The Housing Handbook online is the most up to date and supersedes all other versions.
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WELCOME TO MERCER RESIDENCE LIFE!

Dear Residents,

Welcome to Mercer Atlanta’s Residence Life program! We want your stay at Mercer to be both worthwhile and enjoyable. Familiarity with this handbook will help in achieving that goal.

We hope that your Apartment is more than just a place to sleep; it should be a key component to life outside the classroom. Some of the most important members of your new community are the Resident Assistants (RAs) who live in the apartments with you. These students are trained to assist you in a wide variety of areas ranging from assisting with initial check in, providing social and developmental programs as well as dealing with academic and/or personal issues. The RAs are your closest resource – get to know them!

This *Housing Handbook* is designed to acquaint you with the policies and procedures associated with on-campus living. Please carefully read the information contained in the handbook. Ask your RA for clarification of any issues that are unclear to you. Housing policies are designed to preserve the rights of current and future residents. As a member of the Housing Community, you will be expected to abide by these regulations.

Make time in your busy schedule to know your apartment mate and to meet your neighbors. Get involved! Become a part of the Housing Community and take advantage of the services and opportunities provided throughout the year.

Again, welcome to Mercer Atlanta’s Residence Life program and good luck in the upcoming academic year!

Sincerely,

Richard Stilley
Asst. Dean for Campus Life
Residence Life and Community Living Information

The Residence Life Goal
The primary function of the Housing Office is to provide residents with a living environment conducive to studying. Critical to this mission are the Residence Life staff members, a team of professionals and students committed to creating a strong living/learning environment that promotes personal and academic growth. As a member of the Residence Life community, you will have the opportunity to meet and interact with a very diverse group of students. We challenge you to take advantage of the opportunity to learn from others and to involve yourself in the campus community.

Your Community
The experience you will have during the year while living in Mercer University Housing depends largely on how much you put into it. The Housing Office has made efforts to see that you have a safe, learning-focused environment to live in with a little fun on the side. Getting to know your roommate(s) (their likes/dislikes), the people on your floor or building, and the Residence Life staff can contribute in large portion to your happiness while living on campus.

Community Living
Apartment living promotes a cooperative community living environment and teaches students to respect the rights of others. The Housing Office recognizes the need for an academic atmosphere and a protection of the health, safety, and security of all residents.

Rights and Responsibilities:
- The right to study, read, relax and sleep without measurable interference, noise or distractions, and the responsibility to help others have these rights.
- The right to feel safe in the apartments, and the responsibility to help ensure the safety for others in the building.
- The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others.
- The right to have respect shown for one's personal property, and the responsibility to respect other's personal property as well as community property.
- The right to have visitors within the apartments and the responsibility for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm, and the responsibility to ensure this right for others.
- The right to a clean living environment and the responsibility to help keep it clean.
- The right to maintain one’s personal beliefs and values, and the responsibility to respect the beliefs and values of others.

Please keep in mind that any individual’s rights end when exercising those rights infringes on others. The apartments at Mercer are a place for study. In keeping with the mission of Mercer, the apartments must have an atmosphere conducive to academic development.
Students whose behavior violates the rights of other members of the community may be subject to disciplinary action and/or removal from University housing.

Residents in the apartments are jointly responsible for the care of public areas and housing property. Public areas are defined as those areas available for the use of all students living in an apartment, wing or floor. Charges for damages (trash, vandalism, etc.) to public areas and property may be assessed and divided between residents of the community if the responsible party is not identified. The minimum charge assessed will be $5 per resident.

**Quiet/Courtesy Hours**

In order to maintain the living/learning environments of our residential facilities an atmosphere conducive to study and sleep must exist. Residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested to do so by another resident or staff member **at any time**. During designated quiet hours, sounds from your room (TV, stereo, computer, conversations, etc.) should not be heard outside the room, and you must refrain from such activities as running, loud talking, yelling, etc. in the hallways and lounges, etc. **During final exams, 24-hour quiet hours will be enforced.**

Quiet hours are as follows:
- Sunday — Thursday: 10:00pm — 10:00am
- Friday & Saturday: 12:00am — 10:00am

Courtesy hours are 24 hours per day. This means that you should be respectful of other residents’ abilities to have an environment conducive to study and comfort.

**Visitation/Guests**

Guests are expected to abide by the same rules and regulations as the residents. If a violation occurs, the host of the guest- will be held accountable and the guests may be asked to leave the facility and/or campus. Residents may have members of the opposite sex visit but they cannot stay the night (sleep over).

Guests may not be left alone in your apartment.

**Living with a Roommate**

Fundamentals to a successful roommate situation:
- Get to know each other. Take time to learn what makes your roommate tick.
- Learn to communicate effectively with one another. Tell each other what is and is not okay. Be honest!
- Establish guidelines. At the beginning of the year decide the ground rules each of you can live by (i.e. sleep and study schedules).
- Respect each other’s privacy. Give each other space when needed.
- Resolve conflict as it arises. Inevitably as the year goes on, the apartment appears to get smaller and frustrations and irritations may grow.
- Deal with problems maturely and in a timely fashion. Talk with your RA about positive ways to deal with roommate conflicts.
- Be willing to compromise. Sharing an apartment involves give and take on each side.
- Be considerate, reasonable, and flexible.
• Stand up for your rights. Do not let the roommate situation be a one-sided affair. If you are uncomfortable with something, let your roommate know.
• Share responsibilities with your roommate/suitemates and be accountable for your actions.

**The Residence Life Staff**
The Housing office is located on the second floor of the Sheffield Student Center (room 212). The Housing office staff consists of the Assistant Dean for Campus Life, the Systems & Assignments Administrator as well as a graduate student assistant. Office hours are 8:00am - 5:00pm Monday through Friday. You may contact the Housing Office by phone at (678) 547-6104 / 6823 or by fax at (678) 547-6373. You can also email the Housing Office at mitchell_ty@mercer.edu or stilley_r@mercer.edu.

**Resident Assistants (RA)**—RAs are usually the first Residence Life staff residents meet. RAs are students who have been selected and specifically trained to assist residents within the residential community. RAs are a vital link between their peers and the Housing office as well as other departments around campus. An RA’s responsibilities include helping to develop a sense of community through social events, educational opportunities, and other activities; informing residents about events happening on campus; enforcing University and Residence Life policies; acting as peer counselors and assisting professional staff in crisis situations. The RAs are available to assist residents with personal and academic concerns, roommate conflicts, and maintenance issues. The apartment complex (3 buildings) is staffed nightly by an RA on duty. The RAs on duty are responsible for assisting residents with their needs, monitoring activity in the buildings, reporting work orders, and performing essential administrative tasks for the Residence Life Staff. The RA duty roster will be posted monthly on apartment bulletin boards. RA contact information will be noted. The Resident Assistant is on duty between the hours of 6:00pm - 7:30am Monday-Friday and 24 hours on Saturday and Sunday (they literally won’t be there 24 hrs a day but for non emergency situations leave a message. Any time a particular RA is unavailable try another Resident Assistant and for Emergencies, including maintenance concerns call Mercer Police.

**Getting Involved in Residence Life**
There are several ways residents can be involved with Residence Life:
• **Programs** - Residence Life staff plan several programs on floors, in buildings, and on campus every semester. You can assist with planning a program or simply recommend a program that your RA can organize. If you or your friends have an interest, why not share it with the entire community? Ask your RA about opportunities to assist in Residence Life programming.
• **Become a RA** - if you have a 2.5 GPA, clean judicial record and think that you have what it takes to become an RA then you should ask about how to apply for a position. The Housing Office is always on the lookout for outstanding leaders to join its family. The selection process and applications will begin early in the spring semester—be on the lookout for information or ask your RA!

**Communication with Residents**
The Housing Office will communicate with residents through a number of sources including, but not limited to: RA announcements, fliers, bulletin boards, e-mail messages, voicemail
messages, and Post Office Boxes. Residents are responsible for information sent to their Mercer Mail Box and student e-mail account and are urged to check both daily.

Safety, Security, and Emergency Procedures

Emergencies
In an emergency situation, dial (678) 547-6911 for immediate assistance. For non-emergencies, dial (678) 547-6358. In the event of a campus-wide emergency, the Vice President's Office and Mercer Police will serve as campus command centers disseminating information to the entire campus community.

Blue Light Emergency System
Blue Light Emergency notification stations are strategically placed in several outside locations on campus. When activated, the system provides direct contact with the police dispatcher and immediate officer response.

Campus Police (MERPO)
The University Police are sworn law enforcement officers of the State of Georgia. The officers are available 24 hours a day, 365 days a year to assist all persons on campus. The police department offices are located around the corner from the Campus Bookstore & Auxiliary Services (bldg. 6 on the campus map).

Campus Security Escort
Campus Security Escorts are available to all university students, personnel, and visitors upon request. The service is provided day and night, year round. Call the University Police at (678) 547-6358 to request a Campus Security Escort or to receive more information concerning this service.

Community Safety Precautions
While we believe that our campus is a safe environment, crime can occur. The following precautions should be taken to help protect you against crime:
- Lock your apartment door when you leave – even if you are just “running down the hall.” It is best to get in the habit of locking the door at all times.
- Ask who is at the door before opening the door or yelling “come in.”
- Do not prop exterior doors.
- Keep your keys and Bear Card in your possession at all times. Do not loan your keys or Bear Card to anyone for any reason.
- Don’t walk alone, especially at night. Use the Campus Escort Service to travel around campus at night (to or from buildings and parking lots).
- Report any suspicious activity to the University Police immediately.
- Let your roommate know where you are going and when you will be returning.

Dangerous Weather
In the event of a tornado, residents may be instructed to evacuate from the perimeter of the building, away from glass, and off upper floors. Emergency locations for tornados are on the lowest floor away from glass and entrances. During extreme weather threats (hurricanes, etc.), residents will be advised to review emergency plans, be alert for changing weather
conditions, and be prepared to act. Residents desiring to leave campus for safe areas will be encouraged to do so. Residents who cannot leave will be evacuated to a designated campus shelter. Residence Life Staff will advise students when and where to report to the shelter. Basic food service and health care will be provided in the shelter. All housing rules and regulations will be in effect during this time.

**Fire Evacuation**
You should assume that any/all fire alarms are real. If you hear an alarm you should gather your keys and ID and exit the building immediately! You must obey the direction of all Mercer staff in an emergency. Residents should adhere to the following procedures any time the fire alarm sounds:
1. Close windows.
2. Turn overhead light ON.
3. Wear shoes and pick up a coat (if needed) when leaving.
4. Take keys and lock door.
5. Walk quickly and quietly to the nearest exit, as indicated on posted fire evacuation plans.
6. Wait at least 200 feet away from the building for instructions from a University Official.
7. Re-enter the building only when a University Official gives the all clear signal.

*Residents who are not in their rooms when the alarm sounds should proceed directly to the nearest exit. They should NOT return to their rooms.*

**Missing Student Policy**
If a member of the University community (faculty, staff, student, parent, alumni) has reason to believe that a student is missing, that community member will refer the case immediately to the Mercer Police Department. For Regional Academic Center students (Douglas County, Eastman, and Henry County) the community member may contact Mercer Police directly or the Center Coordinator who, in turn, must report the missing student to Mercer Police and the Regional Academic Center Director of Operations.

Mercer Police will work collaboratively with others to contact and locate the student. All reasonable efforts will be made to locate the student and determine his or her state of health and well-being. The efforts include, but are not limited to:
- Phone call to student
- Email to student through Mercer email account (or other known e-mail addresses)
- Messages through social networking websites if possible
- Contact with all professors to determine last day of attendance in each class
- Contact with Housing staff (Resident Assistant or Residence Life Coordinator) and roommate(s) if student is residential (Housing and/or Mercer Police will make a welfare entry into the student’s room).

If the student is located through these attempts, a determination will be made regarding his or her health and well-being. If necessary, a referral to the Counseling Center, Health Services and other appropriate offices may be made at that time. The Dean of Students Office or Mercer Police will also encourage the student to contact the community member who initiated the search or follow up with that person directly.
If the student is not located through these measures and has been reported missing for more than 24 hours, then the following actions will be taken within the next 24 hours by Mercer Police (or the Director of Operations for RAC):

(1) Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students for the particular college /campus in which the student is enrolled, the students’ academic advisor, the counseling staff, and health center staff.

(2) The Police and/or Dean of Students will make contact with the students emergency contact* and, for students under 18 years of age, a custodial parent or guardian.

The parent/guardian/emergency contact person may need to submit an official missing person report with the appropriate police agency prior to any further action taking place.

*Students are asked to register and continually update emergency contact information on My Mercer. In addition, students who reside in on-campus housing are provided an opportunity to identify an emergency contact individual during check-in. This person(s) will be contacted within 24 hours after the student is determined to be missing unless the student is under 18 years of age, in which case a custodial parent or guardian will be notified as mandated by law.

Posting Policy
In an effort to effectively convey information of importance to the University community, while also maintaining aesthetically pleasing residential facilities free from litter, the following guidelines have been established for the posting of printed notices/publicity materials in all residential facilities. All notices/publicity materials must be approved and stamped by the Office of Campus Life & Housing (212 Sheffield Student Center).

- All public notices/publicity materials posted must be sponsored by a Residence Life staff member, a recognized student organization, and/or another Mercer University department.
- All public notices/publicity materials must be submitted for approval to the Office of Campus Life & Housing at least 72 business hours in advance of the event/activity.
- In order to avoid flyer overload due to the sheer number of requests for postings, the Office of Campus Life & Housing may not approve all requests. In general, the Office of Campus Life & Housing will approve all campus events and large scale community events that are open to all students (provided the public notices/publicity materials fulfill all other guidelines).
- Publicity materials targeted at specific people for events and not open to all students generally will not be posted with the exception of Residence Life floor/hall community events.
- All public notices/publicity materials must clearly state the official name of the sponsoring organization(s) or individual(s) as well as the date, time and location of the event/activity; and a contact person’s name, phone number, and/or email address in case there are questions.
• No items may be placed on any doors, door frames, window glass, trees, sidewalks, railings, posts, columns or other painted surfaces of any residential facility without written permission from the Assistant Dean for Campus Life or his/her designee.

• Placing public notices/publicity materials on tables, counters, benches or other surfaces is prohibited.

• No door hangings or under-door solicitation is permitted (Housing approved events exempt).

• Distributing public notices/publicity materials on vehicles in parking lots or around the residential facilities is prohibited.

• Campaign signs are prohibited in the residential facilities.

• Public notices/publicity materials must be in good taste and respectful to all members of the Mercer community; a balance of free speech and community standards will be enforced; materials may not include inappropriate language or reference/promote alcoholic beverages or drinking.

• Public notices/publicity materials may not promote anything involving policy violations.

• Public notices/publicity materials must have proper English grammar and spelling.

• The Housing Office may determine the appropriate time, place, and manner in which a sign may be posted and may prohibit postings if guidelines are not followed.

• Postings (signs, posters, chalking, table tents, etc.) or any other promotional material not in accordance with the following guidelines will be removed immediately and could result in disciplinary action for the sponsoring organization and/or individual(s).

All approved materials will be posted by the Residence Life staff member within 48 hours of approval in designated posting areas. It is the responsibility of the Residence Life staff member to remove outdated or inappropriate materials posted in each of the residential facilities. Dated material will be removed within 48 hours of the specified event time. Undated material may remain up for a period of two weeks. Postings cannot cover more than 20% of the wall space and must be at least 1 inch from the ceiling. Masking tape, scotch tape, staples (on Bulletin Boards only), and push pins will be used for postings (duct tape is strictly prohibited).

Chalking can only be done between the Apartments and the Library, in areas exposed to rainwater so that eventually the chalkings will be washed away. Chalking is not allowed on buildings or steps; under overhangs or covered walkways. Chalking must be at least 25 feet away from building entrances. Organizations are not allowed to use liquid chalk and/or any type of paint.

*All postings outside of Mercer University’s residential facilities must be approved through the Campus Life Office. Organizations and individuals should seek approval from the Campus Life Office to post on the provided bulletin boards and/or kiosks.*

***For the purposes of this policy, the terms "sign(s)", “public notices”, and "publicity materials" shall include, but are not limited to, billboards, notices, table tents, flyers, placards,
posters, banners, postcards, handbills and hand-held signs. "Posting" shall refer to any means used to display one or more signs.

**Property/Renter’s Insurance**
Mercer University does not carry insurance on student’s belongings, and is not responsible for damage to or theft of any personal property. The Office of Campus Life & Housing strongly encourages students to either (1) make arrangements with their parent’s or guardian’s homeowners insurance company to insure coverage for personal belongings, or (2) purchase separate renters insurance. For more information and further clarification, contact the Housing Office at (678) 547-6104 / 6823, or contact your Resident Assistant for a renter’s insurance brochure.

**Housing Application Process and Contract**

**Eligibility**
A resident of campus housing must be enrolled at Mercer University and maintain a minimum of 3 credit hours per semester.

**Application**
The student must complete the online application form for each academic year in the time period specified by the Housing Office. Consideration is given to students’ requests in assigning rooms and roommates. The Housing Office retains the right to assign or re-assign rooms at any time, and a student may be reassigned for health or medical considerations.

**Returning Student Application**
Each spring semester, currently enrolled students may re-apply for rooms for the upcoming academic year. This process will be explained in further detail at the beginning of the spring semester. Anyone with questions regarding this process should contact the Housing Office for clarifications.

- **Housing Contract** - The **Housing Contract is a legally binding academic-year contract (Fall and Spring semesters)**. Residents entering the Housing system during the Fall semester are contracted for both Fall and Spring semesters; residents entering the Housing system during the Spring semester are contracted only for the Spring. A new contract must be submitted for each academic year. If there is a discrepancy between the Residence Life Handbook and the Housing Contract, the Housing Contract takes precedence.

**Summer Housing**
To live on campus during the summer (and not already have a 12 month contract), students must submit a Summer Housing Contract that will be made available on the Mercer University webpage midway through the spring semester.
Cancellation of the Contract
A housing contract may only be cancelled during occupancy for the following reasons and a $100 fee:
- Withdrawal from the University
- Marriage
- Internship, co-op, or teaching requirement which necessitates other residence
- December graduation
- Suspension/dismissal for academic/conduct reasons from Mercer University (no refunds will be granted)

Contract “Buy-Out”
For reasons other than the approved conditions listed for contract release, a resident may request approval for a Contract Buy-Out. The student will be assessed the equivalent of 2 months rent in addition to any other accrued charges/damages. Residents are strongly urged not to sign any off-campus agreements/leases prior to receiving written confirmation from the Housing Office recognizing the cancellation of the Housing Contract. Unless a request for contract cancellation has been approved, housing charges will be assessed as long as the student is enrolled at Mercer during the contract period even if the student has moved off campus. See Residency Requirements.

Room Condition Reports
At check-in, residents will receive a Room Condition Report (RCR) form to be looked over and returned to the Housing Office immediately (prior to receiving your keys). This form should be used to document the current condition of the room and its contents (furniture, carpet, windows, shelving, etc.). It is vital that residents carefully examine the room and make any necessary changes to the form, documenting any problems/damages found. The RCR form will be used at checkout to assess the condition of the room at that time. Any damages in the room/apartment/house that were not documented on the Room Condition Report at check-in will be considered ‘new’ damage and the student’s account will be charged for these items.

Room Changes and Consolidation
Students are allowed to make 1 room change but will be charged $100.00. Resident Assistants will work with students to mediate roommate problems. If roommate problems persist after mediation steps have been taken, the Asst. Dean for Campus Life will determine the need for a room change.
Students without roommates are in the consolidation process and must either choose a roommate, be prepared to accept a new roommate or accept a change of assignment. Any time a student is without a roommate, he/she must keep the roommate’s side of the room clean and clear of any personal items. The empty space must be kept ready for a new roommate to be assigned at any time. Common areas including shared bathrooms must also be kept clean and ready for use by newly assigned roommate.

Involuntary Reassignment of Housing
Pending the outcome of a formal judicial proceeding, the Housing Office reserves the right to reassign students to other locations or remove them outright from University housing. The decision to reassign or remove a student shall be made by the Assistant Dean for Campus Life or his/her designee.
Keys

Room Keys
At check-in, a room key or set of keys will be issued. Loss of a key or failure to return a key at the appropriate time will result in a $75 charge for a lock change per core needing to be changed. A damaged key will result in a $10 charge. No refund or cancellation of charges will be made after the lock is changed.

Lost Keys
Residents should report missing room keys to their RA or the Housing Office immediately. There is a $75 per core charge for lock changes. Residents are prohibited from copying Apartment keys.

Lock Outs
Residents are allowed one free lockout after opening weekend each semester. After the first lockout, there will be a $10 charge to unlock doors and/or for an issued loaner key(s). Residents locked out of their room/apartment during business hours, 8:30am-5:00pm, should go to the Housing Office for assistance. If the lockout occurs after business hours, during the weekend, or on a holiday, please call the RA on duty for assistance. Identification will be required. Repeated lockouts will result in judicial action.

Report lost keys immediately to the Housing Office during business hours and the RA on Duty after business hours. If you have lost your Bear Card you should report it to Auxiliary Services at (678) 547-6144 or during non-business hours, MERPO at (678) 547-6358.

Entry into Student Rooms
Approved Mercer officials may enter university apartments for inspection at any reasonable time for several reasons, including but not limited to:

- **Health & Safety Inspections** - Resident Assistants may conduct monthly room inspections. During this time, the RAs will check for maintenance concerns, cleanliness, and adherence to Housing rules and regulations.

- **Probable Suspicion** - A resident’s personal property is subject to an exhaustive search if reasonable suspicion exists that the room or items in the room are being used for purposes that are illegal or would seriously interfere with the health of residents, the safety of residents, or community order within the building. If such a search is deemed necessary, a professional Residence Life Staff member will be contacted to approve and/or conduct (or appoint an appropriate designee) the search and all items in violation may be confiscated.

- **Plain View Searches** - If a Mercer University official or Residence Life Staff member notices an illegal item in plain sight or a violation within a resident’s space the item may be confiscated. An incident report may also be filed depending on the nature of the violation.

- **Confiscations** - If an item is found that is a violation of University policies then it may be confiscated by a University official and held until a discipline meeting can be arranged. At which time the item may or may not be given back with the understanding that if it is returned to the student that it must leave Mercer University campus immediately. This includes, but is
not limited to, the removal and discarding of alcohol and/or empty alcohol containers and Hookahs; the confiscation of illegal pets which are turned over to the Humane Society or Animal Control; the removal and discarding of candles; the removal of unauthorized appliances which are donated to area shelters; and the confiscation of weapons and/or illegal substances which are turned over to the University Police.

- **Maintenance and Repair Work** - Any maintenance requests that are submitted by the resident, Residence Life Staff, etc., will require that a worker enter to make the necessary repairs. Workers may also enter if a problem in another space impacts your space or vice versa. Any violations encountered will result in notification of the appropriate central office staff member.

- **Emergency Conditions** - A staff member may enter a resident’s space during a fire alarm or threatening weather to make sure that all residents have vacated a given space.

- **Closing Inspections** - See pages 16-18 for closing procedures.

When entering a resident's room, a University representative should follow the following procedures:

- Knock loudly, identify themselves, their position, and ask to be admitted to the room. In the absence of a response, the University official must knock again and indicate loudly that he/she is “keying into” / “entering” the room.
- The representative will have another staff member present when entering a resident's space.

## Closing Procedures

### Spring Semester Closing (non 12 month contract residents)
Residents are expected to vacate their apartment within 24 hours of their last exam unless they are participating in Graduation ceremonies. Residents should sign up for a checkout appointment with their RA at least 24 hours in advance of the time they wish to leave. At the time of checkout, the RA will conduct a preliminary inspection of the apartment using the Room Condition Report completed at check-in to determine if damages exist and/or the room is clean. A professional staff member will conduct a more thorough inspection once the building is closed to ensure that all damages have been identified and properly charged. Additional charges may be assessed following this inspection for damages to the room/apartment, failure to return room keys, and/or improper check out.

### Express Check Out
If a resident chooses not to sign up for a regularly scheduled check out time with a RA then the resident has the option to sign an Express Check Out envelope and turn in his/her keys without the benefit of having a RA present to conduct a formal check out and without the ability to appeal charges.

- The RA provides a check out envelope for the resident with an explanation of the express check out process or the resident gets an envelope from the Housing Office drop box. This includes following all posted/delivered checkout/cleaning instructions. **If you use express check out, you waive your right to appeal to ANY damage, cleaning, or other charges assessed to you associated with the check out process.**
- The student must complete the instructions on the envelope, insert the key(s) into the envelope and seal it.
- Completed envelopes must be delivered to the Resident Assistant, the Housing Office drop box or MERPO.
Upon departure, the Resident Assistant will assess damages by completing the check out portion of the RCR as if the resident were present. The RA will include the Express Checkout envelope when returning the RCR, key(s), and any charges.

Proper Check Out
All residents must sign up for checkout with the RA or for the Express Checkout option at least 24-hours in advance of their departure or the final posted closing time. All residents must clean their rooms thoroughly and remove all personal property. See the Cleaning Checklist provided by the Residence Life staff for a clear description of the cleaning expectations. Residents must properly dispose of trash and unwanted person properly to the dumpster nearest the building. An RA will go through the residential space (with or without the resident present) and note on the residents’ Room Condition Report (RCR) any issues that may result in a charge(s). The RA and resident (if present) sign the RCR form. The RA collects the key(s) from the resident or the resident fills out and signs an Express Checkout envelope, inserts the key, seals the envelope and drops the signed, sealed Express Checkout Envelope into the 24-hour drop box located outside the Housing Office or MERPO.

Improper Check Out
- Failure to sign up for checkout appointment with your RA or for the Express Checkout Option 24-hours in advance.
- Failure to be ready to checkout during your checkout appointment.
- Failure to return key(s) to a Residence Life staff member or through an Express Checkout Envelope process (i.e.: leaving keys on desk/table in room, or giving keys to roommate).
- Failure to wait until a RA is available to check you out, when you did not sign up for a checkout in advance.
- Failure to checkout before the closing deadline.
- Failure to follow the posted/provided checkout procedures provided by the Residence Life staff members.

Abandoned Property
After checking out of a resident space (properly or improperly), personal property left in any residential facility will be removed and discarded (or donated). Items deemed to be left accidentally will be tagged, labeled and stored for a fee for 30 days after the check-out date. Items not claimed within 30 days will be discarded or donated.

Maintenance and Housekeeping
The Housing Office works very closely with the Physical Plant Staff and the National Housekeeping Staff. The Physical Plant and Housekeeping Staffs work Monday through Friday. Housekeeper leave campus by 3:00 pm.

Maintenance Requests and Work Order Procedures
Work orders can be submitted in one of three ways:
1. Email the Housing Office at mitchell_ty@mercer.edu or stilley_r@mercer.edu
2. Call
   a. Housing at (678) 547-6104 / 6823 – during business hours or leave a voicemail message for non-emergencies after business hours.
b. RA on Duty (number posted in building/area) or MERPO – for emergencies after hours.

3. Go the Housing Office during business hours and file your request in person

A member of the maintenance staff will visit your apartment as soon as possible to evaluate and fix the problem. Normally repairs will be made during regular office hours from 8:30am—5:00pm. After business hours, please inform the RA on duty of the maintenance concern. Reporting maintenance concerns is the resident’s responsibility and failure to do so in a timely manner may result in further damages and therefore, charges for the repair may be placed on the resident’s account. Follow-up with the Housing Office if your request is not completed.

Garbage Disposals
Instructions for safe and proper use of a garbage disposal:
- Food to be disposed of should be placed in the disposal while the disposal is OFF
- Turn ON the cold water
- Turn ON the garbage disposal (switch located on the wall beside the sink)
- Listen while the food clears the disposal – you can hear when it is clear
- Turn OFF the disposal
- Continue to run the water 15 to 30 seconds more to flush the pipe
- Turn the water OFF

Improper use of garbage disposals can be dangerous. Keep your hands far from moving part. Always run water while using the disposal.

Mold and Mildew
Humidity inside buildings in Georgia is often high which encourages the growth of mold and mildew. Mildew is a fungus that produces spores that grow and spread easily through the air. These spores can cause allergic reactions and other health issues. Mold and mildew grow in areas that are dark and moist.

The following are suggestions for preventing and treating mold and mildew:
- The key to prevention is to keep everything clean, well lit and dry.
- Hang up damp towels and clothes to dry completely.
- Leave the bathroom door and shower curtain open to allow the walls to dry after showering.
- Select cleaning products specifically designed to treat/prevent mold and mildew.
- A weak solution of bleach and water can also be effective in cleaning mold and mildew. NEVER mix bleach and ammonia, as this creates dangerous fumes.
- Most shower curtains can be cleaned in a washing machine with bleach, detergent and warm water.

Trash Removal
Residents shall dispose of all trash in the dumpsters located throughout the parking areas. Failure to do so may result in a charge.
- Large item pick-up: Items too large for the dumpsters (i.e. sofas, chairs, mattresses, etc.) will be hauled away at no charge if you leave them beside the dumpster.
- Hazardous materials: Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material you must take them to your local / DeKalb County dump station.
● **Syringe Disposal:** Students should not place exposed hypodermic needles directly into trash containers. You can dispose of your needles at the Student Health Center.

**Water Leaks**
Leaks in faucets, toilet tanks, and other plumbing equipment uses more water, fuel and labor bills and can ruin costly fixtures. Please report leaks to the Housing Office as soon as possible. Failure to report problems can lead to mold and mildew and possible charges to residents.

**Windows/Screens**
If a window and/or screen is in need of repair, the residents should report maintenance concerns to the Housing Office (678) 547-6104 / 6823.

**Permitted & Prohibited Items**
Appliances with open heating coils are prohibited as are deep fat fryers. Space heaters with exposed heating coils are not allowed. Students should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (i.e. paper, curtains, clothes, etc.). Illegal and prohibited items will be confiscated and may be returned to the student during a judicial hearing, or the item(s) may be disposed of appropriately.

**Extension cords/Multi-Plug Adapters:**
- Only UL approved three-prong grounded extension cords are permitted.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip is allowed per double outlet.

Rewiring of student rooms by non-university employees is not permitted. Neither the Housing Office nor the University is responsible for any damage to electrical equipment (computers, TVs, modems, phones, etc.) caused by power surges or lightning. **We encourage residents to purchase renter’s insurance if their belongings are not covered under their parent or guardian’s homeowner’s insurance.**

**Permitted Items**
- Microwaves (<15 amps)
- Refrigerators (up to 5 cu. Feet)
- Iron (must bring/use ironing board)
- Stereo (w/ headphones)
- TV/VCR/DVD Player/Recorder
- Coffee Makers
- Hair Dryers
- Game Systems/Consoles
- Computers/Laptops
- Desk Lamps
- Crock Pots
- Fish Tank (10 gallons or less)

**Prohibited Items**
- Electric Heaters
- Halogen Lights/Lamps
- Neon Lights
- Microwaves (>15 amps)
- Sun Lamps
- Chest Freezers
- Portable Dish/Clothes Washer
- Charcoal or Gas Grills
- Fire Pits
- Fryers (indoor & outdoor)
- Plug-in Air Fresheners
- Fish Tanks (Over 10 gallons)
- Waterbeds

**Permitted Items in Apartment Kitchens ONLY**
- Sandwich Makers
- George Foreman Grills
- Toaster Ovens
Services and Information

Cable Service
The Auxiliary Services Office has contracted with COMCAST Cable to provide the Apartments with cable. Problems with cable services should be reported to the Housing Office at (678) 547-6104 / 6823.

Interruption of Services
There may be times when services (water, electricity, phone, Ethernet connection, cable, etc.) are interrupted to perform needed repairs and/or preventative maintenance. Whenever possible, advance notice of such outages will be communicated via fliers, email, and/or voicemail messages. In certain situations (severe weather, emergencies, accidents, etc.) advance notice may not be possible. In the event of an interruption in service, every effort will be made to correct the problem as quickly as possible.

Laundry
Laundry facilities are provided by Auxiliary Services for resident use. All machines are coin operated. All machines are also equipped with Bear Card readers. For quickest service please report any laundry equipment issues to our vendor Caldwell & Gregory at 1-800-927-9274.

Parking
Residents are reminded that they must obtain a new resident parking decal each year. All automobiles, scooters, and motorcycles that are parked on campus must have a parking decal. Decals are distributed by the Housing Office and may be picked up in 212 Sheffield Student Center.

Pest Control
The Housing Office contracts with Terminex, an off-campus company for monthly pest control services. Residents can, and are encouraged to assist in the effort to control pests by keeping apartments clean; keeping food in sealed containers; and keeping doors/windows closed. When a continual or severe pest problem arises, residents should contact the Housing Office at (678) 547-6104 / 6823 or mitchell_ty@mercer.edu to report the problem.

Phone Service
Local telephone service is free. To make an on-campus call, simply dial the last four digits of the campus phone number. For all off-campus calls, dial “99” and then the number.

- Collect Calls–Residents are unable to accept collect calls. Use a calling card for long distance.
- Unwanted Phone Calls–If you are receiving harassing and/or obscene phone calls, report them to the Campus Police and your RA. A record should be kept of the date/time of all harassing calls.
Post Office
All residents are assigned a mailbox through the Housing Office upon arrival which should be checked on a regular, daily basis. The Housing Office considers this P.O. Box your official mailing address. Mail should be addressed as follows:

Student’s Name
3001 Mercer University Drive
Room #, Building #
Atlanta, GA 30341

Rules & Regulations

(The Housing Office reserves the right to add additional policies as deemed necessary for the safety and care of the residents and facilities.)

Residents are responsible for abiding by all University policies including, but not limited to, the Mercer Student Code of Conduct, the Housing Contract, and the following Rules and Regulations. These regulations are designed to promote and maintain an atmosphere conducive to community living, and to inform students of their general responsibilities within the apartments. All residents are responsible for knowing and adhering to these rules and regulations. Residents are responsible and will be held accountable for their behavior and the behavior of their guests at all times.

Any resident who violates a Residence Life policy will be subject to disciplinary action through the judicial process. The process is designed to afford students basic rights of due process and to ensure all infractions are dealt with fairly and consistently. Anyone (student, guest, or University Official) may report a violation. Residence Life infractions may be referred to the Assistant Dean for Campus Life, the Housing Coordinator or one of the Resident Assistants. In the event that a student is involved in a major violation of the Mercer University Student Code of Conduct or has a previous disciplinary history, the case may be referred directly to the Assistant Dean for Campus Life.

Residents are encouraged to read carefully all Residence Life rules and regulations as well as the Mercer University Student Code of Conduct. If you have questions regarding a specific policy or the Judicial Process in general, please contact your Resident Assistant or the Assistant Dean for Campus Life.

Residence Life rule violations are considered contract violations and may be handled separately from Code of Conduct violations. However, Residence Life retains the right to forward violations they consider serious and/or repeat offenders to the University Judicial Office at any point. Furthermore, records of offenses and sanctions that result from Residence Life violations are kept in the Housing Office and not considered record. However, they may be utilized as background information during a student’s judicial case.
Housing Handbook Rules and Regulations

1. Alcohol/Alcohol Paraphernalia
   a. Any violation of local, state, and federal laws pertaining to the possession and use of alcoholic beverages is prohibited on campus.
   b. The possession and consumption of alcoholic beverages on the Mercer campus is prohibited.
   c. Alcohol related/promoting items are prohibited in all apartments. This includes, but is not limited to: empty or decorative alcohol containers (cans, bottles, etc), posters, collectables, etc. Devices designed for the rapid consumption of alcohol (beer bongs, kegs, funnels, etc.) are prohibited and subject to confiscation. Common source containers such as kegs, pony kegs, party balls, etc. are prohibited in all residential facilities.
   d. Being under the influence of alcohol, un-prescribed medication, or any other substance which negatively affects the welfare of the student and/or the university community is prohibited.

2. Animals/Pets
   a. All animals except fish are prohibited in all residential facilities.
   b. Fish tanks larger than 10 gallons are prohibited in all residential facilities.
   c. Feeding or leaving food outside the buildings for animals is prohibited.
   d. Harassing, injuring, or killing animals on campus (i.e. squirrels, rabbits, turtles, birds, etc.) is prohibited.

3. Antennas/Satellite Dishes/Wireless Routers
   a. External antennas, dishes, or receivers of any type are prohibited in all residential facilities.
   b. Wireless routers are prohibited in all apartments.

4. Assisting and Condoning – For the purposes of University Housing, assisting and condoning (with regards to policy violations) is strictly prohibited. Assisting and condoning is defined as being associated with or present during the commission of an act or acts by another that constitutes a violation of university policy, as the student’s behavior constitutes permission and/or condoning the violation(s) (students should not passively remain in the presence of policy violations).

5. Balconies/Ledges/Railings/Roof
   a. Sitting, standing on, climbing, or hanging from a balcony, ledge, railing, or roof is prohibited.
   b. Clothing, bikes, banners, or signs should not be hung or displayed from balconies, railings, roofs, and/or windows.

6. Bicycles/Motorcycles/Skateboards
a. Storing bicycles in any residential facility is prohibited.
b. Locking bicycles to anything other than the provided racks is prohibited.
c. Motorcycles and/or motorized vehicles are not permitted within 10 yards of the buildings.
d. Skateboards, scooters, and/or rollerblades are not to be ridden/worn inside the buildings or on the walkways.

7. Candles/Incense/Dangerous Materials
   a. All open flames, embers, and/or fuels including, but not limited to: candles, candle warmers, potpourri pots, etc., are strictly prohibited in all apartments.
   b. The burning and/or possession of incense is not permitted in any apartments.
   c. Possession/storage of combustible materials (lighter fluid, oil, kerosene, charcoal, propane, gasoline, etc.) or other dangerous substances is prohibited in all apartments.

8. Cleanliness/Trash/Litter
   a. Failure to maintain a sanitary, healthy and safe living space is prohibited. Items such as piled dirty clothing, open and/or old food, dirty dishes, unkempt bathroom facilities (dirt, mold, mildew, etc.), trash and bothersome odors emanating from such issues compose serious health hazards to the community and are prohibited.
   b. Failure to place trash in the designated recycling bins/dumpsters is prohibited. Trash may not be left in hallways, common areas, and/or breezeways.
   c. Littering in any form on University grounds or facilities except in specified trash receptacles is prohibited. This includes, but is not limited to, cigarette butts, paper, cans, bottles, etc.
   d. Any odor or aroma of such intensity that it becomes apparent and is offensive to others is prohibited. This includes, but is not limited to perfume, air fresheners, or dirty laundry.

9. Cohabitation — For the purpose of University housing, cohabitation is strictly prohibited and defined as: the housing of an unauthorized individual in the resident’s apartment for more than 2 nights in a 30 day period (same gender) or the sharing of a housing space at any time by individuals of the opposite gender. Overnight guests (same gender) are only permitted with the consent of the roommate(s).

10. Cooperation with University Officials – University Officials include but are not limited to University Police, Faculty/Staff, Custodial/Maintenance Workers, and Residence Life staff members.
   a. Students are required to carry their Bear Cards with them at all times. Failure to produce photo identification to University Officials is prohibited.
   b. Providing false information, withholding information, or providing misleading information to a University Official is prohibited.
   c. Impersonating a University Official is prohibited.
   d. Acting on behalf of another person, group, or the University without authorization or prior consent is prohibited.
   e. Failing to respond to written correspondence or email from a University Official is prohibited.
   f. Failing to follow the instructions of a University Official is prohibited.
11. **Decorations** – Residents are encouraged to decorate their living space in a manner that will be pleasing to them. *However, all decorations must be removed at checkout.* Modifications must be approved and all items in the apartment must be free standing. The following are some guidelines that should be considered:
   a. Hanging items from the ceilings is strictly prohibited.
   b. Cement/Concrete blocks are not permitted in any residential facility.
   c. Hanging curtains on anything but tension rods in the window frames is prohibited.
   d. Dartboards and/or archery equipment are prohibited in all residential facilities.
   e. Lofts are prohibited in all apartments.
   f. Modifying wiring (electrical/cable/telephone/Ethernet), the ceiling, walls, doors, windows, plumbing, and/or closet doors is prohibited.
   g. Nails, screws, staples, decals, stickers, contact paper, wall anchors, etc. are prohibited for affixing items to walls, furniture or ceilings in all apartments.
   h. Live trees (i.e. Christmas Trees) are not permitted in any residential facility.
   i. Non UL-approved electrical lights (including string lights) are not permitted in any apartment.

12. **Disorderly Conduct**
   a. The intimidation, harassment, verbal or physical abuse of any individual is prohibited.
   b. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property, or is otherwise prejudicial to the maintenance of order is prohibited.

13. **Door Propping** – Propping doors is prohibited with the exception of resident doors.

14. **Drugs/Drug Paraphernalia**
   a. The possession, consumption, and/or intent to sell, transport, deliver, distribute, exchange, or manufacture illegal drugs; or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision is prohibited and strictly enforced.
   b. Inappropriate use of prescription drugs is prohibited.
   c. All paraphernalia including, but not limited to: bongs, pipes, **hookahs**, roach clips, rolling papers, cannabis posters, etc. are prohibited in all residential facilities.

15. **Elevators**
   a. Tampering with or vandalizing elevators is prohibited.
   b. The use of elevators during general evacuation in a fire or severe weather emergency is prohibited.

16. **Endangerment**
   a. Physical violence toward another person or group, and actions that endanger the health, safety, or welfare of a person or group are prohibited.
   b. Interference with the freedom of another person or group to move about in a lawful manner is prohibited.
17. **Fire Safety/Equipment**
   a. The setting of a fire and/or the activation of a false fire alarm is strictly prohibited.
   b. Refusal to vacate or returning to the building before a University Official’s approval is not permitted.
   c. Tampering with fire safety equipment (fire extinguishers, smoke detectors, exit signs, pull stations, fire panels, fire evacuation stickers, fire doors, etc.) is strictly prohibited.
   d. Improper use of emergency exits, phones, and alarms is strictly prohibited.
   e. Hanging items from sprinkler heads is strictly prohibited.
   f. Placing items/belongings in hallways/pathways or in front of exits is strictly prohibited.
   g. Failure to maintain proper cleanliness in the living space to allow a safe outlet in case of an emergency is prohibited.

18. **Fireworks and Explosive Devices** – The possession, use, and/or threat of use of fireworks, explosives, ammunition, and/or smoke bombs are prohibited in and around all residential facilities.

19. **Furniture** - Removing University provided furniture from any residential facility is prohibited.

20. **Gambling/Student Businesses**
   a. Gambling and/or the running of a business out of any residential facility is prohibited.
   b. Solicitation within any residential facility is prohibited. This applies to outside solicitors (i.e. magazine sales) as well as invited solicitors (i.e. Mary Kay, Avon, and other ‘sales’ programs).

21. **Grills/Fire Pits** – The use of electric grills, gas grills, alcohol stoves, hibachis, charcoal grills, deep fryers, fire pits, smokers, etc. are strictly prohibited in all residential facilities or in breezeways. University approved grills must be used at least **fifteen** feet away from any campus building/structure.

22. **Hall Sports**
   a. The playing of sports in any area inside any residential facility is prohibited. This includes, but is not limited to hallways, rooms, lounges, stairwells, or other common areas.
   b. Running is prohibited in all residential facilities.
   c. The bouncing, throwing, kicking, etc. of balls (and/or other objects) is not permitted in any residential facilities.
   d. Wrestling and other forms of “horseplay” are prohibited in all residential facilities.

23. **Harassment** – Threatening and/or abusive behavior will not be tolerated nor permitted; this includes, but is not limited to sexual, racial, or religious harassment; intimidation; hazing; stalking; prank and/or unwanted telephone calls, text messages, instant messages, emails, etc.; invasion of privacy; or any other behavior that creates a hostile living environment.

24. **Keys**
   a. Borrowing or loaning keys and/or Bear Card to anyone is prohibited.
   b. Duplication of Mercer University keys is prohibited.
c. Unauthorized possession of keys is prohibited.
d. Excessive lockouts are prohibited and considered irresponsibility with keys.
e. Residents are responsible for carrying their keys and Bear Card at all times; failure to carry keys and Bear Card is prohibited.

25. Lamps/Lighting/Electrical Cords
   a. The use or possession of halogen or lava lamps in any residential facilities is strictly prohibited.
   b. Black/colored light bulbs are prohibited in university provided sockets.
   c. Replacing Housing issued light bulbs with higher wattage bulbs is prohibited.
   d. Removal or replacement of hallway/breezeway lights is prohibited.
   e. Unattended UL approved string lights is prohibited.
   f. Covering lights with any item, including, but not limited to: cloths, blankets, flags, paper, etc., is prohibited.
   g. Use and/or possession of non-UL approved extension/electrical cords is prohibited.
   h. Use and/or possession of multiple plugs, multiple plug adapters or converters, or plug-in air fresheners are prohibited.

26. Locks/Doors
   a. Tampering with locks in any way that interferes with the use of keys or prevents the locking/unlocking of doors is prohibited.
   b. Adding, changing or replacing locks to any doors in any residential facility, is prohibited.
   c. Slide locks and chain locks are strictly prohibited.
   d. Failure to close an already propped door is prohibited.
   e. Tampering with card scanners or using another’s card to try to enter any residential facility is strictly prohibited.

27. Pranks – Pranks which result in disturbances or distress to others, or cause damage to University or personal property, are prohibited.

28. Projectiles
   a. Throwing any object or trash from/toward windows, ledges, roofs, balconies, or within courtyards is prohibited.
   b. The use of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons, or other related items is prohibited.

29. Quiet/Courtesy Hours – Residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested to do so by another resident or staff member at any time. During exams, 24-hour quiet hours will be enforced.
   a. Loud talking, music, or other disruptive activities in apartments, courtyards, balconies, lounges, stairwells, or lobby areas is prohibited.
   b. Stereos, radios, TVs, and other sound systems or amplifying equipment heard outside the resident’s room is prohibited.
   c. Practicing musical instruments in the residential facilities is prohibited.

30. Smoking – Mercer University prohibits smoking in all campus buildings including all residential facilities.
a. Smoking is prohibited within twenty five feet of any Mercer owned or managed facility including all residential facilities.
b. Improper disposal of cigarette or cigar butts is prohibited.

31. Stairwells
   a. The blocking of stairwells, hallways, exit ramps, etc. is prohibited; this includes trash, boxes, bicycles, etc.
   b. Loitering on/in the stairwells, hallways, exit ramps, etc is prohibited.

32. Tailgating
   a. Following an individual unescorted into any residential facility in which he/she does not live is prohibited.
   b. Allowing an unescorted individual to follow you into any residential facility in which he/she does not live is prohibited.

33. Theft/Unauthorized Use of Property or Services – Theft and/or possession of stolen property, including but not limited to, government issued street signs, safety cones, hazard barriers, and/or lounge furniture is prohibited.

34. Trespassing
   a. Individuals who are not authorized, licensed, or invited to enter residential facilities are prohibited.
   b. Solicitation in residential facilities is prohibited.
   c. Knowingly hosting an individual who has been issued a trespass notice is prohibited.

35. Unauthorized Use of Facilities
   a. Entering into any housing facility that you are not authorized to be in is prohibited.
   b. University building roofs and exterior walls are considered restricted University property and access to students is strictly prohibited.

36. Vandalism/Damages
   a. The destruction, defacement, damage, or misuse of university or private property is strictly prohibited. This includes common area damage.
   b. Failure to report a maintenance concern in any residential facility or common area that results in unnecessary damage is considered vandalism and is prohibited.

37. Visitation/Guests – Overnight guests of the opposite sex are prohibited.
   a. Visits exceeding 48 hours in any 30-day period is prohibited.
   b. Failure to properly escort guests at all times is prohibited.

38. Weapons
   a. The display, possession, use and/or intent to use weapons (including guns, BB guns, pellet guns, water guns, cross bows, brass knuckles, sling shots, knives, martial arts weapons, etc.), fireworks, or explosive devices are strictly prohibited on campus and/or in any residential housing facility.
b. Ammunition is prohibited from being stored in any residential facility.

39. Windows/Screen
   a. The removal of screens from windows in any residential facility is prohibited, as well as
      the failure to report screen damage/dislocation.
   b. Any action that may cause damage to the window or screen is prohibited.
   c. The use of windows as an entrance or exit to any residential facility is prohibited, 
      **except in the case of a fire/emergency**.
   d. Objects such as, but not limited to, signs, neon signs, pictures, banners, and similar 
      objects may not be displayed in windows so that they block or impede access, exit, or 
      view to the unit in time of emergency.
   e. The propelling, throwing, or dropping of items out of a window at any time or for any 
      reason is prohibited.
   f. Any attachments outside room windows are prohibited unless approved in advance by 
      the Director of Residence Life or his/her designee.

40. Unauthorized Room Changes – Changing rooms without the approval and proper 
    documentation from a Residence Life staff member is prohibited.

41. Unauthorized use of Vacancies/Vacant Bed – If a student is without at roommate, 
    he/she must keep the vacant side of the room clean and clear of any personal items. Failure 
    to properly maintain a vacant space is prohibited.

Possible Fees and/or Sanctions
Please know that this list is not a complete list of possible fees and sanctions. Violation of 
any Housing Handbook policy may result in judicial action and is subject to further disciplinary 
action, fines and sanctions. All fees/fines and sanctions are subject to change.

Animals/Pets
- Residents found in violation of this policy will be charged a fee of $100 per day of 
  violation.
- The resident will be responsible for all costs incurred in the removal of the animal 
  and/or any costs association with the possession of the animal (i.e. damaged furniture, 
  cleaning fees, pest control, etc.).
- Immediate removal of the pet to an off-campus location is required. Animal Control 
  officials will be contacted if the animal is not removed immediately.
- Violations of the pet policy may also result in an immediate room change or 
  removal/eviction from University Housing.

Bicycles/Motorcycles/Skateboards – If a bicycle on bike racks is not claimed by the end of 
the spring semester, it may be considered abandoned, removed and turned over to the 
University Police for auction.

Candles/Incense – A charge of $50 **per candle /incense** confiscated may be assessed. 
Any candles/incense found, regardless of whether they have been burned or not, wick or no 
wick will be confiscated and may be thrown away.
Cleanliness/Trash/Litter
- A $25 charge may be assessed per bag of trash found in unauthorized areas (this includes bags of personal trash found in common area trash cans).
- A sanitation charge may be assessed on a daily basis if the housing facility is not cleaned within 24 hours of an unsatisfactory Health and Safety Inspection rating.
- A $25 trash charge will be assessed for each incident of littering.

Cement/Cinder Blocks – There will be a $10 charge per block found in any residential facility.

Collective Liability – Residents in all residential facilities are jointly responsible for the care of public areas and housing property. Public areas are defined as those areas available for use of all students living in an apartment, wing or floor. Charges for damages (trash, littering, vandalism, etc.) to public areas and property may be assessed and divided between residents of the community if the responsible party is not identified. The minimum charge assessed will be $5 per resident.

Drugs/Drug Paraphernalia
- Violators are subject to Housing Contract termination and removal from University housing.
- University and criminal charges may be filed.
- Illegal substances and paraphernalia will be confiscated by a University official and/or turned over to Mercer Police.

Fire Safety/Equipment
- The inappropriate discharge of a fire extinguisher will result in a $100 charge plus refilling costs.
- Tampering with fire safety equipment (fire extinguishers, smoke detectors, fire evacuation stickers, fire doors, etc) will result in a $50 charge and disciplinary action and/or criminal charges.
- Improper use of an emergency exit will result in a $50 charge.
- Improper use of emergency phones and alarms in elevators will result in a $50 charge.
- Violation of the Fire Safety/Equipment policy may result in an immediate room change or removal/eviction from University Housing.

Keys – Unauthorized possession of keys will result in confiscation of the keys and possible restriction of the individual from the building.

Locks/Doors
- Propping doors will result in a $50 fine.
- Residents with consistently propped doors (buildings, hallways, or common areas) may be disciplined as a group.

Quiet/Courtesy Hours – A minimum fine of $25 will be assessed if found in violation of quiet/courtesy hours during exam week.
Smoking
- A minimum charge of $50 will be assessed if evidence of smoking is found in any residential facility.
- A minimum charge of $50 will be assessed if a resident is found smoking less than 25 feet away from any residential facility.
- Residents who improperly dispose of cigarette or cigar butts will be charged a minimum of $25 for a littering fee.

Unauthorized Room Changes – an improper room change not approved by a Residence Life staff member may result in a $50 charge and/or disciplinary action.

Windows/Screens
- Removing or vandalism of a window screen may result in a $50 charge.
- Replacement of damaged or missing screens will be an additional expense to the resident.

The Housing Office reserves the right to make changes to all policies, procedures, and fees. In the event of a conflict, the official online version of the Housing Handbook takes precedence over any other version.

Housing Office Staff
212 Sheffield Student Center
(678) 547-6104 / 6823

Richard Stilley, Asst. Dean for Campus Life
Tangela Mitchell, Housing Coordinator

Resident Assistants

Monee Geary
2900 Building / 306 ext. 8594

Willie Beavers
2902 Building / 431 ext. 8979

Lindsey Carter
2902 Building / 222 ext. 8923

Maxwell Korang-Yeboah
2904 Building / 314 ext. 8544