

## IMPORTANT CAMPUS NUMBERS

Advising Resources	1-3588	Counseling Center	1-3266
ARC Tutoring Center	1-3451	Facilities Services	1-3000
Bookstore	1-2450	Fieldhouse	1-3313
Bus Information	1-2020	Financial Aid	1-3234
Career Services	1-3311	Health Center	1-2435
Cashier – Student Services	1-3327	Housing & Residence Life	1-2120
Campus Dining	1-3016	Information Hotline	1-2020
Campus Ministry	1-3111	Lantern	1-2460
Campus Police	1-3255	LGBT Resource Center	1-2530
Campus Recreation		Library – Circulation Dept.	1-3252
Intramurals	1-3218	Multicultural Affairs	1-2177
Fitness/Wellness Center	1-3659	Pew Campus Security	1-6677
Children’s Enrichment Center	895-4146	Registrar’s Office	1-3327
Community Service Learning Center	1-2468	Sports Hotline	1-3275
Computer Labs		Student Employment	1-3238
Helpdesk	1-2101	Student Life	1-2345
DeVos (downtown)	1-6643	Women’s Center	1-2748
Henry Hall	1-3290		
Manitou	1-2239		

## COMMUNITY DESKS

Each living area has access to a reception desk and office. Services may include lockout/key/access card needs, general information, vacuums, limited package pick-up, games, and equipment rentals.

Living Area Community	Desk Location
Hoobler, Johnson, Ott, Robinson, Koeze-Weed	Robinson (1-1100)
Copeland	Copeland (1-1200)
Kistler	104 Kistler (1-1300)
DeVos, Frey, Hills, North A/B/C, Pew, Pickard, Seidman, Stafford, Swanson, & West A/B.	174 North C (1-3332)
Niemeyer, Calder	Main entrance of Niemeyer (1-4500)
Laker Village North	LV North Community Center (1-0500)
Laker Village South	LV South Community Center (1-0900)
Ravines	Ravines Community Center (1-1400)
Grand Valley Apartments	GVA Community Center (1-0200)
Murray, VanSteeland	142 Murray (1-4294)
Secchia Hall, Winter Hall	153 Winter Hall (1-7600)

The Mailroom in 140 Pew (1-3348) serves as the package pick-up location for the following areas: DeVos, Frey, Hills, North A/B/C, Pew, Pickard, Seidman, Stafford, Swanson, & West A/B.



## STAFF DIRECTORY

Office of Housing and Residence Life 103 Student Services Building  
616-331-2120 Fax # 616-331-3790  
housing@gvsu.edu or reslife@gvsu.edu www.gvsu.edu/housing

Director of Housing and Health Services  
Dr. Andy Beachnau beachnaa@gvsu.edu

Associate Directors of Housing and Residence Life  
Abigail Forbes forbesa@gvsu.edu  
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Assistant Directors of Housing and Residence Life  
Takeelia Garrett-Lynn garrettt@gvsu.edu  
Scott Jensen jensenc@gvsu.edu  
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Assistant Director of Residence Education (TBA)

Assistant Director of Facilities and Camps and Conferences Coordinator (TBA)

<u>Housing Assistant</u>	Melanie Grover	groverm@gvsu.edu
<u>HRL Clerk</u>	Judy Budnick	budnicju@gvsu.edu
<u>Residence Life Assistant</u>	Susan Brunell	brunells@gvsu.edu
<u>Assignment Coordinators</u>	Denise Davis	davidsd@gvsu.edu
	Shawn Roth	roths@gvsu.edu

<u>Living Center /Apartment Directors</u>	<u>Office #</u>	<u>Duty Phone #</u>
Copeland	331.1210	889.2647
Kirkpatrick/Seidman	331.2155	889.9372
Kistler	331.1310	889.9393
Laker Village North/South	331.0501	889.7356
Murray/VanSteeland	331.4293	889.7426
Niemeyer East/West/Calder	331.4500	889.7498
North C/Hills/Frey	331.4113	889.7802
North/West A/B	331.0650	889.7920
Pew/Pickard/DeVos	331.1056	889.9285
Ravines	331.1210	889.9063
Grand Valley Apartments	331.0294	889.9341
Robinson/Hoobler/Johnson/Ott/Koeze-Weed	331.1110	889.9171
Stafford/Swanson	331.0740	889.9211
Winter/Secchia	331.7779	890.8481

## EMERGENCY INFORMATION

Please follow the following link (<http://www.gvsu.edu/emergencycontact/>) to sign up for the GVSU's urgent notification system. Examples of possible messages include inclement weather

closing information, or possible crises involving health and safety.

Campus Police Services:

24 Hour Dispatch (Allendale).....	331-3255
Pew Campus Security: (Grand Rapids).....	331-6677
Ambulance/Fire/E-Unit: .....	911
Silent Observer .....	1-800-825-0221

Urgent Care:

GVSU Campus Health Center (Mon – Fri, 9am – 4:30pm):.....	331-2435
Spectrum Health Alpine Center (Sun – Sat, 8am – 10pm):.....	391-6220
Spectrum Health West Pavilion (Sun – Sat, 8am – 10pm):.....	486-5100

Hospital Emergency:

Spectrum Health Butterworth Emergency Dept:.....	391-1680
Spectrum Health Blodgett Emergency Dept: .....	774-7740
St. Mary’s Hospital Emergency Dept: .....	752-6789
Zeeland Community Hospital: .....	772-4644
Holland Hospital .....	392.5142
Cornerstone Team Line (Suicide Prevention Help): .....	336-2450
Grand Rapids Poison Center (DeVos Children’s Hospital):.....	1-800-222-1222
Spectrum Health West Pavilion (Sun – Sat, 8am – 10pm):.....	486-5100

**MEDICAL EMERGENCY**

1. Call the staff member on duty or front desk to assess the situation. If it is appropriate, call 9-1-1, notify the dispatcher of your exact location, and follow instructions.

DO NOT HANG UP UNTIL THEY DO.

2. After the emergency unit has been dispatched, do not leave the injured person unattended.
3. Calm the injured person.

**FIRE PROCEDURES**

1. Fire alarm sounds within your building. Exit the building if you are able.
2. Dial 9-1-1 from room phone or from the lobby phone dial 9-9-1-1 and follow instructions.
3. Close your window-open drapes or blinds.
4. Before leaving the room, feel the room door. If it is HOT, DO NOT OPEN. Open the window and signal for help. If the door is cool, leave the building by the closest exit.
5. Once outside, proceed to the designated assembly area (away from the building leaving room for emergency vehicles) and wait for further instructions.
6. Students may not re-enter their building until notice is given from the Campus Police or Pew Campus Security.

**DESIGNATED ASSEMBLY AREA LOCATIONS**

**Calder Residence:** Lot M

**Copeland Living Center:** Lot D

**DeVos, Pew, and Pickard:** Lot D Basketball Court

**Grand Valley Apartments:** GVA Community Center

**Hills, Frey, and North C:** Lot D Basketball Court

**Hoobler, Johnson, Ott and Koeze-Weed:** Robinson Field

**Kirkpatrick, Stafford, Seidman, and Swanson:** Lot D Basketball Court

**Kistler Living Center:** Lot D Basketball Court

**Niemeyer:** Lot M

**Laker Village Apartments:** Lot J

**Ravine Apartments:** Lot B behind Ravine Center

**Robinson Living Center:** Robinson Field

**Secchia and Winter:** Mt. Vernon lot

**Murray, VanSteeland:** Lot P

**West A, West B, North A, North B:** Lot D

\*\* Periodic fire drills are conducted in order to familiarize residents with the emergency routes.

**RESIDENTS ARE EXPECTED TO PARTICIPATE IN ALL FIRE DRILLS AND ALARMS.**

**FAILURE TO PARTICIPATE WILL RESULT IN A JUDICIAL REFERRAL.**

### **TORNADO WATCH**

This means that conditions are right for a tornado to form. Stay tuned to television and radio for weather updates. Your awareness should be heightened and you should be prepared to move to a shelter.

### **TORNADO WARNING**

1 If you hear the tornado siren, located near the Rec. Center, please move indoors, a tornado has been spotted in the area.

2. Go to the safest location of the building IMMEDIATELY.

**Robinson, Copeland and Kistler:** First and second floor hallways or restrooms, away from windows.

**Hoobler, Johnson, Ott and Koeze-Weed:** Downstairs in the hallways or restrooms.

**DeVos, Pew and Pickard:** First floor bathrooms, kitchens, and hallways, away from windows.

**Hills, Frey and North C:** First floor hallway away from windows.

**West A, West B, North A, North B:** First floor hallways or restrooms, away from windows.

**Kirkpatrick, Stafford, Seidman and Swanson:** First floor hallways or restrooms, away from windows.

**Niemeyer:** Apartment bathrooms.

**Ravine Apartments:** First floor restroom or kitchen, away from windows.

**Grand Valley Apartments:** Laundry rooms, lower level in hallways away from windows.

**Laker Village:** Main level storage room, located beneath the stairs.

**Laker Village Efficiencies:** Main level hallways.

**Calder Living Center:** Main level hallways or restrooms, away from windows.

**Secchia Hall:** Apartment bathrooms.

**Murray & VanSteeland:** Apartment bathrooms.

**Winter Hall:** Apartment bathrooms.

3. Do NOT open windows.

4. Follow instructions of Campus Police/Security and Housing and Residence Life Staff.

\*\*Periodic tornado drills are conducted in order to familiarize residents with the emergency procedures. The Tornado siren will be tested at noon on the first Friday of each month during tornado season.

## POLICIES & PROCEDURES

Students found in violation of Housing and Residence Life policies will be referred to an Apartment Director/Living Center Director/Assistant AD/Assistant LCD for disciplinary action.

A

### ALCOHOL

#### **Traditional, Suite, Apartment Style Living Centers:**

These buildings are designated as “Alcohol Free Environments”. This means, regardless of age, alcohol is Not Permitted in these buildings. Residents and guests may not store or possess alcohol, empty containers, or alcohol paraphernalia (such as shot glasses, beer steins, etc). This includes containers used as decoration.

#### **Calder Apartments, Grand Valley Apartments, Laker Village Apartments, Murray Living Center, Niemeyer Living Center, Ravine Apartments, Secchia Hall, VanSteeland Living Center, and Winter Hall:**

Residents and guests who are 21 years of age or older may consume and store alcohol in the privacy of their room/apartment. Underage residents and guests may not store or possess alcohol, empty containers, or alcohol paraphernalia (such as shot glasses, beer steins, etc). This includes containers used as decoration.

#### **UNDERAGE RESIDENTS OR GUESTS ARE NOT TO BE PRESENT WHEN ALCOHOL IS BEING CONSUMED.**

Items such as kegs, bongos, open parties, and mass quantities are prohibited. Open containers of alcohol are not permitted in any public areas in or outside the on campus housing system. Underage residents will forfeit any cans or bottles confiscated from their possession.

C

### CANDLES

Burning candles and incense is NOT allowed in any of our on-campus housing units. Such items can cause severe damage to residential rooms, as well as to the buildings, and are therefore prohibited. Decorative candles with unburned wicks and electric candle warmers are allowed.

### CHALKING

Chalking at the University is permitted in certain designated sidewalk locations only for the purpose of announcing campus activities, events or meetings of registered student organizations or sponsored by the University. Please see the Registered Student Organization Handbook for specific locations, <http://studentlife.gvsu.edu/>.

### CHARGES

Charges are used by the Office of Housing and Residence Life to reduce damage, protect residents, and to stabilize housing costs. These charges are billed directly to the students account by the Office of Housing and Residence Life. Bills/charges may be paid online or at the at the service windows at the Student Services Building in Allendale or DeVos Building C downtown. Any charge billed at the final check out will be deducted from the Housing deposit.

Fees may also be assessed within the community for actions including, but not limited to, leaving bags of trash in the hallway or propping exterior building doors.

#### **Charges for Common Fees**

Additional Cleaning	\$50 minimum
Bikes in Room	\$25
Cable/TV Port	\$10
Carbon Monoxide Alarms (removal of)	\$75
Cleaning Bathroom	\$50 per resident minimum

(Suite and Apartment Style Living Centers and Apartments)

Fire Doors (unauthorized opening)	\$100 minimum
Improper Checkout	\$25
Improper Cleaning during Break	\$50 minimum
Lockout/Temporary Key/Card Loan	\$10
Lost Access Card	\$25
Lost Room Key/Recore	\$35 recore + \$10 per key
Public Furniture (removal of)	\$100
Multiple Room Change Fee	\$25
Screen Removal	\$25
Smoke Detector (removal of)	\$75
Unapproved Arrival or Departure	\$75

*(failure to vacate)*

\*Additional charges for items not on the list will be assessed on an individual basis.

### CONSOLIDATION

If space becomes available in a room or apartment, the Office of Housing and Residence Life may assign a resident to the space or ask the residing resident to consolidate to rooms/apartments with other residents within the community who are in under-occupied spaces. Residents may also be given the option of paying for the empty space (at a reduced occupancy rate) in place of gaining a roommate, if space becomes available. Unless a resident is paying for an empty space, it should not be utilized by remaining residents for storage, guests, etc.

Current occupants will take another roommate or move to another available space should they choose not to buyout the unit. Housing reserves the right to consolidate all rooms/apartments as stipulated in the Housing contract (*Please see section 5 of the Housing contract – Assignment to University Housing*).

\*Consolidation will start 10 days after the start of the fall and winter semesters.

### CONTRACT RELEASE

**The contract for Housing is a legal document that encompasses the entire academic year.** Students are contracted from the day they sign the contract until the end of the Winter Semester in April. A student interested in canceling his/her contract must contact his/her see your Apartment Director/Living Center Director/Assistant AD/Assistant LCD to obtain more information and a **Contract Release Request Form**. There may be applicable fees that are associated with canceling the contract. Please see <http://www.gvsu.edu/housing/> for more information.

**\*\*You must be a full time student to reside on campus.**

### CONFISCATED ITEMS

Residents who have prohibited items (candles, appliances, etc.) confiscated should contact their Living Center Director/Apartment Director. Students can arrange to pick up the item when they are able to take it from the living area. Items left at the end of the year will be disposed of.

### COOKING

Cooking in student rooms in the traditional and suite style living centers with anything besides a microwave is a fire hazard and prohibited. Cooking is permitted only in kitchenettes provided in traditional, suite style, and apartment style living centers. More specific information about what is permitted can be found in the Electrical Appliances section of the handbook. Residents should never leave cooking food unattended. Residents are encouraged to pay particular attention to popcorn in the microwave to prevent burning.

Trash bags, toilet paper, and cleaning supplies are stocked in the public area kitchen for resident's use on North Campus. Residents are not to clean aquariums in the kitchen sinks.

## **COURTESY HOURS**

All times outside of Quiet Hours are designated Courtesy Hours. During Courtesy Hours, residents will be required to keep noise at a level sensitive to other residents needs. Stereo equipment, including subwoofers, should not impede others. Residents are encouraged to personally approach any resident who may be disturbing them with their noise level. Violation of Courtesy Hours may result in disciplinary action.

*D*

## **DAMAGES**

As a member of the community, it is your responsibility to help report damages as they occur. Throughout the year, your living area will be assessed for damages caused by residents, both on individual floors and in public areas. The charges are then divided among the number of people in your respective area, and each resident is charged accordingly. Any public area damage remaining after final check out will be deducted from each resident's housing deposit. Individuals responsible for public area damage are encouraged to contact a Housing and Residence Life Staff member to avoid the billing of all residents. Individual room/apartment damages will be assessed by the full-time professional staff after departure. If you have any questions about this policy, see your Apartment Director/Living Center Director/Assistant AD/Assistant LCD.

## **DECORATIONS**

Contact paper is not allowed on any of the wood or painted surfaces in any room or apartment.

Nails or hooks are NOT to be used in any of the walls. Materials advertised as "non adhesive" will peel off paint and can damage walls.

No live decorative trees allowed in any on-campus living area.

Additional decorative lighting designated for interior use can only be utilized on the inside of any campus housing units with interior hallways. Exterior holiday lights designated for exterior use are only permitted on the first floor of apartments complexes. **All decorative lights should be unplugged overnight or when the resident is not home.**

Pumpkins, hay bails, and corn stalks are not permitted for display in interior hallways. These items should be disposed of properly in a timely manner. Candles are not permitted inside pumpkins, even if they are located outside.

**\*Students with any questions regarding what is appropriate should seek approval from their Living Center/Apartment Director.**

## **DEPOSIT**

Each resident has a \$150.00 deposit on file with the Office of Housing and Residence Life. This deposit will remain on file with the office until you move off-campus and/or depart from the university. All fees assessed to you throughout the year will be added to your student account. When you no longer maintain on-campus residence, all remaining charges will be subtracted from your deposit, in addition to any outstanding balance you have with the university, and you will receive the remainder of your deposit (if applicable), along with a summary of the charges assessed to your account. It is your responsibility to dispute any of these charges in writing to an Assistant Director of Housing and Residence Life within 30 days of receipt.

## **DISRUPTIVE BEHAVIOR**

Residents are prohibited from obstruction or disruption of University-related activity or inciting, aiding, or encouraging other persons to engage in such conduct. This also includes any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline, or activity that invades the rights of others.

## **DESTRUCTION OF PROPERTY**

Residents and their guests are not permitted to damage university property by means of: vandalism, tearing down signs or bulletin boards, throwing trash, participating in water/food fights, etc.

## **DRUGS**

The possession, distribution, or use of any illegal substance (i.e. narcotic drugs, marijuana, or illegally obtained prescription drugs) is prohibited. The Campus Police may be notified if a resident is suspected of involvement in any illegal substances on campus.

*E*

## **ELECTRICAL APPLIANCES**

The following items are **NOT** permitted in rooms or apartments:

Oil Popcorn Makers	Dart Boards
Open Coils/Toaster Ovens	Halogen Lamps
Refrigerator (4.4 cubic feet or more)	Toasters
Microwave (greater than 1000 watts)	Hot Plates
Portable/Window Air Conditioners	Black Lights
Major Appliances (freezers, dishwashers, washers/dryers, etc.)	
Multiple Refrigerators/Microwaves	Waterbeds
Multi-light lamps with plastic shades	

George Foreman grills and toasters are **ONLY** permitted in apartments and apartment style living areas, which have kitchens within their living units.

For safety reasons, only one power strip per resident is permitted.

## **ENTERING ROOMS**

The University reserves the right to make periodic administrative inspections of student rooms/apartments. Housing and Residence Life Staff may enter rooms/apartments whether or not student occupants are present.

Housing & Residence Life staff will do health and safety inspections on a regular basis and during break closings. Facilities Services personnel may also enter rooms to make needed repairs.

The University also reserves the right to inspect a particular room/apartment when staff members have a reasonable cause to believe that established health, safety, or University rules and regulations are being violated.

## **EXTENDED STAY REQUESTS**

Students wishing to remain in their units during break periods (Thanksgiving, Winter break, Spring Break) may do so. Residents must contact their Living Center Director in the first year areas and their community desk in the apartments to sign up for an extended stay.

Students who are graduating and/or remaining on-campus for the spring/summer sessions will be permitted to remain on-campus after winter semester closing. Students must contact their Living Center/Apartment Director prior to the date provided in the closing information. Other students should make prior arrangements to vacate from their unit by the Friday of finals week.

*F*

## **FIRE ALARMS**

Misuse of the fire alarm system, including sounding a false alarm or tampering with extinguishers or smoke detectors, is prohibited. Students are expected to vacate the building when a fire alarm is sounded. Failure to do so will result in a judicial referral.

## **FIREARMS, WEAPONS, AND EXPLOSIVES**

The use or possession of fireworks, air guns of any type, firearms, weapons, blowguns, bows, arrows, knives, sprays, etc. is prohibited within the housing system. Only small pocketknives (with blades less than two inches) will be permitted in the living areas.

## **FIREPLACES**

Permission **MUST** be given by an Apartment Director, Living Center Director or Assistant AD, Assistant LCD for any fire within community fireplaces. The fire must be attended at all times.

## **FURNITURE**

Students are permitted to rearrange the furniture provided in their unit, but should not block vents or thermostats. Lofting instructions are available on the Housing & Residence Life website. University provided furnishings cannot be removed from resident rooms. Residents are responsible for replacement cost of missing room furniture. Storing or placing room furniture in the hallway or in an off-campus location is prohibited. Residents are not allowed to build or modify lofts in the Living Centers or Apartments. Bed rails must be attached to the bed at time of checkout.

## *G*

### **GAMBLING**

Any form of gambling is strictly prohibited.

### **GRILLS**

Gas grills are permitted in apartment housing areas only. Grills should only be used in open areas with no overhead obstructions (i.e. awnings or balconies). Grills and propane tanks must be stored outside at all times. No charcoal grills are permitted.

### **GUEST POLICY**

Students may have guests visit in their room or apartment, provided they have made specific arrangements with the roommate(s) and have received their permission. Visitation does not mean cohabitation and a guest's stay should never exceed 2 nights in a given week. The University reserves the right to limit the frequency of guest visits. Guests must observe all University regulations and must be accompanied by his/her host at all times. The student with whom the guest is staying is responsible for any infractions or damage caused by his/her guest. Guests may also be asked to leave the community if their behavior is inappropriate. Failure to comply with established building rules and regulations will result in forfeiture of building visitation privileges.

## *H*

### **HARASSMENT AND INTIMIDATION**

Physical and verbal harassment, including harassment based on race, gender, ethnicity, sexual orientation, disability, religious preference, etc. WILL NOT BE TOLERATED in a residence life community. Should a resident be found responsible for harassing and/or intimidating another resident or staff member, strict disciplinary action will be taken immediately, possibly resulting in removal from on-campus housing. Such action will be in accordance with University policies.

**Victims of harassment and/or intimidation should report it to a Housing and Residence Life Staff member immediately.**

## *I*

### **INCENSE**

As with open flames and candles, incense is also not allowed in any living center or apartment room.

### **INSURANCE AND LIABILITY**

All personal property brought to GVSU is at the resident's risk. Residents are advised to secure their own property protection through renters or homeowners insurance.

Grand Valley State University is not liable for any unforeseen occurrences or acts of negligence by residents, guests, or other persons. This includes damage or loss of property, injury to others or inconvenience to residents, guests or other persons.

## *K*

### **KEYS & ACCESS CARDS**

Residents are responsible for carrying their keys and access cards and keeping their room/apartment door locked at all times. Room/apartment keys/cards should not be transferred to other individuals. There is a fee to be let into your room, have a loaner key/card, and get a replacement key/card.

"Tailgating" or "hitchhiking" is not permitted. We use these terms to describe the act of students

allowing others to enter into residential buildings on the use of their access card. For safety and security, each resident must use their own card for access into residential buildings. Courtesy phones are located on the outside of each building for guests to call to the room they are visiting and wait for a residential host to allow them in. All residents are responsible for the actions of their guests.

*M*

#### **MAIL**

Please go to [www.gvsu.edu/housing](http://www.gvsu.edu/housing) to make sure you have the proper mailing address for your unit. At the end of the academic year, please log into Banner, click on My Housing Overview and go to Personal Preferences to update your forwarding address.

#### **MESSAGE BOARDS**

Although message boards/decorations are permitted to be hung on the outside of residential room doors (using appropriate methods to affix them and not interfering with safety policies), students should use this mode of communication to share inclusive messages to individual students and the GVSU community. Words of bias, hate and intolerance are not welcomed. Should a student view inappropriate messages, they are encouraged to contact a staff member of the Office of Housing and Residence Life. Information/protocol about acts of intolerance and how to report them can also be obtained by visiting [www.gvsu.edu/affirmative](http://www.gvsu.edu/affirmative).

#### **MICROWAVES**

Microwaves are provided in the common areas of most Traditional and Suite Style Living Centers. Food must be attended at all times. Guides for cooking microwave popcorn are available near each microwave unit. Individual microwaves are permitted in individual rooms. There is a limit of 1 microwave per room or apartment, and it may not exceed 1000 watts.

#### **MOVIE VIEWING**

Due to copyright laws, the viewing of pre-recorded movies (VHS, DVD, etc.) in public areas is prohibited. This includes community centers, great rooms, and lounge areas. The rental or purchase of movies does not carry with them licenses for non-home showings. Your individual living area is considered to be your home.

*N*

#### **NEEDLE DISPOSAL**

GVSU has the responsibility to protect students and staff from safety and health hazards. In order to reduce the risk of transmission of blood borne pathogens, the Campus Health Center will provide SHARPS containers to students who are required to administer self-injected drugs. These containers will be kept in the students' rooms. The Health Center will be responsible for the disposal of the containers.

#### **NOISE**

A goal of the Office of Housing and Residence Life is to create residential communities that support the academic environment. Therefore noise in any room should never impact other community members. If the staff receives information regarding the excessive noise level in any room, the staff will ask the student to cease participation in the event.

*P*

#### **PETS/WILD ANIMALS**

Pets are not allowed in any of Grand Valley State University's housing areas. The only exception to this would be non-predatory aquarium fish in a resident's room. If you are found to have a pet, you will be charged a cleaning fee, and you will be required to remove the pet from the unit at your expense immediately. For the safety of residents, please do not feed wild animals (cats, raccoons, etc.) that may linger around the living areas, doing so only results in them staying around.

#### **POOLS**

Kiddie pools/slip and slides are only permitted in Family Housing areas with parental supervision.

## POSTING

Posting on community bulletin boards is prohibited by non-Housing and Residence Life Staff members. All posted items must be approved and stamped by the Office of Student Life and dropped off at the Housing Office. More information is available in the Student Code.

## PROPPED DOORS

To further promote building safety, **the propping of any locked entrance and/or exit door is prohibited at all times.** Residents are encouraged, for their own safety and security, to lock their room doors. Residents should not provide building access to non-residents, unless they are a guest.

## PUBLIC AREAS

Public areas in the housing units constitute any area, aside from the individual room/apartment, to which all residents have access. These areas are for resident/guest use only and are not for recreational use (i.e. sports). Furniture in public areas is intended for community use and is not to be moved into student rooms or apartments. Removing public area furniture will result in a fee. In addition, overnight sleeping is not permitted in the public areas.

Hallways	Computer Rooms	TV Rooms
Lobbies & Great Rooms	Laundry Rooms	Classrooms
Study Lounges	Kitchens	Community Centers

Items left in the hallway, public area, great rooms, etc. are the responsibility of the student. Items in these areas, belonging to students (shoes, trash, etc.) should never impede safe evacuation by residents or disrupt cleaning by University Personnel.

## Q

### QUIET HOURS

Residents will be required to restrict the noise level to allow for studying and sleeping during the following hours:

Sunday – Thursday from 10pm - 10am                      Friday – Saturday from 12am - 10am

Quiet hours also apply to noise made outside the building or in nearby parking lots.

*During Finals weeks, 24-hour quiet hours are in effect.*

## R

### RECREATION IN HALLWAYS AND PUBLIC AREAS

For the safety of all residents, playing sports within any living area is prohibited. Such activities must be confined to the outdoor areas, away from all buildings. Within a unit, any damage caused by flying objects (such as darts) or equipment will be billed to the resident(s) involved. In addition, students are not permitted to propel from or on campus housing facilities.

Approved programs sponsored via the Office of Housing and Residence Life that are “sport centered” are permitted in the Great Rooms and Community Centers only.

### ROLLERBLADES, SCOOTERS, AND SKATEBOARDS

For the safety of all residents, the use of rollerblades, skateboards, or scooters are prohibited inside of all buildings on campus. Students wishing to rollerblade must put on and remove their skates outside of the buildings. Such equipment mars floor surfacing and damages will be charged to the residents.

### ROOFTOPS AND BALCONIES

No Traditional Living Center rooftops or balconies are accessible. Students found on a balcony or rooftop of any housing unit will be referred for disciplinary action. Grand Valley Apartment balconies (including solariums) cannot contain grills or indoor furniture.

### ROOM AND APARTMENT CHANGES

The Office of Housing and Residence Life allows students to change rooms after the first ten business days of each semester, with permission from the Living Center Director/Apartment Director, based on availability.

The first room change request and resulting move by a student will be free. Each additional room change request and resulting move within an academic year will result in a \$25 fee. The proper room change and check-out procedures for the current room assignment must be followed prior to beginning the move.

Disciplinary action and a \$100 improper room change fee will be charged to students that do not follow the proper procedures and receive authorization from the Office of Housing and Residence Life prior to moving. Students moving without authorization must also move back to their original room assignment.

#### **ROOMMATE BILL OF RIGHTS**

1. The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without disturbance from unreasonable noise, guests of roommates, and other distractions.
3. The right to expect a roommate to respect one's personal belongings.
4. The right to a clean and safe environment in which to live.
5. The right to free access to one's room and Housing and Residence Life facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host a guest with the expectation that guests are to respect the rights of the host's roommate and other housing residents.
8. The right to redress of grievances. Housing and Residence Life staff members are available for assistance in resolving conflict.
9. The right to be free from fear of intimidation and physical and emotional harm.

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#### **SCREENS**

Residents should not enter or vacate a room through the window. Screens in all rooms and apartments must remain on the window at all times, except in cases of emergency.

#### **SELF-INFLICTED HARM**

A behavioral contract may be required when residents endanger themselves due to misuse of prescription drugs, over the counter drugs or other substances; acts of self-mutilation or any behavior intended to hurt themselves; or threats of behavior which could be harmful.

#### **SMOKING**

Smoking is prohibited in any university building. You must be at least 25 feet away from the building in order to smoke.

#### **SOLARIUMS**

Some Grand Valley Apartment units include solariums. Solariums are porches and should not be used as bedrooms, therefore sleeping in this area is not permitted. Doing so is a health and safety violation.

#### **SOLICITATION**

Solicitation by businesses is not permitted in the on-campus housing units. Residents may not use their rooms, phone, or university- provided internet connections for commercial purposes, including solicitation or sales. Salespersons may not solicit door to door. Delivery persons must make their transactions in the lobby.

#### **SUBLETTING**

The accommodations granted by the University Housing contract may be used only by you, in your capacity as a registered student. Your space cannot be transferred or sublet to another individuals.

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**VOLUNTARY COMPLIANCE**

Students are expected to follow reasonable requests by Housing and Residence Life Staff, or other University Officials acting in their official capacity. Additional information is available in the Student Code.

**As a reminder, if there are questions about any Housing & Residence Life policies, please speak with a staff member. The Student Code is also available online at [www.gvsu.edu/dos](http://www.gvsu.edu/dos).**