Dear Resident,

Welcome to Residence Life at Columbus State University! Residence Life provides comfortable, secure and affordable housing that is conducive to your academic success and personal development. This Community Guide will provide you with information regarding the services we provide and inform you of the rules and regulations of our communities. Please take the time to familiarize yourself with the information in this guide.

Living on campus offers you many opportunities to learn from and interact with many different people. You will acquire a deeper understanding of yourself and others and will develop friendships that will last a lifetime. Our staffs are here to assist you, and are eager to get to know you. I encourage you to take advantage of the knowledge and experience that our staff members have to offer you.

Please do not hesitate to contact me if you have input on how we can enhance the residential experience at Columbus State University.

Sincerely,

Sarah Secoy
Director of Residence Life Columbus State University
IMPORTANT NUMBERS
The 706 area code must be dialed when making all local calls.
RESIDENCE LIFE
life.columbusstate.edu

Main Residence Life Office at Clearview Hall
  Phone (706) 507-8710
  Fax (706) 565-8104

Clearview Housing Community
  Resident Assistant on Duty (706) 507-8717
  Residence Life Coordinator (706) 507-8712

The Courtyard at CSU Housing Community
  Clubhouse (706) 507-8778
  Resident Assistant on Duty (706) 507-8777
  Residence Life Coordinator (706) 507-8739
  Fax (706) 565-8104

River Park Housing Community
  Front Desk (706) 507-8035
  Resident Assistant on Duty (706) 507-8037
  Residence Life Coordinator (706) 507-8779
  The Den (706) 507-8229
  Fax (706) 507-8335

Maryland Circle Housing Community
  Resident Assistant on Duty (706) 507-8718

UNIVERSITY NUMBERS
Student Life & Development Office (706) 507-8590
Cougar Dining Services (706) 507-8374
Cougar Copy Center (706) 507-8630
Career Center (706) 507-8760
Counseling Center (706) 507-8740
Student Health Clinic (706) 507-8620
Intramurals & Recreation (706) 507-8650
Enrollment Services (706) 507-8800
Library (706) 507-8670
Transportation/Shuttle Service (706) 507-8062
Bookstore (706) 507-8790
ResNet/Desktop Support (706) 507-8199

EMERGENCY NUMBERS
University Police (706) 507-8911
Rape Crisis Center (706) 571-6010
Georgia Crisis and Access Line (800) 715-4225
Poison Control (800) 222-1222
OFFICE HOURS

**Clearview Hall**: Monday-Friday 8:00am-6:00pm

**The Courtyard at CSU**: Monday-Friday 9:00am-6:00pm

**River Park**: Monday-Friday 9:00am-6:00pm

**Resident Assistant on Call**: Monday-Friday 6:00pm-8:00am, Saturday and Sunday 24 Hours

Residence Life Coordinators hours are from 10:00am to 5:00pm Monday-Friday. Residence Life Coordinators have an open door policy. They are available through email and will respond to your concerns in a timely manner.

ADDRESS AND POSTAL INFORMATION

**Clearview Hall, the Courtyard at CSU, Maryland Circle**

Students may obtain a mailbox assignment by visiting the CSU post office located between University Hall and the parking deck. The address format is as follows:

(Student Name)
Campus Mail Box (CMB) #
4225 University Avenue
Columbus, GA 31907-5645

The following physical addresses should be utilized *ONLY* for emergencies, food delivery, or directional purposes:

- **The Courtyard** - 3815 University Avenue
- **Clearview Hall** - 58 Clearview Circle

**River Park Housing**

Residents who desire a mailbox may register for one during check-in or by visiting the River Park housing office. Students will receive the location of their mailbox and address information at the time of their mailbox registration. All U.S. Postal Mail packages that will not fit inside of a mailbox should be addressed to the River Park Housing Office address listed below. Students will be notified via their CSU e-mail account when a package is available for pickup.

**River Park UPS & FedEx Package Delivery Address:**

River Park Student Housing
RESIDENCE LIFE STAFF AND OFFICES

Residence Life Offices
The main Residence Life Office is located on Clearview Circle on our Main Campus off of University Avenue. The Courtyard at CSU Residence Life Office is located at 3815 University Avenue. The entrance is just past the Main Campus entrance heading toward College Drive. The River Park Residence Life office is located at 1011 Broadway. There is an entrance to the River Park office next to University Police and in the courtyard between Columbus Hall and Broadway Crossing.

Director of Residence Life
The Director of Residence Life is responsible for the overall management of the Residence Life program.

Assistant Director of Residence Life
The Assistant Director of Residence Life is responsible for the day to day management of the residential facilities, occupancy management, key control, summer camps and conferences, and Residence Life safety compliance and prevention.

Senior Residence Life Manager
The Senior Residence Life Manager oversees all residential education and community development initiatives for the housing areas. The Senior Residence Life Manager is also responsible for student staff training, selection, and recognition and advises the Residence Hall Association.

Residence Life Coordinators (RLC)
RLCs are full-time professional staff members who oversee a residential area of campus. RLCs supervise the resident assistant staff, monitor the upkeep and maintenance of their area, provide support to residents, and promote community development.

Systems Administrator
The Systems Administrator is responsible for managing the housing assignment and meal plan software, the accounting associated with assignments, the design and maintenance of the My Housing Portal, and the implementation of all move-in day events.

**Administrative Assistant**

The Administrative Assistant is responsible for supervising Residence Life’s main office student assistance, responding to emails that are directed to the CSU Residence Life account, maintaining/updating the Residence Life webpage and social media accounts, and providing positive customer service to students, parents, and University Partners.

**Graduate Assistant (GAs)**

The Graduate Student Assistant is responsible for helping fulfill the Department of Residence Life’s mission to create a safe and secure living environment that promotes the social and personal development of our students while working on their Master’s Degree.

**Resident Assistants (RAs)**

Resident Assistants are available to assist residents in their transition to college, provide peer counseling, help residents connect with University resources, provide structured and unstructured opportunities for residents to interact with other community members, and to provide educational opportunities for growth and learning. Resident Assistants are highly visible and are responsible for enforcing University and Residence Life Policies. Residents are expected to cooperate fully with Resident Assistants.

**MISSION STATEMENT AND LEARNING OUTCOMES**

Residence Life is committed to providing a safe and secure living environment that promotes the social and personal development of our students. We provide well maintained facilities, knowledgeable staff, and purposeful programming. We support the University and Division's vision of creating an environment in which students can achieve their full academic potential.

The Office of Residence Life recognizes that learning occurs inside and outside of the classroom through interactions with others and through shared experiences. Our programs and services are guided by attention to the following learning outcomes. It is our hope that residents will experience significant growth and development by participating in all facets of campus life.
Diversity and Civility
- Recognize and articulate the importance of community standards
- Implement strategies for co-existing with others in a shared space
- Effectively manage conflict
- Communicate thoughts and feelings effectively
- Engage in discussion around sensitive issues
- Respect, value, and appreciate diversity
- Articulate personal ideas while respecting contrary ones

Academic Achievement
- Study effectively in a residential environment
- Set goals and utilize effective strategies to obtain them
- Prioritize academics as the central focus

Engagement and Discovery
- Engage with the local community through activities that affect positive social change
- Gain exposure to new activities to challenge pre-existing ideas, thoughts, and perceptions
- Participate actively within the CSU community

Personal Development
- Engage in behaviors that result in a healthy lifestyle
- Perform basic life skills
- Follow safety procedures and articulate the importance of procedures
- Effectively manage time commitments
- Effectively manage stress

Student Employment
- Prioritize competing short term work tasks (multi-tasking)
- Engage in problem solving and critical thinking
- Professionally communicate via phone and e-mail

EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION
It is the policy of Columbus State University to ensure fulfillment of equal opportunity for all employees, students, applicants for employment and student applicants. No person shall be excluded from participation in, denied benefits of or be subject to discrimination under and University program or activity on the basis of race, color, creed, national origin, religion, gender, disability, or age.
The Office of Residence Life is committed to maintaining a fair and respectful environment and employees will report any staff, faculty, student, or visitor behavior that may constitute discrimination.

SEXUAL HARASSMENT POLICY
All members of the Columbus State University community should refrain from any conduct that could give rise to a charge of sexual misconduct. This includes but is not limited to, unwelcome sexual advances and requests for sexual favors. Persons found in violation of this policy may be subject to suspension or expulsion from the University.

RESIDENT RESPONSIBILITY
It is your responsibility to understand the and act in accordance with the directions and policies as outlined in this Community Guide, the Housing Contract, and the Student Handbook, as well as official e-mails, posters, or other written/verbal correspondence issued by this department or its agents. In the event of a conflict between the rules and regulations in this Community Guide and the contract, the conditions of the contract shall prevail.

Students are expected to act in accordance with all local, state, and Federal laws. Alleged violations of law may be referred to the appropriate court or law enforcement official. Violations of laws may also result in disciplinary action by Columbus State University.

Students who have questions about policies are encouraged to contact the Office of Residence Life or the Office of the Dean of Students.

COMMUNITY LIVING STANDARDS
The University environment is a diverse setting with people from many different opinions, beliefs, knowledge, abilities, cultures, races, socio-economic statuses, sexual orientations, and backgrounds. The opportunity to learn from those who are different from you is an important component of your college experience. We encourage positive interactions and relationships and acceptance and appreciation of all people, regardless of their similarities or differences.

ROOMMATE BILL OF RIGHTS AND RESPONSIBILITIES
All roommates have the right:
1. To read, study, and sleep free from excessive or unwarranted noise and interference
2. To a clean and secure environment
3. To privacy
4. To be free from fear and intimidation
5. To be free from ridicule or peer pressure because of one’s personal decisions or values
6. To be treated with respect
7. To be asked before one’s possessions are used
8. To a room free of policy violations and/or criminal activity
9. To report policy violations and/or criminal activity without retribution

ROOMMATE RESPONSIBILITIES
All roommates have the responsibility:
1. To respect one another’s privacy
2. To respect differences and to be kind and civil
3. To engage in open communication with roommates
4. To keep their living space clean
5. To lock doors and maintain personal safety and security of possessions
6. To not loan or share access card or key and to report lost card of key immediately to University Police
7. To maintain a comfortable environment for studying, reading, and sleeping
8. To ask before using a roommate’s belongings and to treat belongings with care
9. To enlist the assistance of a Residence Life staff member when conflict is heated beyond your control.
10. To gain permission from roommates before having overnight guests and to ensure guests are respectful of roommates and their property
11. To abide by all University and Residence Life Policies and to follow all local, state, and Federal laws

GENERAL INFORMATION

Staff Availability
The Residence Life offices are open Monday-Friday from 8:00 a.m.-6:00 p.m. excluding official University holidays. A Resident Assistant on duty is available between the hours of 6:00 p.m. and 8:00 a.m. Monday-Friday and is available 24 hours a day on the Saturday and Sunday. University Police are available 24 hours a day 7 days a week by dialing (706) 507-8911.

Bed Rails and Lofted Beds
Beds that originate higher than 36’ have bed rails installed prior to Move-
In. Students are able to request a bed to be raised or lofted, and upon completion, a bed rail will automatically be installed. All students regardless of bed height are able to submit a work order in the Housing Portal and a bed rail will be installed free of charge. Students are not permitted to loft beds, this must be completed by housing personnel to ensure proper installation.

Internet Access & Computer Labs
Wired and wireless internet access is provided in all housing areas, with one notable exception, see Maryland Circle and RiverPark Residents section below. There are computers labs located in the Courtyard laundry area and the Broadway Crossing Mac lab. Power strips with surge protectors are required for all computer systems for protection from storms and electrical surges. Residents are highly encouraged to install updated virus protection software on all personal machines.

Clearview and the Courtyard Residents:
Cable is provided by Apogee. Residents of Clearview and the Courtyard should contact Apogee directly. Call (1-855-410-7376), Chat (www.myresnet.com/support), or text (“ResNet” to 84700).

Maryland Circle and RiverPark Residents:
Residents can contact the Computer Help Desk at (706) 507-8199 for assistance.

Residents are expected to comply with the ResNet acceptable use policy. The policy is located online at infosec.columbusstate.edu.

Personal wireless access points are prohibited in CSU residential areas (With the exception of Fontaine where student will need to bring a personal router to access Wireless Internet.) If personal wireless routers are discovered on the network, University Information and Technology Services may block the IP or MAC address of the router and will contact the student who may be referred to the student conduct process.

Cable TV
Extended cable is provided at no additional cost to the resident.

Clearview and the Courtyard:
Cable is provided by Apogee. Residents of Clearview and the Courtyard should contact Apogee directly. Call (1-855-410-7376), Chat (www.myresnet.com/support), or text (“ResNet” to 84700).
Fontaine:
Residents of Fontaine should contact WOW Cable directly for internet or cable issues by dialing (706) 221-1000 and mentioning account #2098749. A digital ready television is required in order to receive all available channels.

Maryland Circle and RiverPark (except Fontaine):
Residents who are experiencing difficulties with cable television should submit a maintenance request via the My Housing Portal.

Laundry
Coin free washers and dryers are located in each housing area. The machines are for the use of residents only. Laundry rooms are open 24 hours a day.

Maryland Circle and RiverPark:
Residents can report mechanical problems with the laundry machines and view the progress of their laundry by visiting www.laundryview.com.

Clearview and the Courtyard:
Residents can report mechanical problems with the laundry machines by complete a maintenance request form within the Housing Portal.

University Police
University Police provides a full range of services 24 hours a day, 365 days a year. This department has the primary responsibility for crime prevention, law enforcement, parking control, emergency preparedness/response, access cards, and security at special events.

Under state law, University police officers have the same enforcement powers and responsibilities as municipal police officers and county sheriffs. All University police officers must graduate from a state-approved police academy training program and achieve state certification. The CSUPD maintains a close working relationship with the City of Columbus Police Department. Officers have jurisdiction on city streets on and near campus. For emergency assistance, residents should call University Police at (706) 507-8911. In case of emergency, students may also activate any emergency call box located throughout campus. The call box will automatically alert University Police.
Transportation
Intra-campus and Inter-campus shuttle service is provided to all students at CSU. The shuttle service schedule can be found at po.columbusstate.edu/campusservices/transportation.php.

Dining Services
The Cougar Café, located in the Davidson Student Center, is operated by Aramark Inc. The cafeteria is open seven days per week, except during official University holidays. All undergraduate students living in University housing are required to purchase one of the meal plans offered by Aramark.

ARAMARK also operates the Den at the River Park campus, the Food Court in the Davidson Student Center, Einstein Bros Bagels in the Library, and the Market on Broadway at RiverPark. All Aramark venues accept cash, credit card, and Cougar Cash. For more information on dining service please visit: http://www.campusdish.com/en-US/CSS/Columbus/.

Lost and Found
Residents should turn in all found items to their Residence Life Office. Lost items will be held for 30 days. Unclaimed Items will be either turned over to University Police or donated. Items such as electronics or identification will be turned into University Police.

Maintenance and Repairs
Non-emergency maintenance requests should be submitted online via the My Housing Portal or by contacting the Residence Life Office at (706) 507-8710. If an emergency maintenance situation (e.g. broken water pipe, broken AC during extreme temperatures) occurs, please follow the instructions below:

**During University Operating Hours (Monday-Friday 8 a.m.-5 p.m.)**
Contact Area Office or Residence Life Main Office
Residence Life Main Office/Clearview Hall: (706) 507-8710
The Courtyard: (706) 507-8778
River Park Office: (706) 507-8035

**During University Non-Operating Hours (including University Holidays)**
Contact Resident Assistant on Duty
Clearview Hall: (706) 507-8717
River Park: (706) 507-8037
Air Conditioning and Heating
Air filters are changed by University Plant Operations or Corvias on a monthly basis. Thermostats are to be set at 72–76 for cooling and 68–72 for heating. The heating/cooling system works best at these settings. Setting temperatures outside of these ranges may result in loss of heating or cooling due to system failure. For maintenance, please submit an online maintenance request. If the utility bill for an apartment is inconsistent with the average bill of other apartments, the residents may be charged.

First Aid
A first aid kit is available in each housing office. If a medical emergency occurs, University Police (706) 507-8911 should be contacted.

Pest Control
Each apartment is treated regularly for pests. Residents are expected to assist in pest control efforts by keeping their apartment clean. Residents should submit a maintenance request via the My Housing Portal to report pest control issues.

Tornado Warning and Watches
**A tornado watch** means conditions are favorable for the formation of tornadoes. During a tornado watch, residents should pay close attention to the local weather. **A tornado warning** means a tornado has actually been sighted in the area and sirens should sound. In case of a tornado:
- Go to the basement, or lowest floor possible
- Avoid windows and doors; interior hallways and walls are safer
- Avoid auditoriums, gymnasiums, or other structures with wide free-span roofs
- Take shelter underneath your desk or any heavy piece of furniture
- Curl up to protect your head and eyes
- Remain in area until the sirens is silenced or until the all clear is given by University Police

Cougar Alert
Cougar Alert is the mass notification system employed by Columbus State University to contact faculty, staff, and students in the event that a severe threat to public safety and the health of the entire campus is identified. For instructions to update your Cougar Alert emergency numbers, please visit http://www.columbusstate.edu/cougaralert/student_info_update.php

**E-mail Communication**
E-mail is Columbus State University’s official method of communication. The Office of Residence Life regularly communicates important information and updates to students via their CSU e-mail accounts. Residents should check their e-mail account regularly for important housing information regarding room sign-ups, events and activities, check-out procedures, conduct notifications, and other announcements.

**Student Employment**
Residence Life is one of the largest employers of students on campus, including resident assistants, student assistants, and summer conference assistants. For more information about employment opportunities available, please visit http://life.columbusstate.edu/RA.php.

**Services for Students with Disabilities**
The Residence Life office will reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting housing accommodations must first register with the Center for Accommodations and Access. The Director of the Center for Accommodations and Access will communicate the appropriate housing accommodation needs to the Residence Life office. Students that require a service animal or emotional support animal should first contact the Office of Disability Services for accommodations. For more information, please visit http://disability.columbusstate.edu/.

**Student Personal Property**
Although precautions are taken to maintain adequate security against fire, theft, maintenance emergencies, etc., Columbus State University is not responsible for the loss or damage to a resident’s possessions. Residents or their parents are encouraged to carry appropriate insurance to cover such loss. The Residence Life Office can provide information to parents and/or students about renters insurance upon
request. The University assumes no responsibility for theft or loss of a resident’s personal property. Residents are encouraged to:

- Lock their bedroom and apartment whenever leaving, even if for only a few minutes
- Record the serial numbers of their possessions through the CougarSafe Program in SIS
- Call University Police immediately to report missing property
- Take valuables home over semester breaks
- Report any suspicious persons or activities to University Police

POLICIES AND REGULATIONS

Eligibility
Only currently enrolled Columbus State University students who are registered for at least 1 credit hour are permitted to reside in University housing. During the summer term, residents may be permitted to live in University housing if they have a minimum of one class.

Assignment Policy
Residence Life reserves the right to authorize or deny room changes, to consolidate vacancies, and to require a resident to move from bedroom or apartment to another in order to deescalate conflict or to complete emergency maintenance. Students may not change rooms without prior authorization from the Residence Life office and may be referred to the University student conduct process.

The Director of Residence Life may deny a housing application due to prior conduct. Students who are denied housing due to prior conduct may appeal the denial by contacting the Dean of Students Office.

Semester Breaks
In accordance with the ten-month contract, residents are allowed to occupy their apartments throughout semester breaks (Thanksgiving, Winter Break, Spring Break) with approval from the Residence Life office. The Residence Life office reserves the right to deny requests to remain in housing during the semester breaks.

Residents may leave their belongings in their room during Thanksgiving Break, Winter Break, and Spring Break. The University assumes no responsibility for items left during breaks.
Residents are expected to remove all trash, unplug electrical appliances, and secure their bedroom and unit doors before departing for breaks.

All residents not returning for the spring semester must be checked out of the units 24 hours after their last final.

Unauthorized Entry or Use of University Facilities
No resident shall make or abet unauthorized entry into or use of any University facility, building, office, attic, or onto any roof or other University property. Residents shall not enter resident rooms/apartments to which they have been neither assigned nor invited. Failure to adhere to this policy may result in a referral through the university student conduct process.

Room Entry by Staff and Room Inspections
The University reserves the right to enter a room at any time to ensure compliance with safety and health regulations, to provide pest control, to conduct routine maintenance checks, to complete cleaning or maintenance, to maintain a secure and quiet environment where students can sleep and study, or to conduct an inventory of university property. A room may also be entered by Residence Life staff if danger to life, health, or property, or if illegal activity and/or violation of University rules and regulations are suspected. Student rooms and apartments may be searched for legal cause by civil authorities in compliance with state and Federal guidelines.

Several health and safety inspections will be conducted each semester by the Residence Life staff for safety, health, maintenance, cleanliness, and inventory purposes. Residents are responsible for maintaining their living areas in a clean and orderly condition. If conditions are found to be unacceptable during the inspections, residents will be notified and given the opportunity to correct the problems. Residents who do not correct health and safety concerns addressed by the Residence Life staff will be referred to the University student conduct process.

Mandatory Meetings
Residence Life may periodically require residents to attend informational and/or safety meetings. Failure to attend a required meeting may result in a fee assessment of $25.00.

Housing Cancellation and Refund Guidelines
The following is a section directly pulled from the CSU Housing Contract:

I. CANCELLATION BY STUDENT

A. Full Cancellation. To cancel this Agreement, Resident must submit a completed Housing Cancellation Form available at the University Housing website (www.ColumbusState.edu/life). Except as described in Subparagraph B below (No Cost Termination), a Resident’s cancellation of this Housing Agreement will result in accruing certain cancellation charges as described in Schedule B of this Agreement.

B. No Cost Termination. Resident may cancel his/her Housing Agreement without cancellation charges upon submission of supporting documentation evidencing one of the following occurrences during the Term:
   a. Graduation;
   b. Call to active military duty;
   c. Marriage;
   a. Birth of a Resident’s child;
   b. Enrollment in a University-sponsored study abroad program affiliated academic internship;
   f. Approved medical withdrawal from the University; or
   g. Death of Resident

Any Resident cancelling for one of the reasons covered by this subparagraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.

II. CANCELLATION BY PROVIDER

A. For Cause. The occurrence of any of the following events by Resident will constitute a breach of this Agreement for which University on behalf of Provider may cancel this Agreement for cause and take immediate possession of the room upon written notice to Resident:
   a. Violation of any term or provision of this Agreement, including but not limited to failure to pay all applicable fees when due;
   b. Violation of Residence Facility policies and procedures as outlined in the Guide;
   c. Violation of University’s Student Code of Conduct;
   d. Violation of any state, local, or University drug or alcohol policy;
   e. Violation of any applicable law, rule, or regulation;
   f. Endangerment of the health and safety of the residential community of the Residence Facility;
   g. Academic deficiency;
h. Disciplinary suspension or dismissal by University;
i. Disruptive behavior;
j. Damage from fire or smoke, otherwise causing the assigned space to be uninhabitable;
k. Refusal to comply with the direction of University Housing or Provider staff acting in accordance with their respective scope of responsibility; or

B. Vandalizing any University or Provider owned or managed property. Upon Resident’s breach of this Agreement, University will deliver written notice of cancellation of this Agreement and give Resident a minimum of 12 hours and a maximum of 48 hours to complete the move-out procedures and vacate the premises. Cancellation by University on behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term and Resident will not receive a refund of any portion of the Housing Fees or other applicable fees as a result of this cancellation. Resident’s obligation to pay all applicable fees due under this Agreement for the Term will survive termination of this Agreement for cause.

C. Failure to Occupy. Resident must occupy the assigned space or deliver written notice of delayed arrival to University by 9:00 a.m. on the first day of classes of the first academic term of residency. University on behalf of Provider reserves the right to cancel this Agreement and/or reassign the assigned space to another person if Resident does not comply with this provision. Cancellation by University of behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term.

Check-Out Procedures
All residents must check out through their Residence Life Office within 24 hours of their last exam. A daily rate will be assessed after this time. Abandoned property will be held for 30 days before being discarded. Each resident is responsible for following the check-out procedures set forth by their housing area. Guidelines will be distributed to residents during the Spring Semester via their University e-mail account and/or paper publicity. A $50.00 fee will be assessed to residents who do not follow the proper check-out procedures.

Residents are expected to complete the following tasks before they depart:
- Remove all belongings from the apartment
- Clean and vacuum assigned room
- Remove nails and tacks from walls
- Clean a share of the common areas
- Return all keys and access cards
- Review and sign the Room Condition Report with the RA at a set appointment time

Charges for damages of or defacement to common areas will be split equally among all residents, unless a resident assumes responsibility for the damage. If a resident is returning to housing, a financial hold will be placed on their account until the fee is paid. Fees should be paid directly to the Residence Life main office.

Visitation Policy

General Policies
The Residence Life staff reserves the right to deny any overnight guest requests or to require a guest to leave at any time. Residents will be held accountable for the actions and conduct of their guests and are responsible for informing their guests of all University and Residence Life policies and regulations. Residents must be with their guests at all times.

Cohabitation
Cohabitation is strictly prohibited and is defined as a visitor spending an excessive amount of time in a unit, house, or room that he or she is not assigned to.

Overnight Guests
An overnight guest is defined as any person present inside or around a unit between the hours of 1:00 a.m. and 7:59 a.m. who is not assigned to live in that specific unit, even if he/she lives in on campus housing. Residents must sign in overnight guest through the link in their MyHousing Portal.

*Guests are permitted to stay for up to two consecutive nights, but no more than four nights in a calendar month. No more than four guests may be hosted overnight within a unit on the same night.

To Sign in a guest log on to your MyHousing Portal and fill out the Guest Sign-in under the forms section. See the Security Gate Access and Visitor Parking Section for information about Visitor Parking Passes.
The resident must escort the guest at all times and the guest must not be left unaccompanied at any time.

If you are not a resident assigned to the unit you are in after 1:00am, the form needs to be filled out.

**Children**

Any children under the age of 17 can visit between the hours of 8:00 am and 12:59 a.m. Children must be accompanied by a parent or legal guardian at all times.

**Parties**

Residents are prohibited from having more than 4 guests per apartment. Residence Life activity areas may be reserved for gatherings by contacting the Main Residence Life or the RiverPark Housing Office. No more than one guest per resident are permitted on balconies at one time.

**Alcohol Policy**

As Clearview and Broadway Crossing are primarily reserved for traditional-age first year students, consumption or possession of alcohol by guests or assigned residents, regardless of legal drinking age, is not permitted at any time in or around the facilities. Possession of alcohol containers for decorative purposes is strictly prohibited, as bottles may be considered evidence of consumption.

In Columbus Hall, The Courtyard, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by residents and guests of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not host guests who are in possession of alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner’s bedroom and may not be stored in areas accessible to all residents of the unit.

Residence Life staff and the CSU University police reserve the right to require verification of the ages of any guest and the host resident(s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities.

**Weapons**
Residents and guests are prohibited from possessing firearms, weapons, knives larger than two inches long (excluding kitchen knives), clubs, air rifles/pistols, ammunition, bows and arrows, explosives, or fireworks on University property.

**Drugs**
Refer to the Columbus State University Student Handbook

**Quiet Hours**
Quiet hour is a term used to designate times set aside for study and sleep, when noise, including outside activity, is to be kept to a minimum. Quiet hours are in effect daily from midnight until 7:00 am. During finals periods, quiet hours are in effect 24 hours a day.

Out of courtesy and respect for roommates and neighbors, a reasonably quiet environment should be maintained in all residence halls and apartments at all times. A reasonably quiet environment is defined as an environment in which noise does not carry from one area to the other. This includes rooms, hallways, and stairwells. Residents have the right to ask another resident to lower their volume, even when quiet hours are not in effect.

**Keys and Access Cards**
Residence Life uses a lock key or scan card deadbolt system. These systems are designed to provide a high level of security for residents and their property. All housing areas utilize an access card system in addition to keys. In most cases, residents' University ID cards will serve as the access card. Keys are the property of Residence Life and must be returned when the apartment is vacated. Duplication of keys is prohibited. If a key is lost, residents should contact their area Residence Life Office immediately.

The Assistant Director of Residence Life will determine if a new key can be issued or if the locks need to be changed. A $25 charge will be assessed to replace each lost key or a $100 charge will be assessed to change the locks. A $15 charge will be assessed to replace any temporary access card that is issued. Auxiliary locks may not be installed nor may residents modify or tamper with an existing lock. Residents are not allowed to give or loan their keys or access cards/ID’s to anyone at any time.

Residents must lock their doors when leaving their room and keep their key or access card/ID with them at all times. Residents should contact their Residence Life office or RA on duty for “lock-out”
assistance. Multiple lockouts will result to referral to the student conduct system.

**Vehicle Registration**

Please refer to the Student Handbook for information regarding vehicle registration.

**Security Gate Access and Visitor Parking**

*Clearview, the Courtyard, and Maryland Circle*

The Courtyard has security gates surrounding the housing area. Residents must utilize their Columbus State University ID card to gain entry. Any registered guest who wishes to gain vehicular access must be scanned in by their host. Residents and guests are not permitted to proceed through a gate behind an authorized vehicle without scanning their University ID or being scanned in by their host at the access station. Residents will be held responsible for any damage that occurs to the gate as a result of driver error.

For all areas all visitors must park in visitor designated spaces. Between the hours of 1:00 a.m. and 8:00 a.m., all vehicles parked in a visitor’s space must display a residential visitors parking pass. Visitor Parking Passes must be obtained through the processes outlined in the Columbus State University Parking Code found at (https://parking.columbusstate.edu/forms.php)

*River Park Campus*

All RiverPark students may park in the 3rd, 4th, or 5th floors of the parking garage located directly behind Broadway Crossing and Columbus Hall (1005 Front Ave. Columbus, GA 31901). Students who live in Fontaine Hall may park on the 2nd floor of the parking garage in the designated spaces. Students must utilize their Columbus State University scan card to gain access to the parking garage. All Residents who reside in the One Arsenal Housing area may park in the University lot located in the rear of the building.

Visitors must utilize public parking as designated by the City of Columbus and are not permitted to access the CSU student, faculty, or staff parking areas.

**Bicycles**
Bicycle racks and other designated storage areas are provided to allow for the storage of bicycles. It is strongly recommended that students secure bicycles with a heavy chain and lock. When secured outside, bicycles should only be secured to bike racks, and must not block stairs, hallways, or any other area which would prevent residents and/or guests from safely evacuating the building in the event of a fire or other emergency. The University can assume no responsibility for the security of bicycles, mopeds, or motorcycles. In River Park housing, bicycles are not allowed to be stored in the apartments, but must be stored in the designated bike rooms. All bikes left abandoned will be held for 30 days before being disposed of. Residents are not permitted to leave bikes on campus during periods in which they are not enrolled.

**Hoverboards**
Because of recent concerns by the United States Consumer Product Safety Commission (http://www.cpsc.gov/en/) and the potential impact these devices may have on campus and fire safety, the possession of, use, and storage of self-balancing scooters, more popularly known as hoverboards, will be prohibited on the Columbus State University campus (Main Campus and RiverPark) effective immediately. Students, faculty, and staff who own one of these devices are encouraged to review safety guidelines provided by the National Fire Protection Association (http://www.nfpa.org).

As part of the university’s efforts to maintain campus safety and remain in compliance with its fire protection and prevention efforts, the university has also added these devices to the list of items not allowed in Columbus State University Residence Halls. Those who currently have a hoverboard on the Columbus State University campus should immediately remove it from campus premises.

**Tobacco Products**
See University Policy in Student Handbook.

**Business from Resident’s Room**
Residents are prohibited from operating any organized business from their apartment or using their address for business purposes. This includes, but is not limited to: babysitting, tutoring, tattooing, online business, and private music lessons.

**Decorations/Modifications/Alterations/Personal Furniture**
Students are encouraged to decorate their rooms in a manner that prevents damage beyond normal wear and tear and that ensures fire safety. Any damage to the ceilings, walls, doors, or fixtures as a result of nails, screws, mounts, adhesives, tape, or stickers will result in a repair fee assessment to the student. Students are not permitted to place any adhesives or stickers on doors or glass. Residents are encouraged to utilize self-stick removable poster mounts when hanging items.

Residents are not permitted to alter, repair, remodel, and/or paint the premises or equipment. No ceiling fans, light fixtures, or similar equipment may be affixed to ceilings or walls. Residents may not change any locks for their room or apartment or relocate any moveable equipment, such as stoves or refrigerators. Residents shall not obstruct the entry or exit path of a bedroom, unit, breezeway, or stairwell. Residents may not hang items from fire sprinklers or other related fire equipment.

Residents may not alter furniture in anyway or construct or install lofts. No waterbeds or personal mattresses are permitted. Removal of bedroom or living room furniture or equipment is prohibited. Residents will be assessed for damaged or missing furniture.

**Signs**

Signs, notices, and bulletin boards posted by the Residence Life staff are not to be removed or defaced. All outside flyers and advertisements should be delivered to the corresponding housing area’s Residence Life Coordinator to ensure proper placement in approved areas.

**Solicitation**

For residents’ protection, door-to-door solicitation is prohibited. Residents should report any violation of this policy to the Residence Life office or University Police immediately.

**Sports Activities**

To avoid injury or damage to property, throwing objects such as footballs, baseballs, volleyballs, golf balls, frisbees, etc. are prohibited in or around buildings or in the parking areas. An area for sports activities is designated between U and V buildings at Courtyard.

**Trash**
Residents should remove all trash from the apartment and place it in the dumpsters or trash receptacles. Trash is not allowed to accumulate in or outside the apartment. All trash is to be placed inside the dumpsters, not beside them. Anyone found littering the grounds with trash will be subject to disciplinary action.

Fire Safety Equipment
Residence Life features a fire alarm system with alarm pulls, horns, and strobe lights on each floor. In addition, each apartment has smoke detectors and/or sprinkler systems in the living room, hallway, and bedrooms, and a dry chemical ABC type fire extinguisher in the kitchen. Residents are required to notify Residence Life Staff if an extinguisher has been used and needs to be recharged. Tampering with fire safety equipment or causing a false alarm is a violation of state law and will result in referral to the University student conduct process.

Fire Alarms/Drills
In the event of an alarm, all residents and guests are expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of egress. Residents must move 500 feet away from the building so that police, fire, and rescue personnel are not impeded. Anyone who requires assistance in the event of an evacuation due to a temporary or permanent disability should contact the Residence Life office. The Residence Life staff will share this information with police and fire personnel so that they can provide assistance.

Fire drills are conducted in each residential area at least once a semester. Residents should follow the same procedures for fire drills as they would with any fire alarm.

Appliance and Equipment Restrictions
1. The following appliances and items are prohibited:
   Outdoor grills, hotplates, space heaters, halogen light bulbs, refrigerators larger than five cubic feet, antennae’s and satellite dishes, multi-plug adapters, resident owned air conditioners, live trees, grass, straw, and sand.
2. The following items are permitted for cooking in the kitchen areas: Crock pots, toasters, sealed unit popcorn and coffee makers, compact microwave ovens (1.0 cubic feet maximum and 700 watt maximum power), and small electric grills not exceeding 760 watt maximum power. Deep fryers may be used if
they have a lock down lid and an automatic shut off when overturned.

3. Only UL approved extension cords, 8 feet long or less are permitted and no more than one extension cord should be utilized per room. Only one extension cord should be used to connect an appliance and extension cords should not be connected in a series. Residents should utilize outlet adapter strips with built in circuit breakers when the desired number of appliances exceeds the number of outlets available in the room.

4. Ironing
   Irons may only be used with ironing boards that have a fire resistant cover and are required to have an automatic shutoff feature. Irons and hair styling appliances should never be left plugged-in to a socket when not in use.

Cooking Safety
Residents should remain in the kitchen when frying, grilling or broiling food. Residents should remain in the home and should use a kitchen timer when simmering, baking, roasting, or boiling food. Residents should never cook when they have been drinking alcohol, when they have not had adequate sleep, or when they have taken medication that causes drowsiness. All items that could catch fire should be kept away from the stovetop and the stovetop, burners, and oven should be kept clean. When deep frying, residents must utilize a deep fryer with a lock down lid and automatic shut off when overturned. When disposing of grease please put it in a container to cool away from the stove and throw in trash. Do not dispose of down the sink or on the ground outside of apartments.

Hallways, Stairs, Breezeways, Decks, Balconies, and Patios
All stairs, breezeways, decks, and patios must be kept clean and free of obstruction at all times (this includes all sports equipment). For units with private balconies or decks, outdoor furniture may be placed in the area as long as it does not obstruct entrances/exits. Dirt, trash, garbage, or waste should not be swept onto or over balconies, patios, or breezeways. The University reserves the right to remove any obstructions that may create unsafe or unsightly conditions. Items should not be thrown off of or onto any deck, balcony, or patio and items should not be thrown out of or into any window. Entering or exiting a residence hall or apartment through a window or from a balcony is prohibited except in case of emergencies.

Candles/Incense
The burning of candles and incense is prohibited, as they are a serious fire hazard. Burned candles and incense will be confiscated from apartments if found during health and safety inspections. Acceptable candle burning substitutes include scented wax warmers and candle warmers as long as the candle wick has been removed. Decorative candles are also permissible if the wick has been removed.

**Pets**

Pets are prohibited inside of any residential area with the exception of small aquariums (10 gallons or less) with fish only, provided they are kept clean and free from leaks. Residents should refrain from feeding and making contact with stray animal.