

2024



*the* **GUIDE TO  
RESIDENCE  
HALL LIVING**

---



# HOUSING OPERATIONS POLICIES AND PROCEDURES

## A -Gender de H

All-Gender Housing is defined as a housing option in which two or more students mutually agree to share a multiple-occupancy apartment, regardless of sex, gender identity, or expression. This practice allows students to base roommate choices solely on compatibility, unrestricted by sex.

- Students may request a roommate of any sex/gender during housing selection.
- All students in the roommate group must request to “match” one another during the specified roommate selection period, as per the roommate request process.
- All-gender roommate groups must be able to fill the room/apartment to full capacity.
- Students will not be assigned to an all-gender room/apartment without their consent.
- Once a room/apartment is appointed as all-gender, that space will remain as all-gender if all residents continue to occupy the space during the current academic year.

In case of a vacancy:

- The roommates left behind may pull in any new roommate – including a roommate of the same or opposite sex. All students in the space must approve the new roommate.
- Residential Life & Explorations (RLE) will try to place students in the apartment who are interested in living in an all-gender space.
- If the above options are not possible, RLE reserves the right to split and move the group to create gendered groups or assign a new roommate.

## Breaks

- Breaks include fall, Thanksgiving, winter, Intersession, spring, Maymester, and summer.
- Residence halls stay open during fall, Thanksgiving, and Spring Break periods.
- Residence halls are closed for the winter and summer break periods. More information on limited housing during these periods, can be found below.
- **Winter Break Housing**
  - » Winter Break Housing is defined as the period between the hall closure date for the fall semester and the hall opening date for the spring semester.
  - » Winter break housing is limited to:
    - ♦ Students unable to travel internationally due to conflict or financial limitations.
    - ♦ Students needing to keep local employment through the winter break period.
    - ♦ Students with housing insecurity have exhausted all other housing options for the winter break period.



# HOUSING OPERATIONS POLICIES AND PROCEDURES

- » Failing to submit a Summer Housing Application by the published deadline will disqualify a student from summer housing. RLE reserves the right to consider requests after the published deadline.
- » Students may cancel their summer housing application without penalty up until the residence hall move out date for non-graduating seniors at noon. Canceling after this date may involve an application cancellation penalty of \$500 and a daily rate charge for all days staying on campus beyond the residence hall move-out date for non-graduating students.
- » No late stay requests will be considered for summer housing students.

## Cancellation

Please refer to the Rollins College Student Housing Agreement (in MyHousing) for information on housing agreement termination.

## Damage

### *Apartment/Room*

- Damages, other than normal wear and tear, will be assessed to the resident(s). If two or more people occupy the same room, and it cannot be decided who is responsible for the loss or damage, the assessment and/or disciplinary action shall be shared equally among those assigned to the space.
- Charges for moving furniture back to its proper location or for the replacement furnishings costs will be assessed against the resident responsible.
- Students must report any information regarding specific acts of vandalism or damage (including accidental damage) to Residential Life & Explorations (RLE) staff or [put in a Facilities Service request](#).
- Residents cannot paint, damage, or otherwise alter the private or public spaces of the facility or property.
- Residents must keep the exterior of facilities (including porches, lawns, etc.) free of garbage, unapproved furniture, and flammable liquids and gases.
- Residents are prohibited from causing unnecessary garbage or debris in the hallways, public spaces, egresses, etc.
- As residents check out of their spaces, damage inspections will occur using the Room Inventory as guidance.
- Residents are prohibited from repairing or trying to repair damage.

### *Common Spaces*

- All students share the responsibility for the upkeep and damage of any common area spaces – building-wide, on floors/wings, in stairwells, elevators, kitchens, bathrooms, laundry rooms, and pools.
- As such, damages are charged to all residents responsible for the common area. The College asks students to report information leading to the proper individual(s) responsible for damage and encourages students to take responsibility for the damage in which they, themselves, were involved.
- Damage that cannot be assessed to the proper individual(s) will be divided equally among the residents of the hall, floor, or wing, as applicable.
- Common area damages may not be appealed unless the specific resident(s) responsible for the damage(s) accepts responsibility.

Final determination of all damages will be decided by an RLE staff member after the room's final inspection. Charges are made based on estimated replacement costs of existing College property along with estimated labor charges in consultation with Facilities Services.

### *Damage Appeal Process*

- Appeals of any charges assessed for repair, cleaning, or removal of personal belongings shall be filed in writing no less than ten (10) business days from the date said bills are sent to the resident. Thereafter, any right to appeal is waived.
- Students completing an "Express Checkout" or students who do not complete a checkout appointment as requested waive the right to appeal any damage charges assessed.
- Students will be notified of any damage charges assessed via their Rollins email after their move-out date. In that email, they will also be notified of how to complete a damage appeal.



## E b H

### *Residency Requirement*

All full-time College of Liberal Arts students must live on campus for three (3) years or six (6) semesters. Exceptions are made for students who meet one or more of the following criteria:

- Married students
- Military Veterans
- Non-degree-seeking students or second degree-seeking students
- Students with 72 credit hours or more
- Students over 20 years of age at the point of enrollment
- Students under the age of 16 at the point of enrollment
- Students who have legal dependents
- Transfer students who have completed two (2) full years or four (4) semesters at another college/university
- Students who live with their parents or legal guardian within 50-mile radius of Rollins' campus.
  - » To be approved for commuter status:
    - ◆ Students must submit a housing exemption application and their permanent residence must match the address on the FAFSA on file with the Registrar's Office. Or if a student has not completed a FAFSA, then the address must match their permanent residence on file with the Registrar's Office.

# HOUSING OPERATIONS POLICIES AND PROCEDURES

## F

- Rollins College provides its residents with college furnishings in their rooms, common areas, and lounges.
- College furnishings may not be removed from any student's room.
- College-owned furniture placed in common areas or lounges may not be removed for personal use, as it is intended for use by all residents and guests.
- Personal furniture may not be stored in common areas or lounges.

## H

[Please refer to the Housing Accommodations page in MyRollins for information from the Office of Accessibility Services.](#)

## H

All residential students are bound by the terms and conditions of the Residence Hall Housing Agreement and the specific building guidelines/requirements. If you have any questions regarding the housing agreement, contact the Office of Residential Life & Explorations at 407-646-2649.

### *Renters Insurance*

- Students must provide their own individual property insurance or make sure they are covered under their parent/guardians' homeowner's insurance policies.
- The College is not liable for damages to or theft/loss of individual property, for the failure or interruption of utilities, or injury to persons.
- The College will not issue refunds for the failure or interruptions of utilities, or reimbursements for damage to individual property caused by the accidental discharge of any fire sprinkler.
- The College shall not be liable for any injuries or damages arising from the use of lofted or bunked beds, regardless of whether the College provides the bed.









## Key Use & Loss

- Each resident listed on the Housing Agreement is given one key to their respective room or apartment. For safety reasons, additional keys cannot be dispensed (except in cases of documented loss). It is unlawful to make duplicate keys from the original.
- Students should lock their doors for their own safety and security and should not leave their keys unattended in exterior or interior doors.
- Lost or stolen keys should be immediately reported to the Residential Life & Explorations (RLE) and Campus Safety offices.
- Students locked out of their rooms during business hours (Monday – Friday, 8:30 a.m. to 5 p.m.) can come to the RLE office (Lakeside Neighborhood, Seymour Hall, second floor) to get a temporary key.
  - » Temporary keys must be returned by 10 a.m. the next business day.
  - » Failure to return a temporary key will result in a lock change, and the student will be assessed the fee listed below.
- Students locked out of their rooms after business hours can contact Campus Safety or the Resident Assistant on duty.
- The cost of replacing a key or door lock when a key has been lost will be assessed to the student.
  - » Lock change fee: \$75 per change
  - » Students will be charged a \$10 fee per lockout.

# HOUSING OPERATIONS POLICIES AND PROCEDURES

## Leave Absence/Withdrawal/Academic Suspension/Disciplinary Suspension

- Students who experience a change of status (Leave of Absence, Withdrawal, Academic Suspension or Disciplinary Suspension) must move out of housing within 48 hours from the date that the student's leave is processed by the College. Please note that students who are suspended for disciplinary reasons may have a shorter time frame to move out at the discretion of College officials.
- Students may receive a housing or dining refund depending on the type of leave and the date their leave request is approved.

## Meal Plan

- **All residential students must have a meal plan.** [You can view meal plan options and rates here.](#)
- Students with a medical condition that impacts their ability to use a meal plan must contact the Office of Accessibility Services for potential meal plan exemptions.
- Students may change their meal plans during the first two weeks of each term. Students will be informed of the meal plan change timeline via their Rollins email. Meal plans are locked in for the semester after the meal plan change period ends. Meal plan changes will not be considered after the meal plan change period ends.

## Meal /O Procedure

### *Room Condition Reports (RCR)*

- Residential Life & Explorations (RLE) staff will inspect the room/apartment before occupancy. Another inspection takes place when the room is vacated. Residents are responsible for any damage caused by them or their guests, which takes place during their occupancy and is not reported by the resident when they move in. Upon move-in, each resident will receive instructions on how to complete their move-in survey or room condition report. All comments and edits must be submitted before the published deadline.
- The residents are responsible for notifying RLE within 48 hours (about two days) of accessing their residence hall room or apartment of any pre-existing damages or concerns. If a resident does not submit a room condition report, they are ineligible to contest any charges at the end of their occupancy. Room condition reports must be submitted regardless of whether there are damages in the room.
- Additional inspections will occur during the residents' occupancy to ensure fire safety and adherence to College and/or departmental policies.



## *Move Out*

All residential students will be issued a move-out date at each semester's end which will be communicated to them via their Rollins email. The resident must be completely checked out of their assigned room by noon on the official move-out date communicated by RLE. Responsibility to sign up for a check-out appointment on the approved date and time falls on the resident.

- **Categories of Check Out types**

- » Traditional Checkout: An RLE staff member will physically visit the room on the agreed upon checkout time while the resident assigned to the room is present. The RLE staff member will check the room for damage, ensuring that all College-provided furniture is in the room, and for any cleaning issues. Upon the inspection's end, RLE staff will check out the resident using RLE's housing software. At this time, the resident will be confirmed to have completed checkout procedures properly if done on the date and time they were issued as a move-out date. If a student checks out after noon on their approved date, they will be issued an improper checkout fee regardless of the checkout appointment being completed successfully. If a student checks out after 5 p.m. on their approved move-out date, they will be issued an improper checkout fee and the daily late stay date. Students must then check out by noon the following day or additional fees will apply.
- » RLE-Required Express Checkout: In some instances, RLE will approve a resident to check out of their space without needing a physical check-out appointment. The resident assigned to the room is responsible for ensuring the room is up to the published standards.
- » No Checkout: If a resident departs campus without having completed a traditional checkout or an RLE-required express checkout, the resident may be charged an improper checkout fee. Additionally, the resident is ineligible to appeal any charges related to issues within the room.



- **Overall Standards**

- » Specific instructions for the end of the semester will be distributed to all residents before they move out by their Area Coordinator and Resident Assistant.
- » Upon move-out residents must leave their rooms "broom clean" and free of trash or other personal belongings/furniture.
- » All costs incurred by the College due to any repairs required to be made, any additional cleaning needed, and/or for removal of all individual property shall be apportioned equally to the residents, regardless of the responsibility or fault of any one resident for the same.
- » Past the deadline of residence halls closing, the College shall not be responsible for student belongings and reserves the right to confiscate and dispose of such belongings at the student's expense.



believe that a violation has occurred or is taking place.

- The Assistant Vice President for Student Affairs and Dean of Students, Associate Dean of Students, or a designee shall authorize a room search (Cairs and Dean of Students,

- A completed room change process entails scheduling a check out from the originally assigned room with the Resident Assistant and returning the room key (if applicable) to the Resident Assistant after all items have been moved from the originally assigned room. Damaged inventory and furniture inventory will be documented at the time of the check out with the Resident Assistant. The student initiating and completing the room change is responsible for damage and missing furniture from the original room.
  - » Students moving bedrooms within their originally assigned Sutton or Lakeside apartment must notify their Resident Assistant and complete the room change process.
- Students who do not follow the room change procedure will be charged a \$75 improper move-out fee and may be subject to disciplinary action.

**A c**

# RESIDENTIAL LIVING POLICIES

## ***Bathrooms***

Personal items will not be left in the bathrooms, such as shower caddies, shower shoes, toiletries, etc. These items must be removed after each use of the bathroom space.

- Music playing inside the bathrooms should not be heard outside of the bathroom.

## ***Lounges***

- RLE is not responsible for the loss or damage of any item(s) a student may leave in a lounge space.
- College-owned furniture must not be removed from lounge spaces. Lounge furniture must be returned to its original placement if moved within the space.
- Residents are prohibited from sleeping in the common areas of residential facilities.

## ***Kitchens***

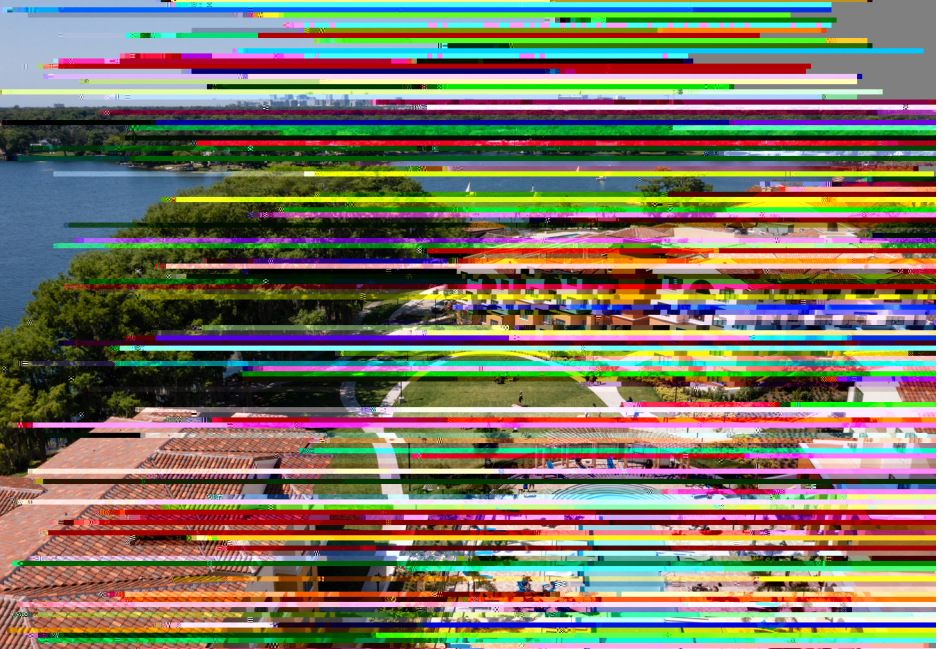
- Any items that students bring into communal kitchens must be removed after use. Personal items may not be stored in communal kitchens.
- All kitchen dishes, pots, and pans must be washed and stored immediately after use. Counters should be cleaned following use. Garbage should be disposed of properly and not flushed down sink drains.
- Any items left in the communal kitchen after seven (7) days will be removed by the Resident Assistant.
- Refrigerators in communal spaces are only to be used by residents of the hall. All items inside of the refrigerator must be labeled with the resident's name. The College is not responsible for any stolen or discarded items.

## ***Laundry***

- Each residence hall has a laundry room only for residents of that community.
- Students must keep the laundry rooms clean by proper disposal of detergent containers, lint traps after each use, garbage, and other items brought into the space.
- Students may not leave their laundry unattended. Laundry left in the laundry room for more than seven (7) days will be collected and removed during duty hours by a Resident Assistant.
- Students found to be taking items that do not belong to them may be subject to disciplinary action by the Office of Community Standards & Responsibility.
- Students are not allowed to tamper with and/or vandalize washers, dryers, or the laundry room.

## ***Balconies***

- Some student rooms have balconies, but balcony access may not be allowed.
- Balconies are not used for cooking, smoking, storage, or to dry/display clothing, signs, etc.
- Balcony doors in student apartments and student rooms should remain locked when not in use.
- Balconies must not be used for room access.
- If a student is found to be misusing the balcony, the RLE office may decide that the balcony be temporarily or permanently locked.



## *Patios*

- RLE is not responsible for the loss or damage of any item(s) a student may leave in the patio space.
- College-owned furniture must not be removed from patio spaces. Patio furniture must be returned to its original placement if moved within the space.

## *Pools*

- The Sutton pool is for Sutton residents and their guests. A Sutton resident must always go with guests.
- Residents and their guests may only use the pool during pool hours, clean up after themselves, and follow directions on all posted signage.
- Students assume personal risk when using either pool, as there is no lifeguard on duty.
- Alcohol and smoking are prohibited in the pool area.
- Diving into the pool and jumping off the pool decks or water features is prohibited.
- Glass is not permitted in any pool or on pool decks.

## Common Space Use & Fees

- The Area Coordinator maintains and approves all reservations for common area space in residence halls. Reservations should be made at least one week in advance of the event.
- RLE departmental events will take priority over other events in a scheduling conflict.
- Any costs resulting from use, including any damage, will be passed on to the hosts responsible.
- RLE reserves the right to monitor the event and take any action necessary to ensure the security of the participants, residents, and facilities.

## Community Living Policies

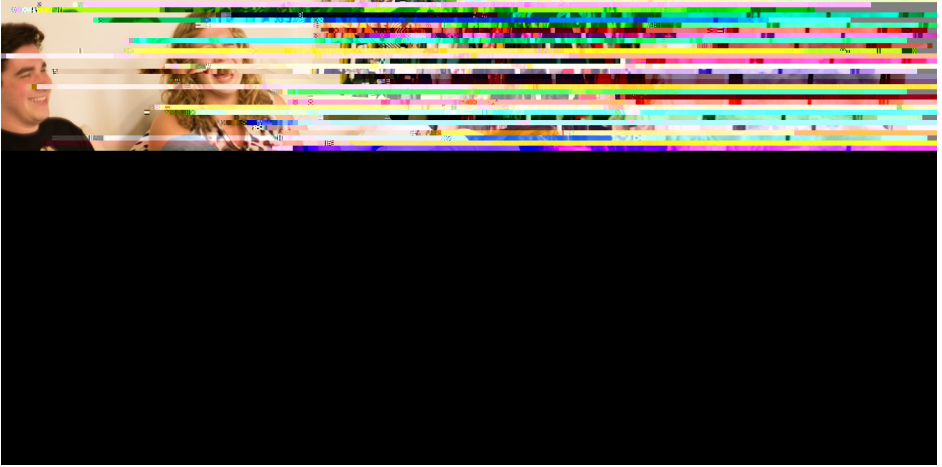
- For everyone to thrive in this environment, residence hall communities must be accepting and inclusive of all residents, and fully support the College's commitment to civility and respect. Upon the approval of RLE residents within a defined area (floor, building, etc.) residents can create policies that further the quality of the living experience for all its members.
  - » Community developed policies must:
    - ♦ Be congruent with current college and RLE policies and procedures.
    - ♦ Be agreed upon by all community members.

## Decorating

- Students can decorate their room in any way that does not permanently alter it (i.e., posters, rugs, plants, etc.). Students may not mount TVs.
- Depending on which hall they are placed in, students will be permitted to use either small nails and pins or 3M removable tape, not both (see below for more information).
- When hanging things on concrete or stucco walls, students can use only 3M removable tape.
- When hanging things on drywall, please use only small nails or push pins. 3M tape will damage the drywall and therefore is not permitted. More than 10 nail holes may be billed as damage.
  - » Students are prohibited from dismantling any College furniture, attaching anything permanently to the walls, ceiling, and doors; or painting walls, baseboards; trim furnishings, doors, or anything metal.
  - » Double-sided foam mounting tape is prohibited due to ensuing damage to walls and doors (painter's tape is recommended).
  - » Students are prohibited from changing their room in any way, including installing wallpaper, wallpaper borders, or contact paper on walls or fixtures.
  - » Students may not use adhesive LED strip lights on any College-owned property, including walls or furniture.
  - »

*Windo*

# RESIDENTIAL LIVING POLICIES



## *Common Spaces*

Decorations cannot be put in common spaces without permission from RLE. This includes balconies, patios, and porches.

## **D**

The possession and/or use of narcotics or drugs other than those medically prescribed, properly used, properly secured, and in the original container (hereafter: drugs) is prohibited in residence halls. Drugs and drug paraphernalia will be confiscated by Campus Safety if found on College property.

Due to federal law, medical marijuana is not permitted to be used or stored in residence halls.

## **F** **Sa e**

To protect the personal well-being and safety of the community, the Office of Residential Life & Explorations (RLE) strictly enforces all fire safety regulations.

## *Drills/Alarms*

- When a building alarm sounds, all students must vacate the residence hall. Rooms may be inspected by Campus Safety, RLE, and Winter Park Emergency personnel.
- No one may re-enter the hall until the Chief Fire Official present has secured the building and given permission to enter the building.
- Scheduled fire drills with the Winter Park Fire Department and Campus Safety will occur twice a year.





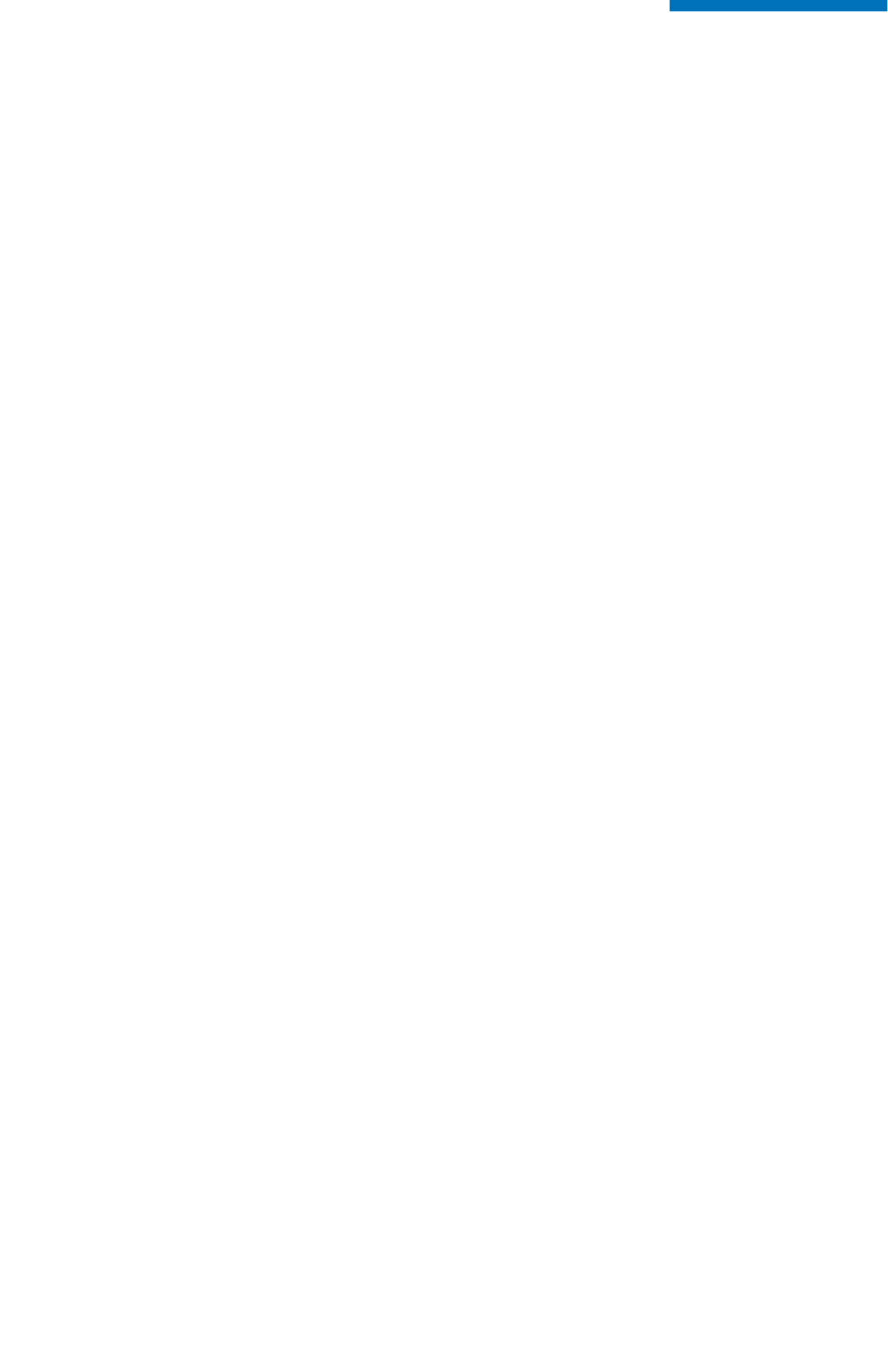
## Guests

A guest is defined as a non-Rollins affiliated person or Rollins student not living within a particular room/building. Residents can have guests visit them in residence halls according to the following guidelines:

- Guests are prohibited unless all roommates/suite mates consent to them being there.
- Guests under 16 years of age must always be accompanied by a parent/guardian.
- A student host is responsible for their guest's actions while on campus.
  - » A student host will be charged under the Visitors policy of the Code of Community Standards if their guest violates College policy.
- Guests must be escorted by their student host and are expected to abide by all campus policies.
  - » The maximum number of individuals allowed in a room/apartment should not exceed double the number of beds in the room/apartment. These occupancy rules include both guests and residents who occupy the space.
    - ♦ For example, in Lakeside, there may be no more than eight individuals present in the apartment.
    - ♦ In a Rex Beach double room, there may be no more than four individuals present in the room.

### Overnight Guests

- Residents are required to obtain approval from their Area Coordinator at least 2 business days in advance. All EMC /P d.(v)e apartment







### General Hazards

- Doorbells or security cameras not installed by the College are prohibited.
- Radio antennas or satellite dishes are prohibited.
- Darts and dartboards are prohibited.
- Magnetic dartboards are permitted.
- Water beds and other liquid-filled furniture, including tanks and hot tubs, are prohibited.
- Musical amplifiers may be stored in residence hall rooms but may not be used in residence hall rooms.
- Drums or drum sets are prohibited in residence hall rooms.

### Residence Hall Standards

Students must maintain their rooms and common areas in a clean and healthy condition that meets the Office of Residential Life & Explorations (RLE) standards.

The following conditions must be met to maintain a clean environment:

~~Students must maintain their rooms and common areas in a clean and healthy condition that meets the Office of Residential Life & Explorations (RLE) standards.~~



## R-Card

- Lost or stolen R-cards need to be re-issued by Campus Safety.
  - » Campus Safety charges for a replacement R-card.
  - » [Read more about R-cards here.](#)
  - » It is prohibited to lend your R-Card to another person. If a student is found to be doing this, they may be subject to disciplinary action by the Office of Community Standards & Responsibility.

## Sm

Smoking and vaping are prohibited in residence halls, including residence hall rooms/ apartments, balconies, pools, and common areas.

## S c

No sale or solicitation of materials or services of any type is allowed within the residence facilities. Door-to-door solicitation is always prohibited, including distributing anything underneath doors of residence halls or other college rooms. Students are prohibited from using College facilities for business purposes of any nature without proper authorization from a College official.

# ACCOUNTABILITY FOR RES. HALL POLICY

Students living in residence halls are expected to adhere to the guidelines listed in this document. Students who fail to follow the guidelines will go through an accountability process with the Office of Residential Life & Explorations (RLE). Violations of the policies outlined in this document may result in disciplinary action, including fines imposed by RLE and referral to the Office of Community Standards & Responsibility (CSR). Repeated violation of RLE policies may result in loss of housing.

## Accountability Process

Students who violate the policies in the Guide to Residence Hall Living may be referred to a Residential Education Conversation (REC) meeting with RLE staff.

### *Residential Education Conversation (REC)*

- A REC meeting is a conversation between a student and an RLE staff member regarding violations of the Guide to Residence Hall Living.
- Students will be notified of a REC meeting via their Rollins email and will be expected to attend.
- During the REC, the assigned RLE staff member will have an educational conversation with the student regarding the violation and, if necessary, refer the student to other campus resources.
- Students will be emailed a follow-up letter after the REC, outlining what was discussed, referral to resources, and that future issues may result in referral to CSR.
- Students who do not attend a REC will receive a follow-up letter and will be responsible for following the instructions outlined.
- RECs are not part of a student's disciplinary record with the College and cannot be appealed.





