**GRAMBLING STATE UNIVERSITY**

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| **SUBJECT EFFECTIVE DATE**  **Residential Hall Policy (Residential Life)** Fall Semester 1992 |
| 1. **PURPOSE/OBJECTIVE**   To provide a secure atmosphere in the residence hall that is conducive to learning.   1. **STATEMENT OF POLICY**  * **RESIDENCE HALL PROGRAMMING**   A program is a planned, intentional intervention designed to help residents acquire information, experience, and skills that will assist them in learning and growing in various aspects and dimensions of their lives. Quite literally, a program is an event or activity that “educates outside the classroom”.  In summation, programming provides RAS, RL Staff and residents the opportunity to successfully integrate “living and learning.   * **LOCK OUT KEY POLICY**   Room keys are property of the university and may not be duplicated. If you lose your room key, report it immediately to the Residential Life Staff. A charge sheet will along with an incident report stating the cause for lost key and also the charge sheet must submitted to the office of Residential Life for a new key.. Once the lock change is made, the person who lost the key will be charged $50.00 for traditional residence halls, and $30.00 for Tiger Village (per key). For lock-outs, staff members will utilize a gaining entry form and must verify student’s identification.   * **INDIVIDUAL STUDENT ROOM KEYS**   The purpose is to govern security and management of residence hall individual room keys, therefore, ensuring safety and security for students living in the residence halls along with the University corporate partner.  Staff is responsible for the security of individual room keys in the hall to which they are assigned. The keys are to be kept in a secure place in the residence hall. Student room keys should never be left exposed in the office.  When room keys are distributed, a form indicating issuance is required. Students must sign for a new key after a key request is made.   * **GAMBLING**   Gambling for money or stakes representing money on university property is in violation of State Law and is, thereby, prohibited.   * **PETS**   Pets such as dogs, cats, birds, reptiles, amphibians, mice, and other pets are not allowed in the residence halls, except tropical fish (Note: University is not responsible for any type of loss of fish).. Residence halls are not conductive to humane pet care. In addition, there is concern for maintenance and sanitation problems that pets create. Third, there is often a health or safety factor involved with pets that may be carriers of disease or pests. Finally, there is the concern for the inconvenience to other residents caused by pets left alone in individual rooms. Repeat occurrences of this violation will result in removal from the residence hall without any refunded portion of the contracted yearly room rental amount. Feeding of stray animals outside any residence facility is not permitted. Any encouragement of strays is considered a violation due to sanitation and health standards and will be addressed accordingly.  Therefore, a $50.00 fine plus cleaning costs and/or disciplinary action will accompany any violation of this policy. Any pets found in the residence halls will be turned over to the local pet control authority. The only exception to this is an animal specifically used for the sight and hearing-impaired student. In these cases, the resident and/or owner of the animal will assume full responsibility for the care and upkeep, as well as any damages, cleaning fees and extermination of the room.   * **OVER NIGHT GUEST**   Student may have over night guest(s) of the same sex with the stipulation that the person(s) are not under the age of 12. No guest(s) may spend more than two nights in the residence halls per semester, provided that the proper registration procedure listed below has been completed.   1. Upon arrival, a guest must come to the office of Residential Life. 2. Students are encouraged to register guest(s) prior to midnight. 3. Guest must pay a $20.00 fee per night for accommodations in advance (no checks). 4. A guest must be a person who is not enrolled at the university. 5. Any student who fails to register his/her guest will be assessed $25.00 for each day the student the unauthorized guest occupies the room. 6. A student must remain with his/her guest while the guest occupies a residence hall room. 7. **Overnight guest of the opposite sex are prohibited.**  * **CAMPUS SOLICITATION-COMMERCIAL**  1. **Sales and Solicitation** – Sales and solicitation by university recognized organizations only are permitted in the main lounge areas of the residence halls as long as permission is obtained in advance from the Director of University Housing and the appropriate department responsible for monitoring solicitation. 2. **Commercial Demonstration and Solicitation**   1. Representatives of commercial organizations may enter student  rooms only by the invitation of the residents and approved by  Director of Residential Life.  2. Door-to-door solicitation is not permitted. This includes  passing out flyers and notices under or on resident room doors.    3. Demonstrations are permitted only in the lounge area of the  residence halls with the approval of the Director of Housing.  Sales must be made at the demonstration. Organization  representatives will not consummate sales on an individual  sales on an individual basis in the rooms of those students who  wish to purchase merchandise.  4. Representatives who present their products and their products  and their hosts are responsible for compliance with all  applicable university and residence halls policies.  5. Organizations/companies who violate these policies will not be  permitted in the residence halls.  6. Research may be conducted in residence halls with prior written  approval from the Vice President Financial Administration and  the Director of Residential Life.   * **ACADEMIC SUSPENSION**   Student placed on **academic suspension** for a particular semester will automatically lose their **housing status** for that respective semester. However, if the student is re-admitted to the university and space is available, he/she will be assigned a room.  If unable to accommodate student on campus, he/she will be placed on a waiting list until a room becomes available.   * **REFUND AND CANCELLATION**   Housing deposits WILL BE REFUNDED ONLY for the following reasons stated:   1. Graduation; 2. Withdrawal from the University; 3. Personal reasons and/or illness; 4. Transferring; 5. Dismissal from the residence hall; and 6. Taking a break for one or more semesters.   A prospective or former student who has a deposit with the University but  DOES NOT ENROLL SHOULD NOTIFY THE UNIVERSITY AT  LEAST THIRTY (30) DAYS PRIOR TO THE BEGINNING OF THE  FOR WHICH A ROOM HAS BEEN RESERVED.   * **PERSONAL PROPERTY AND THEFT**   The University is not responsible for property loss in the residence hall due to fire, theft, interruption of water, heat, other utilities, or other causes. The university is not responsible for personal property that is lost, stolen, or damaged. A resident should not keep large sums of money and other valuables in his/her room. The university is not responsible for items lost or stolen in the residence halls during semester breaks or between semesters. The best guard against property loss is to keep your room locked. Report all losses to the Area Coordinator, Residential Life, and University Police. Residents are urged to provide their own personal property insurance. Information on insurance may be obtained from the Residential Life office. It is recommended that radios, tape recorders, or players, and television be registered with the Area Coordinator of your residence hall with the University Police.   * **ALCOHOLIC BEVERAGE**   Alcohol (of any kind including beer or wine) is not allowed on campus. Empty or unopened beer, wine or liquor bottles or cans are not allowed in the residence halls even as decorations.  Residence hall occupants and their guests are required to comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages.  Alcoholic beverages cannot be served or consumed at residence hall sponsored functions. Public university funds including student service, student center, and residence hall fees may not be used to purchase alcoholic beverages on or off campus.   * **WEAPONS AND FIREARMS**   According to State and University laws, the possession of firearms is not allowed on Grambling State University property. Guns, bows and arrows, and hunting knives, etc. should not be brought on campus. If any of these items are discovered, the Grambling State University Police will be contacted; and the /a student weapon will be confiscated. The/A student will be subject to appear before the Student Judicial Board and may be subject to expulsion.  Instruments such as BB Guns, air guns, pellet guns, wrist rockets, dart guns and any instrument that propel objects in the air are not permitted in the residence halls. No martial arts weapons such as nunchakus, bolas, etc. are permitted.  DARTS AND DART BOARDS- Because of the potential danger to persons and property, dart boards are prohibited in the residence hall.  Bicycle riding, skating boarding and roller are prohibited in hallways,  stairwells and other common areas |
| Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dr. Horace A. Judson Date Approved  President  Revised February 19, 2009 |