, add locks or latches, or tamper with or change existing locks.
B. Residents are expected to keep both the door to their suite, as well as the door to the personal bedroom, locked to.
C. Residents should not give their room keys or student ID cards to others, including guests. Falsification of information in an attempt to acquire an additional key or ID card is strictly prohibited.
D. For security reasons, residents should report all lost keys and lost student ID cards to University Housing, an RD, or to an RA. Lost keys will necessitate a lock change resulting in a charge to the resident, usually $50.00-$75.00.
E. When a resident moves out of an assigned space, they must return their keys to University Housing, the RD, or an RA by the appropriate deadline. Failure to do so will result in a charge to replace the lock. The resident may also incur rental costs and a $100.00 administrative fee for improper check out. Residents are required to notify University Housing 24 hours prior to their check out.
F. Lockouts: If a resident is locked out of a suite or apartment, contact University Housing, an RD, or an RA. Residents will be given a grace period on lockouts for the first two weeks of each semester. After the grace period, any lockout will result in a $10 charge to the resident’s account. At the discretion of the RD, lock changes may be ordered for areas with multiple lockouts.

Opening Residence Hall Rooms
Residence hall rooms and apartment doors are to be opened only for the occupant of that room, suite, or apartment. Residents will need to show identification. Staff will not open a door for anyone except the resident of the room.

Privacy Rights
The University (acting through an authorized employee, agent, or representative) shall have the right to enter an assigned space at reasonable times to inspect it, to make necessary repairs and alterations, to clean, and to enforce the room contract or lease agreement with no further notice of entry required. The University maintains the right to enter an assigned space if it suspects there is imminent danger to life, health, safety, or property. While in the resident’s space, if any unauthorized items are visible, University Housing has the right to confiscate the item and may impose further consequences.

Public Area Damage
Costs to repair common area damage or to replace community property may be assessed to the residents of a wing, floor, building, or complex, unless individual responsibility can be determined. If residents have information regarding abuse or damage to common areas (including damage to a bulletin board), please report it to an RA, the RD, or a University Housing staff member.

Room Condition Reporting
Move-in: During move-in, residents are given a Room Condition Report form. This report provides hall staff identification of problems, concerns, and/or repairs. It is the resident’s responsibility to check their suite for any damages, such as carpet stains, nail holes, damaged furniture, paint chips, and for the cleanliness of the suite. They should carefully inspect each item listed on the inspection form and document any concerns using the guidelines provided. This form should be returned to the RD or to University Housing within 24 hours of check-in. After 24 hours, University Housing will assume one’s room is considered “new” without damage.

Move-Out: An inspection will be conducted when residents move out of an assigned space. Each resident makes an appointment with a Housing staff member to complete a room inspection and their Room Condition Report. Each resident must signup for a check out time 24 hours prior to checking out. If one fails to make an appointment, or fails to show for their scheduled appointment, they forfeit the right to appeal damage charges and will receive a $100 improper check out fee. If damage is not recorded at the time of move-in but is recorded during move-out,
the resident(s) will be held financially responsible for those damages. Only charges of $5.00 or more will be assessed for damage or cleaning.

RDs and RAs may make **estimated** cost assessments for damages or cleaning. Final charges are generated by University Housing and are based on cleaning and repair cost. If students have questions or concerns about cleaning and damage in an assigned space, contact University Housing. The following page is a list of basic charges.

**University Housing reserves the right to charge an Administrative Housing fee involving extenuating circumstances with student assignments.**

**Semester Cleaning and Inspection**
Residents of all University Housing areas are expected to leave their areas in move-in condition at the end of any semester. University Housing reserves the right to conduct health and safety inspections of all suites during breaks and charge residents for any cleaning required to make an area move-in ready (as determined by University Housing Staff). Residents are encouraged to complete cleaning agreements amongst all roommates at the close of any semester.

**Temporary University Housing**
Residents who are graduating seniors or have special academic circumstances may be granted temporary housing on a case-by-case basis. Requests for temporary housing must be submitted to University Housing no later than two weeks before graduation.

**Winter & Spring Break Closings**
CCRH and FFH close at 6 pm the day after the last final exam of fall semester. Residents are required to leave no later than 24 hours after their last final exam. The halls reopen at 12 noon the Saturday before classes start for the spring semester.

CCRH and FFH also close the week of Spring Break. In order to allow residents to make appropriate arrangements, specific closing dates are printed in assignment letters and published in the residence areas during fall and spring semesters.

During temporary closings, residents must vacate the building. Belongings may be left in suites, however residents are encourage to remove items of high value. Residents will not have access to the building while closed.

NCRH, CV, FRSO and SECH remain open during Winter and Spring breaks. All residents must vacate CCRH, FFH, CV and NCRH at the end of spring semester.

Residents of SECH and FRSO must vacate their space at the end of the spring semester unless the resident is assigned the exact same room for the Summer semester **and** have met applicable priority application deadlines.

Students desiring on-campus accommodations during summer semester will be assigned to SECH or NCRH. Applications are available in the main University Housing office on April 1 and are due by the priority deadline of April 15.
# Housing Cleaning and Assessment Charges Guide for Housing Staff

## Cleaning Description

<table>
<thead>
<tr>
<th>Cleaning Description</th>
<th>CCRH, CV, FFH, NCRH</th>
<th>SECH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Light</td>
<td>Medium</td>
</tr>
<tr>
<td>Bathroom</td>
<td>$15.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Bedroom</td>
<td>$5.00</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Carpet cleaning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedroom</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Hallway</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Common area</td>
<td>$20.00</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Permanent stains</strong></td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Furniture Cleaning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedroom</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Living Room</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Kitchen</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Living Room &amp; Kitchen</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic cleaning</td>
<td>$10.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Microwave</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Stove/Oven</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Cabinets</strong></td>
<td>Market Price</td>
<td>Market Price</td>
</tr>
<tr>
<td><strong>Tile Floor Cleaning</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Wall Cleaning</strong></td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Kitchen</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Bathroom</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Bedroom</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

*If the total amount of cleaning charges adds up to more than the cost of a Full Suite Cleaning, ignore all individual assessment costs and charge for a full suite cleaning.*

## Damage and Miscellaneous Charges

<table>
<thead>
<tr>
<th>Charge</th>
<th>Restrictions</th>
<th>Maximum Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beds Debunk</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Bunking Pins</td>
<td>per pin</td>
<td>$10.00/Four Pins</td>
</tr>
<tr>
<td>Blinds (Replacement)</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Carpet Burns</td>
<td>per square inch</td>
<td></td>
</tr>
<tr>
<td>Ceiling Tiles</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Cinder block removal</td>
<td>per block</td>
<td>$100.00</td>
</tr>
<tr>
<td>Counter</td>
<td>per 3 square inch</td>
<td></td>
</tr>
<tr>
<td>Door Clip Dmg/Remvl (Magic Holder)</td>
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<td>$5.00</td>
</tr>
<tr>
<td>Door damage or replacement</td>
<td>for Refill</td>
<td>$50.00 for Missing</td>
</tr>
<tr>
<td>Eye viewer in door</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Fire Extinguisher</td>
<td></td>
<td>$225.00</td>
</tr>
<tr>
<td>Furniture</td>
<td>Damaged - fixable</td>
<td></td>
</tr>
<tr>
<td>Furniture Displacement</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Identifications sign</td>
<td>$30.00 per apartment/room</td>
<td></td>
</tr>
<tr>
<td>Illegal Pet</td>
<td></td>
<td>Bedroom $50.00</td>
</tr>
<tr>
<td>Improper Checkout</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Improper Rm Change (incorrect room)</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Light Fixture Cover</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Lock Change</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Mail Key</td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td>Mattress</td>
<td></td>
<td>$75.00</td>
</tr>
</tbody>
</table>

*Contact Billy Blount for market*

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**Version 4/17/07**
Emergency & Safety Information

Air Conditioner Leaks
During the summer, air conditioners may leak from condensation when the humidity is high. Report any leaks immediately to University Housing. To avoid damage to one’s personal property, keep items away from the potential source of the problem when the air conditioning system is operating. University Housing will not be held responsible for items damaged by air conditioner leakage.

Emergency Response
One must cooperate with University officials in case of severe weather, fire, civil emergency, or any other actual or threatened emergency. Such cooperation shall include evacuating the premises when a fire alarm sounds or when requested by a University official and complying with any applicable disaster plan. Failure to do so will result in immediate disciplinary action. When reporting personal emergencies from a campus telephone, dial 6911. Dial 256.824.6911 from an off-campus telephone.

Fire and Emergency Equipment
A. Fire alarm pull stations are located on every floor in CCRH, FFH, FRSO, NCRH, and CV and in every breezeway in SECH. Anyone found tampering with or improperly using alarms, smoke detectors, extinguishers, sprinklers, hoses or the Automatic Emergency Defibrillators (AEDs) is subject to disciplinary and/or legal action.
B. An unannounced, organized fire drill may be held each semester in CCRH, FFH, FRSO, NCRH, CV and SECH. State and federal laws require all residents and guests to evacuate the building during a fire alarm. Failure to evacuate will result in disciplinary action and is subject to disciplinary and/or legal action.

Fire Doors
Residents or guests are not permitted to use any fire door of any Residence Hall, unless approved by the RD. Even if approved, this access is considered a privilege and may be taken away if abused. Fire door abuse may consist of allowing guests or other residents into the building or bringing in any unauthorized items through these doors.

Fire Extinguishers
Each suite and apartment is equipped with a fire extinguisher. If a fire extinguisher needs to be recharged, notify University Housing immediately. If a fire extinguisher is discharged because of intentional mischief, a fee of $25, along with fees for any other associated damages, will be assessed to the resident’s account.

Missing Resident Policy
At UAHuntsville, we are committed to the safety of our students. This policy is established in compliance with the Higher Education Opportunity Act of 2008 (HEOA) and applies to all UAHuntsville students who reside in University Housing areas.

General
When signing up for a room, all residents of University Housing will be given the opportunity to register an emergency contact. RAs will also advise residents how to register their emergency contact at the first floor meeting. This contact will be notified by the University within 24 hours of a determination that the resident is missing. This emergency contact information will be stored confidentially and will be accessible only to authorized University officials and will not be disclosed, except to law enforcement personnel involved in a missing person investigation. Residents will be given the opportunity to update their emergency contact information when necessary.

In the case of any resident under 18 years of age and not emancipated, UAHuntsville is required to notify the resident’s custodial parent or guardian within 24 hours of the determination that the resident is missing. In addition, the university must also notify any additional emergency contact person designated by the resident.
Regardless of whether a resident has designated an emergency contact person, is 18 years or older, or is an emancipated minor, UAHuntsville is required to notify the UAHuntsville Police within 24 hours of a determination that a resident is missing.

**Reporting and Investigative Procedures**
For the purposes of this policy, a resident may be considered to be missing if the student’s absence from campus is contrary to his or her usual pattern of behavior and the University has reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to the following: (1) a report or suspicion that the student may be a victim of foul play; (2) the student has expressed suicidal thoughts or may be in a life threatening situation; (3) the student has exhibited behavior suggesting they are unable to care for themselves; (4) the student is overdue returning to campus and is not heard from after giving a specific return time to family or friends.

Any individual on campus who has information or reason to believe that a student living in University Housing may be a missing person should notify the UAHuntsville Police immediately.

UAHuntsville Police will gather all essential information about the student from the reporting person, as well as seek information from the student’s acquaintances and from appropriate University personnel. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, a class schedule, when the student last attended class, the last use of the student’s Charger Card, etc. Contact with the student will be attempted using text messaging, cellular phone calls, Facebook, and e-mail.

Upon receipt of a missing resident report, UAHuntsville Police will promptly notify appropriate campus staff, including the RD of the residence hall in which the missing resident resides, to aid in the search for and location of the resident.

In every instance, UAHuntsville Police will promptly notify the office of the Dean of Students and keep them informed of the progress of the investigation. After consultation with UAHuntsville Police, the final determination that a student is missing will be made by the Dean of Students.

**Notifications**
The Dean of Students will take the following action after a student has been reported missing for 24 hours or more, OR it is apparent that the student is missing (e.g. witnessed abduction):

a. In every case, notify the UAHuntsville Police Department.
b. In every case, notify the designated emergency contact person, if any.
c. In the case of a student under 18 who is not emancipated, notify the student’s custodial parent or guardian (in addition to notifying any designated emergency contact person).

**Communications about Missing Students**
The Director of Public Affairs is the designated university spokesperson to handle media inquiries concerning a missing student. The law enforcement agency in charge of the investigation will be consulted prior to any information release from the university so as not to jeopardize any investigation. Any information provided to the media to elicit public assistance in the missing person search will be released by the law enforcement agency.

**Stolen Property**
Residents are expected to keep their door locked to ensure personal safety and security of property. If residents feel that their property has been tampered with or stolen, they have the right to file a report with the University Police. If notified, University Housing may assist the resident in this process.
Toilets/Sinks
The sewer system is sufficient to handle normal drainage. Items not flushable are paper towels, diapers, feminine products, toys, tennis balls, etc. Repair costs incurred because of improper disposal of any items will be assessed to the resident(s). Should a toilet overflow, immediately reach for the knob behind the toilet (near the base) and turn it clockwise until the water is off. For assistance, phone University Housing maintenance at extension 2156 or the RA on duty if after normal business hours.

Tornado Safety
When a tornado watch is in effect for Madison County, conditions are favorable for a tornado to develop. When a tornado watch has been issued, a tornado warning may follow immediately or at any time during the watch timeframe.

When a tornado warning has been issued for Madison County, everyone in the building must evacuate to the lower floors of the building immediately, avoiding areas of exposed glass.

The University has an emergency warning system that sounds during a tornado warning. Sirens are located at the Library and Engineering Buildings. The city and University alarm systems are tested on a regular basis but never during inclement weather.

Below is information about safe areas in each of the University Housing areas. When moving to a safe area, take pillows and/or blankets with you as protection from falling or flying debris.

**CCRH** - When the warning siren sounds, move quickly to the inner hallways of the lower floors (second and third) and sit or lie down. Avoid glassed areas at all times. If a resident is unable to leave their suite, move into the toilet room and close the door. Do not congregate in the main lobby or use the elevators.

**FFH/NCRH/FRSO** - When the warning siren sounds, move quickly to the first floor corridors and sit or lie down. Avoid glassed areas at all times. If a student is unable to leave their suite, move into the toilet room and close the door. Do not congregate in the main lobby or use the elevators.

**CV** - When the warning siren sounds, move quickly to the second floor corridors and sit or lie down. Avoid glassed areas at all times. Another designated safe area is the first floor corridor between the RD office and classroom 103. If residents are unable to leave suites, move into the toilet room and close the door. Do not congregate in the main lobby or use the elevators.

**SECH** - All residents should get to a ground floor apartment, away from windows, and preferably in the bathroom area. If a resident cannot safely get to the ground floor, go immediately into the bathroom, close the door, and get into the bathtub. The Laundry/Mail Room is not a safe location.

Services

**Cable TV**
University Housing provides basic cable to all residents. In SECH, one outlet is located in the common room and can be split and run to bedrooms. In CCRH, FFH, FRSO, NCRH, and CV, one outlet is located in each bedroom and one in the common area. Some suites have a cable cord provided which is the property of University Housing and is expected to remain in the suite upon moving out. Premium channels are not provided by University Housing. Residents in some areas may contract independently of University Housing with the building’s cable company to provide premium cable. It is the resident’s responsibility to maintain all aspects of their independent contract, including and not limited to making appointments, escorting representatives in the buildings, paying all expenses, etc. Please contact the RD of the area for more information.
**Charger Cards**

A. Charger cards are issued to all University students. This ID card provides access to front doors of the residence halls and to the CCRH door from the University Center. In CV, the Charger Card also grants access to the main door of suites. It is also used to pay for laundry and campus food services.

B. To enter the building, you must use your ID card. Swipe the card to enter the building and show the card to gain access past the DA.

C. If you lose your ID card, you must immediately report it to the RD and the Charger Card office. The old ID card will be deactivated and will no longer be valid. You will be issued a new ID card.

D. If you damage an ID card, you will need to report it to the Charger Card office to obtain a new card. In some residence halls, you may be required to have your card reactivated by stopping by the RD office.

**Email**

UAHuntsville students are assigned an email address by the University. This email account is considered by the University as an official method to notify students. Students are responsible for checking their email and are responsible for information sent to them. University Housing will send important notices and charge letters by this method of communication.

**Food Service**

Declining balance meal cards are available for any UAHuntsville student who would like to purchase a meal plan. All residents are required to purchase a minimum declining balance meal plan each academic semester (excluding summer semester residents and SECH apartment residents). Additional funds may be added to your flex plan for laundry and copy services. If a resident has a question about Food Service, please contact the Director of the University Center’s Office in Room 147 of the University Center (824-2720).

**Internet Service**

University Housing provides basic internet to all residents. In SECH, one outlet is located in the common room and can be split and run to bedrooms. In CCRH, FFH, FRSO, NCRH, and CV, one outlet is located in each bedroom. CV provides wireless internet throughout the building. Residents in some areas may have the option of contracting independently of University Housing with the building’s internet company to upgrade their internet access. Please contact the area RD for more information. It is the resident’s responsibility to maintain all aspects of their independent contract, including and not limited to making appointments, escorting representatives in the buildings, paying expenses, etc. Please contact the area RD for more information. For information on accessing the internet, see “Computers” in the “Policy” section of this document.

**Laundry Service**

Laundry rooms are located on the first floor of the CCRH, FFH, FRSO, NCRH and in building 604-B of SECH. In CV, there is a laundry room on each floor. Laundry costs are $1.00 to wash and $1.00 to dry.

Money lost in a malfunctioning washer or dryer will be refunded at the main University Housing office for all areas. In order to receive a refund, you must provide the machine number (6-digit number and not card reader number with letter) of the machine that malfunctioned.

A card swipe is located in each laundry room for use of the Charger Card and the declining flex account. If the machine malfunctions, please contact the area RD.
### Mail Delivery and Packages for CCRH, FFH, NCRH, and CV

<table>
<thead>
<tr>
<th>Name</th>
<th>Suite #</th>
<th>Address</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCRH</td>
<td></td>
<td>1000 Ben Graves Drive NW</td>
<td>Huntsville</td>
<td>AL 35816</td>
</tr>
<tr>
<td>FFH</td>
<td></td>
<td>1301 Ben Graves Drive NW</td>
<td>Huntsville</td>
<td>AL 35816</td>
</tr>
<tr>
<td>NCRH</td>
<td></td>
<td>1303 Ben Graves Drive NW</td>
<td>Huntsville</td>
<td>AL 35816</td>
</tr>
<tr>
<td>CV</td>
<td></td>
<td>601 John Wright Drive</td>
<td>Huntsville</td>
<td>AL 35805</td>
</tr>
</tbody>
</table>

**Packages:** For CCRH, FFH, NCRH and CV, UPS: Federal Express and USPS will leave packages at the RD’s office. Residents will receive notification in their mailbox announcing the delivery of a package. A picture ID is required for collecting a package. Only the owner of the package is allowed to collect it.

**Forwarding Mail (For CCRH, FFH, CV and NCRH non-12-month contract residents):** When a resident moves out, University Housing forwards first class mail for 30 days following the official move out or room change date. In order for mail to be forwarded, you must submit the forwarding address to University Housing when returning keys. It is important for you to also notify correspondents of your new address.

### Mail Delivery and Packages for FRSO and SECH

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATO Fraternity</td>
<td>514 Fraternity &amp; Sorority Row</td>
<td>Huntsville</td>
<td>AL 35805</td>
</tr>
<tr>
<td>Delta Chi Fraternity</td>
<td>510 Fraternity &amp; Sorority Row</td>
<td>Huntsville</td>
<td>AL 35805</td>
</tr>
<tr>
<td>Delta Zeta Sorority</td>
<td>520 Fraternity &amp; Sorority Row</td>
<td>Huntsville</td>
<td>AL 35805</td>
</tr>
<tr>
<td>Kappa Delta Sorority</td>
<td>518 Fraternity &amp; Sorority Row</td>
<td>Huntsville</td>
<td>AL 35805</td>
</tr>
<tr>
<td>Sigma Nu Fraternity</td>
<td>516 Fraternity &amp; Sorority Row</td>
<td>Huntsville</td>
<td>AL 35805</td>
</tr>
</tbody>
</table>

SECH mailboxes are located in 604-B (Mail/Laundry Room). If residents receive a package, a notice will be placed in their mailbox. The notice will state where, when, and how the package can be picked up. FRSO mailboxes are located behind each of the Fraternity and Sorority Houses.

**Packages:** At SECH and FRSO, the UPS agent will leave a note on your suite door. Package pick up times are M-F 8:15 am to 5:00 p.m. in SECH 606A.

**Forwarding Mail (for SECH and FRSO residents):** When you move out of University Housing, you must file a change of address card with the U.S. Post Office. Forms are available from the main University Housing office or at any U.S. Post Office. A forwarding address must also be given to University Housing.

### Maintenance Requests and Repairs

University Housing contracts with the Physical Plant for maintenance. If you have a maintenance concern, please call **256-824-2156** to report the concern. Be as specific as possible when reporting the problem.
Residents may also submit non-emergency work orders to their respective RAs and RDs.

Repair work on items resulting from normal wear and tear or to equipment breakdown not caused by the resident or a resident’s guest is free of charge. If it is determined that abuse, negligence, vandalism, or misuse caused the damage, the responsible resident(s) will be billed for the cost of repair. If individual responsibility for a common area damage cannot be determined, the entire suite will be assessed the costs of repair or replacement.

Once a maintenance request has been made, the maintenance staff will respond. Due to the unpredictable number of work orders for any given day, University Housing cannot guarantee a specific time the maintenance crew will arrive to make the repair. If 7 business days pass with no response, please contact the area RD.

**Parking**
Resident and guest vehicles should be parked in approved designated parking spaces. In order to park in any University parking lot, residents are required to have a student decal properly affixed to their vehicle. See the Office of Public Safety for more information on the guidelines for operating a vehicle on UAHuntsville’s campus. Parking inside the quad at SECH can result in a parking ticket or towing. Parking in the circle drive at CCRH, FFH, FRSO, CV, NCRH, or the designated SECH unloading zones may result in a parking ticket or towing. Parking lots are monitored by University Police, not University Housing.

**Pest Control**
University Housing contracts with a local pest control company for service each month. If you want to have the inside of your cabinets treated, make sure they are emptied on the morning of the treatment day. If you experience a problem with pests, contact University Housing directly to arrange for special service.

**Recycling**
University Housing supports sustainability and encourages residents to contribute by recycling paper and aluminum products. Every suite is provided with a recycling bin that must remain in the common space. It is the residents’ responsibility to take the recyclable items to the larger recycling bin in each residence hall, as well as to separate the paper and aluminum items. The larger recycling bins are emptied regularly by University staff. The recycle bins are to be kept clean and will be assessed for cleanliness and damage upon move-out of the building. If the recycle bin is missing or not clean, costs will be assessed to the suitemates.

**Renters Insurance**
Renters Insurance is strongly recommended to recover potential personal property loss. More information about insurance is available from University Housing.

**Storage Space**
Unfortunately, the University does not have adequate and secure space to store personal items. For personal items, local storage facilities are available near campus.

**Telephone Service**
Each bedroom is equipped with campus and local phone service. You must provide the telephone. To make local calls, you must first dial “9” and then the number. To make long-distance calls, you must use your own calling card. A long distance restriction has been placed on all telephone lines. Residents cannot accept collect calls or bill long-distance calls to their room. Any unauthorized charges originating from a suite will be charged to the resident of that particular room.

**Transportation**
The Office of Student Affairs provides a Friday night shuttle service that is free of charge for UAH students. The shuttle runs from 5:00 - 10:00 p.m. and drops off students at one of three destinations: Madison Square Mall, Madison Square 12 Theatre and Super Walmart. The shuttle picks up in front of each Residence Hall and at the 20 minute parking spaces between Charger Village and SECH.
Trash Removal

**CCRH** - Trash rooms are located on floors 2, 3, 4, 5, and 6 behind the elevator. Trash should be placed in the bins and not on the floor inside the trash room. Trash bins are not to be removed from the trash rooms. Public area trash cans located in the lobby, common areas, and outside are not for trash from your suite. All trash should be placed in tied bags which keeps the room cleaner and makes the cleaning staff’s job much safer.

**CV** - Trash rooms are located on floors 2, 3, 4, and 5. Trash should be placed in the bins and not on the floor inside the trash room. Trash bins are not to be removed from the trash rooms. Public area trash cans located in the lobby, common areas, and outside are not for trash from your suite. All trash should be placed in tied bags which keeps the room cleaner and makes the cleaning staff’s job much safer.

**FFH/NCRH** - Trash rooms are located on floors 1, 2, 3, and 4. Trash should be placed in the bins and not on the floor inside the trash room. Trash bins are not to be removed from the trash rooms. Public area trash cans located in the lobby, common areas, and outside are not for trash from your suite. All trash should be placed in tied bags which keeps the room cleaner and makes the cleaning staff’s job much safer.

**FRSO** - A dumpster is located between the back of the Kappa Delta and Delta Zeta houses for all residents of FRSO to use.

**SECH** - Dumpsters are located on the parking lot side of Buildings 702 and 706. All apartment trash/garbage should be placed in these dumpsters. The barrels located on the grounds are for outside litter only and are NOT to be used as dumpsters for apartment trash/garbage. Household trash found outside barrels or in the breezeways of SECH will incur a trash removal charge of $25 per bag, box or other item, charged to the suite as well as possible disciplinary action.

Utility Use
Residents do not receive utility bills. It is important to remember that your rent includes a charge for all utilities. Excessive utility costs will be billed to the individual apartment. To avoid higher utility costs, report problems quickly, use good judgment when setting thermostats, and conserve energy and water whenever possible.

Vending Machines
For the residents’ convenience, vending machines are provided in all University Housing areas. Some vending machines are able to accept funds through a students’ ID card access, maintained by the Charger Card Office. If you lose money in one of the vending machines, please visit Room 100 in the University Center.

**Important Telephone Numbers**

<table>
<thead>
<tr>
<th><strong>CCRH</strong></th>
<th><strong>FFH</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Desk</td>
<td>824-7000</td>
</tr>
<tr>
<td>RA Pager</td>
<td>271-1610</td>
</tr>
<tr>
<td>Resident Director</td>
<td>824-7001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NCRH</strong></th>
<th><strong>CV</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Desk</td>
<td>824-4800</td>
</tr>
<tr>
<td>RA Pager</td>
<td>271-1612</td>
</tr>
<tr>
<td>Resident Director</td>
<td>824-5616</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SECH and FRSO</strong></th>
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</thead>
<tbody>
<tr>
<td>RA Pager</td>
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<tr>
<td>Resident Director</td>
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</tbody>
</table>
Frequently Asked Questions

How do I get help with a concern or question?
There are numerous people you may go to for assistance. The University Housing office is located in Charger Village and their phone number is 256-824-6108. You may also contact the Resident Assistant or the Resident Director.

How do I get help after regular office hours?
Starting at 5pm to 8am, an area Resident Assistant is “on duty”. Feel free to contact them about questions or concerns. If an RA cannot be found in their room, you may page them or request the front desk to page them.

What do I do if my ID card does not work?
If it is after regular office hours, you will need to contact, or page, the Resident Assistant (RA) on duty. The RA will need to verify you are a resident with some form of identification before allowing you entry. It is then advisable to contact the Resident Director (email may be a good option after hours) and let them know the card did not work. You may also want to visit the Charger Card office to activate a new card.

What if my ID card is damaged, lost or stolen?
It is imperative to visit the Charger Card office in the University Center as soon as possible to get a new card. They will be able to terminate the old one so no one else can use your ID.

I need help with my suitemates, what do I do?
Having a positive relationship with suitemates can occur if each person tries to make an honest attempt to get to know one another. Prepare for this new experience of living with others with an open mind and an appreciation for differences. The following discussion topics (adapted from Miami University) are designed to help in practicing the important communication skills of careful listening, open and honest feedback, and reaching a mutually agreed upon living arrangement.

Part I: About Us
During the first couple of days at UAH, begin to get to know each of your suitemates. Even if each has been friends before coming to school, it is important to start getting to know one another as suitemates. If each has just met, it can be difficult to begin sharing, but start with the basics.
Some suggested topics for “breaking the ice”:
- Discuss family backgrounds, hometowns, neighborhood, high school friends, and best friends.
- Share reasons for going to UAH.
- Discuss hobbies, interests, and activities.
- Describe what will be missed most while being away from home or what will be missed least.
Part II: Personal Preferences

Living in the same space does not mean everything must be done together and perhaps not necessarily becoming the best of friends, but you do need to develop the ability to communicate with one another and adapt to each other’s lifestyle. Discuss the following questions with each other.

Roommate Preference Questionnaire

1. Discuss sleeping habits (i.e., weekdays, weekend, etc.).
2. Discuss sense of humor (e.g., silly, sarcastic, etc.).
3. What time one typically comes home? (e.g., before midnight, after midnight, 2:00 am) Discuss how to handle late nights and evenings.
4. Discuss issues about the noise level in the room (e.g., TV, radio, studying, sleeping, etc.).
5. Discuss TV habits.
6. Is it bothersome if the roommate watches TV when others are in the room? (Give examples when it would/would not be okay).
7. Discuss cleanliness habits (e.g., very neat, messy, etc.)
8. Discuss music preferences?
9. Where does one like to study?
10. What belongings are okay to share? If so, what are the ground rules?
11. How does one feel about the use of drugs/alcohol? (Keep in mind the drug and alcohol policy.)
12. Does one smoke? (Keep in mind, residents cannot smoke in the residence halls.)
13. What are one’s spiritual or religious values?
14. What are some habits a roommate might need to know?

Part III: My Emotional Style

By sharing some information about emotional styles, it may make understanding and responding to each other easier.

Discuss the following issues:

1. When I am upset about something I usually...
2. Something that usually cheers me up...
3. When things are going really well I’m usually...
4. I would prefer to be left alone when...
5. When do we need time alone?
6. How will my roommates let me know when they need time alone?
7. When I’m angry it is usually because...
8. What makes my roommates angry?
9. How will my roommates let me know when they are angry?
10. I get tense or uptight when...
11. What makes my roommates tense or uptight?
12. How will my roommates let me know when they are tense or uptight?
13. When I am tense/stressed it is usually because...
14. How will my roommates let me know when they are tense/stressed?
15. Something that is likely to annoy me is...
16. How will my roommates let me know what annoys them?
17. We will communicate feelings or frustrations by...
18. To me, relaxing is...

Part IV: My Impressions/Reactions

Try to follow these guidelines:

- Be willing to listen and speak openly.
- Try to understand rather than evaluate or judge.
- Be receptive to different ways of life and different values.
- Be willing to make compromises.
• Spend time getting acquainted.
• Be aware of assumptions and try to get the facts.

When differences arise, try talking out issues while using the communication skills that help most—be open and honest, listen closely, and be specific. If necessary, fill out a Suitemate Contract, reevaluate the living situation, and change the ground rules. Feel free to utilize the Resident Assistant or Resident Director in the mediation process of creating a positive living situation.

What are the residence hall alcohol policies?
Please refer to Alcohol Policies in this guide.

Can I move my furniture around and use furniture from the lounges in my room?
Please refer to the Furniture Policies in this guide.

Something in my room is broken, what do I do?
Please talk to the Resident Assistant or Resident Director and have them assist in submitting the maintenance request. If it is an emergency, it would best to page the Resident Assistant on Duty so they can help assist more immediately.

Can I use the back wing doors/fire doors of a residence hall?
No, the back wing doors/fire doors are only to be used in case of a fire emergency. They unlock when the fire alarm triggers so you may safely and quickly exit the building.

Where can I smoke?
No one may smoke within 50 feet of any entrance to a building. Please put cigarettes out in our receptacles, not on the ground.

I am a part of a self-owned business, can I sell items from my room/suite?
Residents are not permitted to sell items, collect money, or promote personal businesses from anywhere in the residence halls or apartment complex.

I need to end my contract with Housing, what do I do?
A resident has a contractual agreement with University Housing that is not automatically nullified when they withdraw, graduate or are academically suspended by the University. If a student is leaving the University for any reason, they must notify University Housing and start the Intent to Vacate process by meeting with their RD. In situations of extenuating circumstances, residents may also meet with the Assistant Director of University Housing. If the Intent to Vacate is approved, the resident will be sent instructions on how to check out of their room. If a resident leaves without notifying University Housing, they will be considered a current resident and held accountable for any fees, including the full rent charges. Please be aware of publicized, important notification dates to avoid improper check out fees. Please see the RD for more information.