



FLORIDA POLYTECHNIC  
UNIVERSITY

# RESIDENTIAL HANDBOOK

## HOUSING & RESIDENTIAL LIFE



[FLORIDAPOLY.EDU/](https://floridapoly.edu/)

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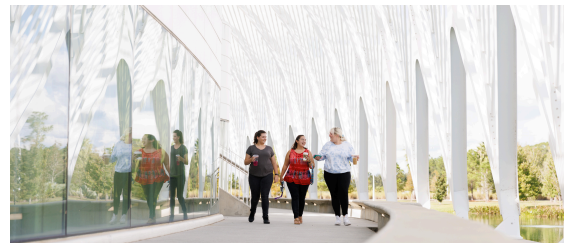
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# WELCOME & OVERVIEW

WELCOME TO FLORIDA POLYTECHNIC HOUSING AND RESIDENTIAL LIFE. WE ARE EXCITED THAT YOU HAVE CHOSEN TO MAKE THE RESIDENCE HALLS YOUR HOME FOR THE UPCOMING ACADEMIC YEAR. LIVING ON CAMPUS AT FLORIDA POLYTECHNIC GIVES YOU THE OPPORTUNITY TO GET INVOLVED IN THE COMMUNITY AND ENJOY MANY EXCITING EXPERIENCES THAT CAMPUS HAS TO OFFER. WE FEEL THAT CAMPUS LIVING COMBINES THE ESSENTIAL ELEMENTS FOR A SUCCESSFUL COLLEGE EXPERIENCE. ALL RESIDENTS ARE STEWARDS OF OUR RESIDENTIAL COMMUNITIES AND ARE ENCOURAGED TO TAKE RESPONSIBILITY FOR THEIR SUCCESS AND ACTIONS.



## MISSION

Florida Poly's Department of Housing & Residential Life partners with students to create a living-learning environment that encourages and fosters student learning, development, and personal growth. We are committed to providing intentional learning by facilitating a safe, inclusive, and academically focused environment.

## VISION

The vision of the Department of Housing & Residential Life is to offer students a living-learning environment that supports and promotes leadership, collaboration, innovation, adaptability, and development.



# HOUSING & RESIDENTIAL LIFE STAFF

HOUSING & RESIDENTIAL LIFE IS VERY PROUD TO HAVE ASSEMBLED A STAFF OF TALENTED AND COMMITTED STUDENTS AND PROFESSIONALS TO DEVELOP AND MAINTAIN A GREAT CAMPUS ENVIRONMENT FOR STUDENTS.

## DIRECTOR OF HOUSING AND RESIDENTIAL LIFE

**Director for Housing Operations** oversees all functionalities and operations of the Department of Housing & Residential Life including, but not limited to, student staff recruitment and selection, educational and community programming and events, resident support and outreach, contracting, billing, assignments, and serving as a liaison between Florida Polytechnic University and Capstone.

## HOUSING OPERATIONS COORDINATOR

**Housing Operations Coordinator** is a full-time staff member who is responsible for the specialized administrative services related to housing assignments, contracting, and billing for the Department of Housing Operations. This role directly supports the day-to-day housing operations of the Housing & Residential Life department.

## RESIDENTIAL LIFE COORDINATORS

**Residential Life Coordinators** are full-time, live-in staff members who oversee the Community Directors and Resident Assistants. RLCs provide support for a comprehensive Residential Life program at Florida Polytechnic University. This role directly supports the student experience and is committed to providing a safe and inclusive residential experience that empowers residents to develop and grow in their leadership, collaboration, innovation, and adaptability.

## COMMUNITY DIRECTORS (CDS)

**Community Directors (CDs)** specifically mentors the Resident Assistant (RA) staff and engages with students in personal development while promoting an inclusive, safe, and academically conducive environment for all students that live in the on-campus residence halls.

## RESIDENT ASSISTANTS (RAS)

**Resident Assistants (RAs)** are full-time students who live in the residence halls and are responsible for a particular community of residents. They provide support, act as a resource for students, coordinate social and education programs, and enforce Florida Poly policies within the campus community.



# GETTING STARTED

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## FLOOR MEETINGS

Floor meetings are held at the beginning and end of each semester and serve the purpose of disseminating important information to residents regarding residential updates, safety, security, and community living standards/processes. Attendance at these meetings is mandatory to ensure that all residents are equipped with the necessary knowledge to be successful. The opening floor meeting is where residents will get to know their RA and the other students living on their floor. In these meetings, students will be invited to participate in community development decisions and review important information essential for student success. At the closing floor meeting, residents will learn more about the proper move-out procedures

## COMMUNITY BUILDING & PROGRAMMING

An integral part of Housing & Residential Life is providing a living-learning environment for all residents. Everything that professional and student staff do is to ensure a positive and educational residential student experience that is inclusive, welcoming, and centered around community development. Throughout each semester and academic year RAs and the Housing & Residential Life staff, in collaboration with other University staff members and offices, will put on and host several community-based and educational-based programming and events for residents. These programs and events are meant to bring the community together, for residents to get to know one another, and learn outside of the classroom. If there is ever an idea you have for a program or event, please share it with us! Housing and Residential Life realize that this will be a home for many of our residents and want them to make the most of it.



# GETTING STARTED



## ROOMMATES

Florida Polytechnic University encourages residents to reach out to their roommate(s) prior to their arrival. This can be helpful in coordinating items to bring, in addition to setting the foundation for the relationship that will be formed over the coming year. Building this relationship is important and takes commitment as well as compromise.

Living with another person or persons may be a brand-new experience for some, which may cause some concern throughout the semester or year. In the case a resident has issues or concerns regarding their roommate or suitemate they should speak with their Resident Assistant (RA) immediately. From there, the RA can begin working with those involved in our well-planned and thought-out mediation process.

At the beginning of each semester, all first year students, will be required to complete and fill out a Roommate Agreement Contract. While these contracts are not required for returning students, they are strongly encouraged. This contract covers various topics when it comes to sharing spaces and living with other individuals (i.e. cleanliness, guests, studying, etc.). In the case of a roommate or suitemate conflict, Roommate Agreement Contracts will be reintroduced to ensure all individuals are following the rules and guidelines they have set for themselves. Roommate Agreement Contracts may be updated and changed at any time and as many times throughout the semester and year, as long as all residents of the unit and/or room agree to said updates and changes.



# GETTING STARTED

## CAMPUS ADDRESS

While living on campus residents will want to make sure they are using the following address to receive mail and packages:

Florida Polytechnic University  
Attention First Name Last Name  
Residence Hall #, Room #####  
4540 Polytechnic Circle  
Lakeland, FL 33805

If the resident's full name is not included in the address, it will be returned to the sender.

## CHANGE OF ADDRESS:

Housing & Residential Life manages different addresses for students living on campus: local, permanent, and guardian. These addresses come from the student's admissions application. It is the responsibility of each student living on campus to update and change their address at move-out to ensure they receive their final account statement and security deposit (if applicable). If we receive mail or package parcels when you are no longer living on campus, they will be returned to the sender.

## LOST & FOUND

All lost and found items will be sent to the Student Development Center (SDC), which serves as the centralized campus location for lost and found. Residents who have lost an item should visit the SDC to check if it has been turned in.

Lost Student ID cards will be sent directly to Auxiliary Services.

## LOCKOUTS

In the case that a student has locked themselves out of your unit, room, or the building please follow these procedures:

- During normal business hours (Monday-Friday 8:00 AM – 7:00 PM, stop by the Housing & Residential Life front desk, located in Phase 2, for assistance.
- After hours and on weekends, contact the Resident Assistant (RA) on-call. The RA on-call number is posted on each floor's bulletin board and posted at the Residential Life front desk.





# GETTING STARTED

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## MAIL & PACKAGES

Housing & Residential Life is responsible for receiving, processing, and distributing mail and packages (parcels) to students living on campus. Parcels for students living on campus will no longer be sent to the University Mail Center, located in the Wellness Center, and students will no longer pick up their parcels from the University Mail Center.

Students living on campus will not be assigned a mailbox within the residence halls. All parcels, after they have been received and processed, and the student has been properly notified, via our Notifii parcel system, can be picked up from the Housing & Residential Life front desk in the Phase 2 residence hall.



### Process for receiving parcels from Housing & Residential Life:

- All parcels addressed to residence halls, for students living on campus, will be delivered, and received by Housing & Residential Life.
- Parcels are delivered to Housing & Residential Life during business hours 9 a.m. to 5 p.m. Monday through Friday. Parcels will not be delivered to Housing & Residential Life on weekends and when the University is closed.
- Once parcels have been processed by Housing & Residential Life, the student will receive an email and text message notification from Notifii, which is our parcel system.

Please keep in mind if the website tracking your parcel states that the “status is delivered” or that the parcel has been “delivered to agent”, this means that your parcel has been scanned by the local carrier and it is on its way or will be on its way to the University usually within one business day.

Once you receive the email and text message notification from Notifii, please visit the Housing & Residential Life front desk, located in the Phase 2 residence hall, to pick up your parcel. Parcels can be picked up from the Housing & Residential Life front desk during business hours 8 a.m. to 7 p.m. Monday through Friday. Mail and packages will not be allowed to be picked up outside of these hours or on weekends.

Students must have a valid photo ID (i.e., driver's license) or their Florida Poly Card to pick up parcels. After 30 days, parcels that are not picked up will be returned to the sender. Housing & Residential Life does not handle outgoing mail or package parcels. If you have outgoing parcels that need to be shipped, please take it to a local mail center or post office. You can also visit the Florida Poly Mail Center located in the Wellness Center.



# GETTING STARTED



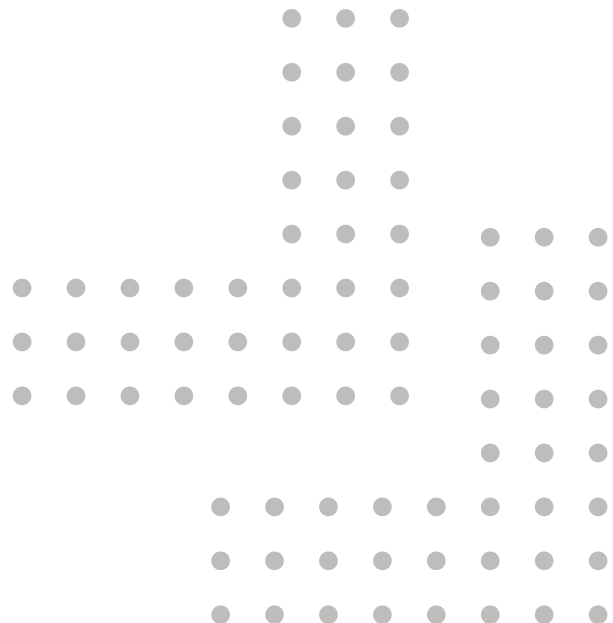
## UNIVERSITY BREAKS AND HOLIDAYS

There are several University breaks and holidays throughout the academic year. Students may want to return home during these periods, or they may want to remain on campus.

***Students are welcome to remain on campus during Thanksgiving break and Spring break.*** Students will be surveyed by Housing & Residential Life staff before the break begins so we are aware who is looking to remain on campus during the break. Housing & Residential Life will continue to provide resident support during these break periods. Please be aware Dining may be closed or have limited hours of operation during these periods, and other University services may be limited or not operating during these periods.

***The residence halls will close during the winter break and students will be required to vacate the residence halls.*** The University, along with the Housing & Residential Life, will be closed during the winter break. Students do not need to remove their belongings from their units or bedrooms when they vacate the residence halls for the winter break as they will be returning to the exact same unit and bedroom for the Spring semester. All residents should ensure that they make the necessary arrangements to find alternative housing over the winter break.

For more information regarding university breaks and holidays please view our [academic calendar](#).



# DINING



## DINING ON CAMPUS

Students residing on campus are required to select a meal plan as part of their room and board contract. The following is a brief explanation of the meal plan options available to the students. Phoenix Funds can be used at any of the dining retail locations, or to purchase a guest meal at Wellness Dining.

- Monday – Friday there are four meal periods – breakfast, lunch, afternoon, and dinner.
- Saturday and Sunday there are two meal periods – Brunch and Dinner
- Several meal plans are available to students, each of which provides a specified number of meals per week, as well as a specified amount of Phoenix Funds per semester.
- Commuter meal plans are available for students not residing in the residence halls.
- A meal “swipe” can be used for an all-you-care-to-eat meal at the Wellness Dining for the cardholder only.
- Phoenix Dining offers a reusable to-go program. This program allows individuals to take a meal to-go rather than eat in the dining hall. For details on the program, speak to a representative with Phoenix Dining.
- Meal plans are not transferable, and violations will result in disciplinary action, which could include forfeiture of the meal pass.
- A student ID card is needed for admission to Wellness Dining and to use designated Phoenix Funds at other locations on campus. If lost or damaged beyond repair, a new card must be purchased immediately from Auxiliary Enterprises Service Center.
- [StudentLink](#) is a student's resource to view their student ID Card, and check the balance of their meal plans, Phoenix Funds.



PLEASE REFER TO THE PHOENIX DINING [WEBSITE](#) FOR FURTHER DETAILS. ALL HOURS OF OPERATION ARE SUBJECT TO CHANGE.



# RESIDENT SUPPORT SERVICES

## HOUSING & RESIDENTIAL LIFE ON-CALL PRESENCE

For all on-campus students, during the academic year there will be a Resident Assistant (RA) in each residential community, along with a Community Director (CD), on-call every night from 5:00 PM – 8:00 AM Monday-Friday and 24-hours each day on the weekend (Saturday and Sunday). Resident Assistants will make two (2) community/facilities rounds of the residential community each night. These rounds are intended to ensure security of the building, in addition to building a social presence on the floor with residents. Community Directors will serve on-call, to support residents and Resident Assistants with any questions or concerns they may have. The RA on-call number can be located throughout the residence Halls and at the front desks of Phases 2&3.

Additionally, there will be a professional staff member on-call 24/7/365. Professional staff are trained to handle a wide variety of emergency and crisis situations. Students may also contact the University Police Department for any immediate concerns or after-hours emergencies at 836-874-8472 (select option 2). In case of an emergency, dial 911.

When confronted with any sort of incident in a residential community (whether on-call or not), any Housing & Residential Life staff member will take appropriate actions to control/handle the situation. The Housing & Residential Life staff will also submit an incident report detailing the nature of the situation. The incident report may be referred to during a student conduct judicial hearing. It is up to the discretion of a Housing & Residential Life staff member to communicate with a resident's emergency contact regarding an incident or emergency transportation. Housing & Residential Life staff members are mandatory reporters and not confidential resources. Professional and Student Staff are required to report any and all incidents and situations they come across. If a resident is in need of a confidential resource, they will need to contact the [Office of the Ombudsman](#).

## OFFICE OF DISABILITY SERVICES

The Office of Disability Services (ODS) provides resources, educational opportunities, and services to the entire campus on topics related to disability and accessibility. The University, through ODS, facilitates reasonable accommodations for students with disabilities. A reasonable accommodation is a change or exception to a rule or policy that is necessary to provide a student with equal access to University housing.

To start the process of requesting accommodations, students can apply for services through our [online application](#).

[Email](#) or call 863-874-8770 to contact or schedule an appointment with Disability Services. Disability Services is located in the Access Point in Residence Hall Phase 2..



# RESIDENT SUPPORT SERVICES

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## MENTAL HEALTH SUPPORT

Being away from home for the first time, making new friends, and taking challenging courses may not come easy for some students. At Florida Poly there are several on- and off-campus resources provided for students to support them during various times of need.

Housing & Residential Life staff are always present to assist residents no matter their needs and are available to provide students with appropriate on- or off-campus resources. If a student ever has an issue, and is unsure where to start, a great person to speak with first is their Resident Assistant. They are great listeners and will be able to direct the student to the appropriate resources they may need. Housing & Residential Life staff, along with University Police, may also conduct wellness checks on students to make sure they are doing well in case we are contacted by a concerned family member or friend.

## CARE SERVICES

Care Services (Florida Poly's health and wellness program) can help students identify and overcome barriers that affect a student's ability to be successful at Florida Poly. These barriers can be related to academics, but they can also include concerns for mental health, financial issues, relationships, or managing stress. Care Services can help students get involved or connected on campus or within the community. Sometimes it can be difficult to navigate the University system to access services or resources. Staff can help students navigate these services or develop an action plan for academic success.

## COUNSELING SERVICES

Counseling services such as licensed clinicians serve the students at Florida Polytechnic University and can help students work through many personal issues that may affect success at Florida Poly including:

- Anxiety
- Depression
- Conflict resolution
- Managing stress
- Overcoming procrastination
- Post-traumatic stress
- Substance abuse/addictions
- Time management
- Social problems/relationships



Email or call 863-874-8599 to contact or schedule an appointment with Care Services or a counselor. Care Services is in the Access Point off the backside of Phase 2 housing (facing due West).

# HEALTH, SAFETY, & FACILITIES

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## UNIVERSITY POLICE DEPARTMENT

The Florida Polytechnic University Police Department consists of sworn law enforcement and non-sworn members who provide 24-hour police services to the campus community. The University Police Department is currently staffed by full-time members providing full university police services to the Florida Polytechnic University campus.

Since the main campus is within the city limits of Lakeland, all 911 emergency calls go directly to the Lakeland Police Department Dispatch Center, which dispatches University Police.

Contact information for the Florida Polytechnic University Police Department:

- [Email](#)
- Non-Emergency Number: 863-874-8472 (Prompt 2)
- Emergency Number: 911

## BLUE LIGHT EMERGENCY PHONES

The university has 20 emergency phones located outdoors on campus to ensure students, employees, and community members can contact the Lakeland Police 911 dispatch center as easily as possible. Blue Light Emergency Phones allow people who feel threatened, see anything suspicious or require any type of emergency assistance to connect with an answering service that connects you to the Lakeland Police 911 dispatch center.

The locations of the Blue Light Emergency Phones are available on the [campus map](#).



# HEALTH, SAFETY, & FACILITIES

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## FLORIDA POLY ALERTS

Florida Poly Alerts is the University's emergency notification system. An alert is issued when a situation arises in which the university determines that there is an ongoing threat, whether man-made or weather-related, that presents an immediate threat to the health and safety of people on campus.

Individuals with a Florida Poly email address will automatically receive an email each time a Florida Poly Alert is sent out. The alerts are also shared via:

Voice messages

Text messages

Voice messages to all university telephones, including those in classrooms and offices

Students should check their [Florida Poly Alerts account](#) on a regular basis to ensure that they have listed their most current contact telephone numbers.

## FIRE SAFETY, ALARMS & EQUIPMENT

In the event of a fire or any emergency, please dial 911 immediately. For any fire emergency, evacuate the building immediately.

Fire drills must be performed once per semester. This is a scheduled drill, run by all building staff members. Prior notice will not be given to all residents. Fire drills are conducted once a semester to familiarize students with emergency evacuation procedures. All residents must evacuate immediately. Residence hall staff members will enter rooms to ensure cooperation. Tampering with fire equipment (i.e. smoke detectors, fire extinguishers, fire pull stations, etc.) or failure to evacuate will result in a fine and may result in termination of the housing contract. Students needing special assistance during fire alarms or emergencies are requested to notify the Department of Housing & Residential Life in the beginning of the academic year.

State and local laws pertaining to tampering with fire safety may incur fines. Students found to be responsible for the violation may be responsible for any fines. Students are responsible for restitution of any damage to personal property, facilities or grounds owned by VC FPU HOUSING I LTD & Florida Polytechnic University.



# HEALTH, SAFETY, & FACILITIES

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## PHOENIX SAFE APP

The Florida Poly PhoenixSafe app is Florida Polytechnic University's official mobile safety tool. It is built from a collaboration of multiple campus departments including Emergency Management, Student Affairs, University Police, Facilities & Safety Services, and more, led by Risk Management.

### Florida Poly PhoenixSafe Key Features:

- Get Help - Whether it's a life-threatening emergency, a non-emergency concern, we've given you avenues for communicating with the proper emergency or non-emergency personnel.
- How to Respond - What do you do when something bad happens? Don't worry, we have you covered. The app includes helpful information to educate before an emergency but also simple steps to keep you safe in the moment.
- Weather - Stay aware of emergency weather information near campus.
- Friend Walk - Scared of walking alone? Temporarily share your location with a friend using Friend Walk and instantly call 9-1-1 if you're in danger. Your location is no longer shared when you end a walk to protect your privacy.
- Support Resources - Need information on access health services on campus? Interested in learning how to connect with academic support? View that and more support information in the app.



# HEALTH, SAFETY, & FACILITIES

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## REPORTING A CONCERN

On Florida Poly's website there are several report forms that are designed to allow any University community member to fill out and provide as much detail as possible regarding a concern they may have come across. Each form on the website addresses different areas (i.e. concerning behavior, sexual misconduct, non-academic misconduct, and residential life related concerns). If you accidentally fill out and submit the wrong form do not worry. Departments involved in overseeing reports will be sure to route your report to the correct department and professional staff member(s).

- [Reporting Concerning Behavior](#): Students, employees, and community members are encouraged to use the online referral forms below to report behavior that they perceive as concerning, worrisome, or threatening.
- [Reporting Sexual Misconduct](#): Sexual misconduct includes, sexual assault, sexual harassment, intimate partner violence (dating violence and domestic violence), or stalking behaviors. The Title IX Office works to address these concerns.
- [Reporting Non-Academic Misconduct \(Student Code of Conduct\)](#): Non-academic violations are behaviors that include, but are not limited to, alcohol, disorderly conduct, drugs, hazing, harassment, physical violence, or other violations of university policies, regulations, or rules.





# HEALTH, SAFETY, & FACILITIES

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## HEALTH & SAFETY INSPECTIONS AND ENTRY

Housing & Residential Life is committed to respecting the student's right to privacy. However, Housing and Residential Life also reserves the right to enter rooms in order to perform required maintenance, determine the condition of the property, investigate suspected violations of Florida Poly rules and policies, and to maintain the health and safety of all students.

To ensure that the residence halls remain well maintained, Housing & Residential Life has the right to perform unit/suite and room inspections each semester, including vacation/break periods.

Per your lease/agreement, Capstone, Housing & Residential Life, or any such serviceman may enter students unit/suite and room by key, leaving notices, at reasonable times for the purposes of maintenance work or inspections, repairs, extermination, emergency, or safety and fire inspections. Capstone or Housing & Residential Life will notify students of these inspections the best they can via email or flyer notices to students unit/suite entry door prior to the date of inspection. Please be aware that Capstone and Housing & Residential Life will be entering a students unit/suite or room periodically and appointments are NOT necessary. Housing & Residential Life reserves the right to remove any object or material from a unit/room that would violate Florida Poly's Student Code of Conduct, lease agreement, or Housing & Residential Life policies.

If a student fails a Health and Safety Inspection, the student must correct the issue within 48 hours and continuously maintain compliance from then on out. Conduct action may be taken with any student(s) found in possession/non-compliance with such items or requests to fix, including but not limited to Health and Safety violations (cleanliness, etc.) and policy violations.

## FACILITIES

Facilities across all residential buildings is managed by Capstone Management Partners. To submit a work order, please go to your Resident Portal. For Phase One, please submit work orders [here](#). For Phases Two and Three, please submit work orders [here](#).

- For assistance with submitting a work order, please watch this [how to video](#).
- For after hours facility emergencies, please contact the RA On-Call for assistance.



# HOUSING COMMUNITY STANDARDS

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## A1.0 ALCOHOL

As outlined in the Student Code of Conduct, Use, consumption, possession, manufacturing, selling or distribution of alcoholic beverages (except as expressly permitted by University Policies), paraphernalia used for consumption of alcohol (e.g. kegs, bong, etc.) or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

### A1.1 ALCOHOL: RAPID CONSUMPTION

Games designed for promoting and/or involve the consumption of alcohol are prohibited in any of the residential areas, regardless of legal drinking age. This includes but is not limited to beer pong, water pong, board games, card games, etc.

### A1.2 Alcohol: Bottles, Containers, and Packages

Empty alcoholic beverage containers (e.g., wine bottles) and/or packaging are not permitted in designated “dry areas” and/or “dry zones” and may not be used for decorative purposes.

### A1.3 ALCOHOL: OPEN CONTAINERS

Possession of open containers of alcohol (including alcohol contained in cups, bottles, etc.) or consumption of alcoholic beverages in public areas is prohibited. This includes but is not limited to parking lots, atriums, lobbies, walkways, hallways, welcome desks, and any residence hall lounge.

### A1.4 ALCOHOL: ROOMMATES

In units/suites where not all residents are 21, students who are 21 may keep alcohol in their assigned rooms (A, B, C, D), however, alcohol may not be consumed in or kept in any common area fridges or cabinets.

## A2.0 APPLIANCES: APPROVED ITEMS AND USE

**A2.1.1** Each bedroom is permitted to have one 3.6 cubic feet or less refrigerator and one 1500 watts or less microwave.

**A2.1.2** Small appliances that are Underwriters Laboratories (UL) approved without exposed heating elements (e.g., blenders, Keurig, hand mixers, air fryers, coffee pots, etc.) are permitted in student rooms with proper usage.

# HOUSING COMMUNITY STANDARDS

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## A2.2 APPLIANCES: NON-APPROVED ITEMS AND USE

**A2.2.1** Any appliances with an open flame, open heating coils, or open heating elements are not permitted. This includes, but not limited to burners, griddles, any infrared appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers, smoke machines, etc.

**A2.2.2** Charcoal and gas grills are not permitted to be used or stored in any of the housing areas.

**A2.2.3** Any refrigerator that is larger than 3.6cft to be used or stored in any of the housing areas.

## A3.0 AIR HANDLERS (AIR CONDITIONERS)

To ensure proper ventilation, residents must keep items, including furniture, at least 2 feet (24 inches) from the air handler, vents, and intake.

## B1.0 BICYCLES

**B1.0.1** Residents are permitted to store their bicycle in their room/apartment with roommate consent via verbal consent, written consent, and/or the roommate agreement. For safety concerns, bicycles may not be hung in or around any room, suite, or apartment.

**B1.0.2** Bike racks are available at the perimeters of residential communities. Bicycles may not be stored or attached to stairs, stairwells, fences, railings, walkways, light poles, or on landscape vegetation (i.e., trees, bushes, etc.). Bicycles are also not to be stored under the stairwells.

## C1.0 CANDLES, INCENSE, SMELL GOODS

Candles with or without a wick, wax warmers, candle warmers, and/or incense are not permitted to be used and/or stored. These items are also not allowed to serve as decorations in rooms for fire safety purposes. The only wax warmers permitted in residential areas are those that use a light bulb to heat the wax; these appliances are to be unplugged when not present in the room.

## C2.0 CLEANLINESS

**C2.1** Failure to maintain the cleanliness of one's room or common areas is prohibited.

**C2.2** Leaving personal trash in any public or shared areas (hallways, etc.) or spaces that would block the path of egress in case of emergency is prohibited.

**C2.3** Conduct which creates or contributes to unsanitary conditions in residential communities is prohibited.





# HOUSING COMMUNITY STANDARDS

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## D1.0 DAMAGES AND VANDALISM

**D1.1** Residents are responsible for the condition of their housing space and for restitution to Housing and Residential Life for any damage to physical structures and/or loss of furnishings. In the event of damage which is not assignable to an individual or group, Housing and Residential Life may assess a community damage fee to the residents of the wing, floor, house, or building. Damage costs may include but are not limited to replacement and labor costs.

**D1.2** Painting room/apartment/suite walls is not permitted. Spray painting is strictly prohibited in all residence hall areas.

**D1.3** Engaging in an act that damages, destroys, or defaces property of the University or another individual is prohibited. This includes, but is not limited to door decorations, bulletin boards, signage, and windows.

## D2.0 DECORATIONS

Residents are encouraged to be respectful of roommates and community members when decorating. In the event of a resident complaint over a roommate's decoration, HRL Staff will attempt to accommodate both parties and help to avoid conflict.

The following are guidelines and restrictions to follow when personalizing your space:

- Extreme care should be taken when hanging posters and/or pictures. Use of 3M command strips, sticky putty, and/or blue painter's tape is encouraged to prevent wall damage. Command strips and such products should be left in place during the move-out process.
- The use of paint, chalk, or contact paper is not permissible on any surface in your residence hall.
- Staples or nails on doors, walls, ceilings, closets, or any other surface are not permitted (i.e., cannot mount bicycles or surfboards).
- Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans or room light fixtures/sensors at any time or fashion.
- Smoke machines and strobe lights are not permitted.
- Items may not be kept outside of residence hall rooms (e.g., umbrellas in the hallway, etc.).
- Windows must be kept free of writing, signs, stickers, window clings and other personal possessions and window or door accessories.
- Items may not be affixed to floor or ceiling (e.g., dancer poles, carpet).
- No type of room divider (fabric or otherwise) should obstruct access or view of a student room and/or the entrance/exit to a student room.
- The total wall space covered by permitted combustible material (posters, tapestries, calendars, etc.) cannot be more than 30%.
- Curtains equal to the length and width of the window attached with a tension rod are permitted. The length is based on the fire safety requirements and precaution for your safety.
- Common Areas: Decorating of residence hall lobbies, bulletin boards, hallways, or lounge areas is not permitted without prior approval from Housing and Residential Life professional staff.

# HOUSING COMMUNITY STANDARDS

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## DD3.0 DISORDERLY AND/OR DISRUPTIVE BEHAVIOR

Maintaining a community environment conducive to learning, academic success, good citizenship, and positive relationships is dependent upon the cooperative efforts of the community members. Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action. We will not tolerate or ignore any form of behavior pertaining to harassment, intimidation, threats, or physical abuse.

Disorderly and/or disruptive behavior includes physical abuse, intimidation, inappropriate behavior, or a pattern of behavior (either in a succession of closely related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals, animals, the community, causes physical damage to property, or interferes with the normal functioning or safety of the community.

## D4.0 DRESS

All students must always wear upper and lower garments and shoes or sandals in all interior public common areas of the residence halls. This includes but is not limited to stairwells, hallways, lobbies, study spaces, and hospitality areas. The pool area, defined as the fenced in area around the pool, has an amended dress code.

## D5.0 DRUGS

As outlined in the Student Code of Conduct, use, possession, manufacturing, selling or distribution of marijuana, heroin, narcotics, or other controlled substances, except as expressly permitted by law is prohibited. This includes the misuse of prescription drugs, paraphernalia used for drugs (e.g. bongs, glass pipes, etc.) and the un-prescribed use, inhalation, or ingestion of a substance (e.g. nitrous oxide, glue, paint, etc.) that could alter a person's mental state.

## E.1.0 ELEVATORS

Tampering with, damaging, vandalizing, misusing, or rewiring elevators or elevator equipment, including falsely pressing the emergency alarm button, will not be tolerated. Elevator damage charges may be assessed to residents.

## F1.0 FAILURE TO COMPLY WITH UNIVERSITY OFFICIALS

As outlined in the Student Code of Conduct, failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to such persons when requested to do so.



# HOUSING COMMUNITY STANDARDS

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## F2.0 FIRE SAFETY AND FIRE SAFETY EQUIPMENT

Removing or interfering with the use of fire safety equipment, such as fire extinguishers, sprinkler systems, and smoke detectors, is a third-degree felony under Florida Statute 806.10 and is prohibited.

- Falsely setting off fire alarms is prohibited by Florida Statute, section 806.101, and is a misdemeanor. Any damage to University property due to resident activating or tampering with a fire alarm may result in restitution fees associated with the damage caused by their actions.
- Any student who activates a false alarm or tampers with fire and/or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers, and door alarms) places the lives and safety of fellow students in danger.
- Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from Housing.

**F2.1** During fire alarms, students and guests MUST leave the building immediately and report to designated safety locations. Students are not to re-enter the building until the Housing and Residential Life professional staff or the University Police Department have cleared students to re-enter.

**F2.2** Students and guests failing to vacate, or returning before cleared by HRL or UPD, are subject to disciplinary action and/or a fine. Housing and Residential Life staff may enter a student room during fire alarms to confirm evacuation.

**F2.3** Students cannot cover up or remove their smoke detector.

**F2.4** 3D printers are prohibited in all residential facilities, including student rooms, suites, and common areas.





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## F3.0 FURNITURE

Residents are responsible for the proper use of furnishings provided in their rooms and suites. Students can add to the furnishings of their rooms. Students should be mindful of space limitations and safety concerns.

**F3.1** Furnishings provided by Housing and Residential Life may not be removed from the assigned locations. All University Housing furniture must stay within the housing unit.

**F3.2** Lounge and study room furniture are for the enjoyment of all residents. No alterations of common spaces (i.e. adding, removing or permanent rearranging) is allowed.

## M1.0 MOBILITY DEVICES AND MOTORIZED VEHICLES

Non-service mobility devices (e.g., skateboards, hover boards, Segways, balance wheels, rollerblades, bicycles, motorcycles, scooters, or other self-balancing two-wheeled scooters) are not to be ridden in the residential areas, courtyards, or near the entrances and exits of the residential areas.

**M1.1** The storage, charging, or use of electric micromobility devices—including but not limited to electric scooters, e-bikes, hoverboards, motorized skateboards, self-balancing boards, and similar recreational electric vehicles—is strictly prohibited within all residential spaces, including units, common areas, stairwells, and breezeways.

**M1.2** Motorcycles must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner's expense.

**M1.3** Riding or storage of motorcycles, scooters, or other motorized vehicles in residential courtyards and enclosed areas (e.g., rooms, hallways, covered awnings) is not permitted.

## P1.0 PAINTING

Residents are not permitted to paint any University Housing owned buildings and/or surfaces and will be responsible for any charges accrued to restore walls, and/or remove any paint droppings. Spray paint is not allowed to be used or stored in residential areas; this includes, but is not limited to student rooms, common areas, hallways, breezeways, and stairwells. Should spray paint be used, the responsible party will be assessed a fine of \$500 plus the cost to remove any paint over-spray or droppings that spread to nearby surfaces.



# HOUSING COMMUNITY STANDARDS

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## P2.0 PETS AND WILDLIFE

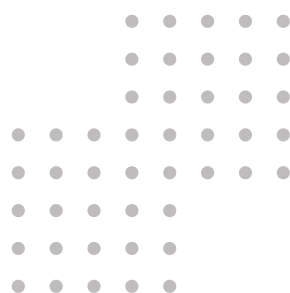
Residents are not permitted to have pets except for fish. Residents may have one non-aggressive fish, in no more than a 10-gallon tank, with the consent of your roommate(s). Residents are responsible for any damage to carpet, furniture and overall premises and any necessary pest control service as a result of a pet/animal.

**P2.1** Residents with fish tanks are required to maintain the cleanliness of the fish tanks, with no overgrowth of algae in the tank. Residents who are found to have fish tanks that are not maintained will be required to remove the fish and fish tank.

**P2.2** As outlined by the University Animal Policy; Pets are permitted in all public areas. Service animals are permitted in all public and private areas not restricted. Assistance animals are permitted in all public areas and may be permitted in private areas with written approval from the University. For the entire policy, please view the policy [here](#).

## P3.0 POOL

Swimming in the residence hall pool is limited to residents and their guest(s). There is no lifeguard on duty at any time and swimming is at each person's own risk. Pool use hours are 8:00 AM to 7:00 PM each day except during Residential Life sponsored events. No diving, glass containers, or unruly behavior is allowed in the confines of the pool. All pool furniture must remain in the pool area. No sexual acts are allowed in or around the pool area, and residents are not allowed to enter the pool area after hours and when the pool area is closed. All Housing & Residential Life, and Florida Poly Student Code of Conduct policies are always in effect while at and in the pool area. Portable swimming pools are prohibited in all residence halls, units, and rooms.



# HOUSING COMMUNITY STANDARDS

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## Q1.0 QUIET HOURS AND COURTESY HOURS

Please be courteous to members of our residential communities. Disruptive behavior and activities, such as yelling, loud music, or excessive noise from a sound system, do not promote an environment that fosters social engagement or academic excellence. Students and their guest(s) may be asked to leave common areas if they are being disruptive.

**Q1.1** Quiet hours: Enforced during the times listed below, regardless of holidays or semester breaks.

- Sunday – Thursday 10:00 PM – 10:00 AM
- Friday – Saturday 1:00 AM – 10:00 AM

**Q1.1.1** Exam Periods: During examination periods, quiet hours will be enforced in a 24-hour a day cycle to ensure other students, who are preparing for final examinations, are not disturbed.

**Q1.2** Courtesy Hours: Defined as a time in which general consideration for others is maintained. Courtesy Hours are in effect 24 hours a day, 7 days a week both inside and outside the residential buildings.

- Residents' noise level should not interfere with the academic pursuits of others in the residential community. A student's right to quiet overrules another student's right to make noise.

## R1.0 RAILINGS, ROOFS, AND STAIRWELLS

Any form of presence (e.g., sitting, standing, climbing, jumping from, or hanging) on railings, stairwell, or roof is not permitted.

## R2.0 RESTRICTED AREAS

Areas in the residential community that are restricted and not for general student use include but are not limited to: electrical/mechanical closets, air conditioning units, cable units, maintenance break rooms, and storage rooms. Students are also not permitted on any roof or overhang.

## R3.0 ROOMMATES

It is expected that all rooms and apartments that have more than one assigned person review, discuss, and complete the Roommate Agreement process with a Housing staff member. The purpose of the Roommate Agreement is to ensure all residents mutually agree upon and abide by the terms, expectations, and behaviors discussed and documented.



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**R3.1** Violating a mutually agreed upon expectation among residents within a shared room/apartment is not permitted. This violation may result in a required roommate mediation with a Housing staff member, an administrative relocation (to a different room or residential area), and/or be sent through the Housing Conduct or Student Conduct process.

**R3.2** Taking over a vacant space within one's room/apartment and making the space not roommate/move-in ready for potential new resident(s) are not permitted.

## S1.0 SALES, SOLICITATION, CANVASSING, AND CHALKING

Door-to-door solicitation, sales, surveys, canvassing, and the distribution of flyers or leaflets are not permitted in any area within the residential community.

**S1.1** Unapproved A-Frames, sandwich boards, stakes in the ground, and other similar forms of publicity are not permitted within the residential community.

**S1.2** Students may not engage in any sales or business activities in their room or within any public area of the residential community.

## S2.0 SMOKING AND VAPING

Smoking, and vaping are not permitted by any person (resident or guest) in any of the residence hall rooms, apartments and facilities, including courtyards, elevators, stairwells, lounges, patios, etc.

## S3.0 SPORTS

For the safety of the residents and facilities, sports are not permitted to be played inside the residence halls (including buildings, hallways, atriums, balconies, breezeways, stairwells, common areas, etc.). This includes the use of athletic equipment.

## S4.0 SECURE UNIT CLOSURE

For the safety and security of all residents, unit entry doors must remain closed and fully latched at all times. Entry doors may not be tampered with in any way, including taping over latches, placing objects in the doorway to prevent closure, or modifying door hardware.

# HOUSING COMMUNITY STANDARDS

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## T1.0 TECHNOLOGY USE

As outlined in the student code of conduct, Attempted or actual theft of and/or damage to property, including intellectual property, of the University or property of a member of the University community or other personal or public property, on or off campus.



**T1.1** The use of personal computers or other devices for cryptocurrency mining (e.g., Bitcoin, Ethereum, etc.) is strictly prohibited within the residence halls. Cryptocurrency mining generates excessive heat, places significant strain on electrical systems, and poses a potential fire hazard to the residential community.

**T.1.1.1** Devices specifically designed or repurposed for mining activities (e.g., GPU mining rigs, ASIC miners) are not permitted in any residence hall rooms, suites, or apartments.

**T1.1.2** The use of university-provided network resources for personal financial gain, including but not limited to cryptocurrency mining or operating any blockchain-based services, is prohibited.

**T1.2** Residents are prohibited from using university-provided internet and network resources to engage in digital piracy, including the illegal downloading, uploading, or distribution of copyrighted materials without proper authorization. This includes, but is not limited to, music, movies, television shows, software, games, and textbooks.

**T1.2.1** Upon notice from a copyright owner or appropriate authority, Housing & Residential Life and/or the University may take action including, but not limited to, issuing a warning, disabling network access, or referring the case for student conduct review.

## T2.0 THEFT

As outlined in the student code of conduct, Attempted or actual theft of and/or damage to property, including intellectual property, of the University or property of a member of the University community or other personal or public property, on or off campus.

**T2.1** Possessing and/or displaying stolen property is not permitted. This includes any business, highway, city, state, community, or University sign or property that has been illegally obtained.

## T3.0 TRASH REMOVAL

Residents are expected to remove trash and recycle from their room/apartment immediately. Trash removal may prevent health concerns developing in the area. Trash left outside room doors is not only an eyesore and a potential health concern for residents and their neighbors, but it can also attract unwanted pests and rodents to the facilities.

**T3.1** There should not be more than one bag of trash or a collection of trash per room or common space area in a suite.

**T3.2** Trash may not be disposed of in common areas including, but not limited to kitchens, lounges, etc.

**T3.3** A minimum fee of \$40 will be assessed for removal of trash/recycling left in and/or outside of resident rooms, apartments, balconies, public bathrooms, lounges, lobbies, or any other common areas.

**T3.4** Community charges may result if common area trash/recycling cannot be linked to a specific room or individual.

## VI.0 VISITATION AND GUESTS

Students may have overnight guests with prior authorization from the roommate/suitemates and the person whose bed might be used. Guests will not be allowed in a unit and bedroom unless all occupants in that unit and bedroom agree. Residents should tell their Resident Assistant (RA) when they are having overnight guests. All guests are subject to University regulations and residence hall policies. Students are responsible for the actions of their guest(s), including financial responsibilities for property damage. In addition, guests should always be accompanied by the student hosting the guest. Guests are permitted to stay no more than three (3) consecutive days in a seven (7) day period. Guests are limited to three (3) total days a semester. Non-approved guests will be fined \$100.00 per occurrence.

**V1.1** Cohabitation is not permitted. Cohabitation is defined as the housing of unauthorized individuals in the resident's apartment or room for more than three (3) consecutive days, including storage of another's belongings in one's room.

# HOUSING COMMUNITY STANDARDS

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## W1.0 WEAPONS

Per Florida Poly's [Student Code of Conduct](#), illegal or unauthorized possession of firearms, explosives, weapons, or dangerous chemicals on University property or use of any such item, even if legally possessed, in a manner that harms or threatens others.

The following items are not permitted in the residence halls:

- Firearms (including, but not limited to, handguns, rifles, pellet guns, BB guns, etc.)
- Any weapons (including, but not limited to, sword, bow and arrows, balloon slingshots, martial arts weapons, hunting knives, etc.)
- Fireworks or other explosives

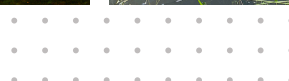
## W2.0 WINDOWS

Residents may not display anything that can be viewed from the exterior of windows or windowsills.

**W1.1** Windows may not be used as an entrance or exit to rooms/suites.

**W1.2** Windows may not be used for the passage of people and/or items.

**W1.3** Windows may not be opened beyond the limit set by the installed safety mechanism. Tampering with, disabling, or bypassing this mechanism is strictly prohibited.



STUDENTS AT FLORIDA POLYTECHNIC UNIVERSITY ARE EXPECTED TO BE FAMILIAR WITH THE [STUDENT CODE OF CONDUCT](#).

## RESIDENTIAL COMMUNITY CONDUCT PROCEDURES

The Department of Housing & Residential Life is committed to fostering a learning environment that is safe and conducive to academic success and a productive campus life. The conduct process is committed to educational and developmental processes. When a student's behaviors conflicts with community expectations, the residential conduct process will engage with the student and determine if sanctions are needed.

## CONDUCT SANCTIONS AND DEFINITIONS

The University and the Department of Housing & Residential Life believe that each policy violation is unique in its own right, and the University and Department does not prescribe a specific set of sanctions for set violations. Sanctions are based upon what would be the most educational for the individual(s) who violated policy. As a result, any combination of the following educational sanctions may be imposed upon any student found to have violate the Housing & Residential Life Handbook and/or Student Code of Conduct – this is not an exhaustive list:

- Warning - A notice in writing to the student that the student is violating or has violated the Residential Life Handbook and/or Student Code of Conduct.
- Discretionary Educational Sanctions – Educational sanction that is assigned potentially based upon a specific policy violation (i.e. work assignments, essays, service to the University, written apology, etc.).
- Loss of Privileges – Denial of specified privileges for a designated period of time. Loss of privileges could include specified privileges within the residential community (i.e. limited kitchen/common area space usage, etc.).
- Restitution – Requiring compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Probation – A written reprimand stating that the student is no-longer in good standing with the University and Department of Residential Life as a result of violating specified policies. Probation is a designated period of time where more severe disciplinary sanctions will be imposed if the student is found to violate the Residential Life Handbook and/or Student Code of Conduct during the probation period.
- Residential Community Relocation – Relocation of the student from a specific space in the residence hall or the hall in general.
- Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for returning to the residence halls may be specified.
- Residence Hall Expulsion – Permanent separation of the student from the residence halls.



# CONTACT INFORMATION



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