

# THE DEPARTMENT OF RESIDENCE LIFE



## COMMUNITY LIVING GUIDE

*This agenda belongs to:*

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## TABLE OF CONTENTS

Directors Message	3	Adjudication Process	22
Welcome	4	Section A/B Violations	22
Overview of Residence Life	5	Grievance Policy	27
Residents Bill of Rights	6	Housing Contract	27
Community Guidelines	7	Important Numbers	33
You and Your Room	7		
How to survive living with a roommate	7		
Cleanliness and Upkeep	9		
Living Arrangements	9		
Room Refund Policy	9		
General Governing Policies	10		
Alcohol and Illegal Drugs	11		
Inclement Weather	11		
Pets	11		
Quiet Hour	11		
Search and Seizure	12		
Extension Cords and Adaptors	13		
Open Flames	13		
Smoking	13		
Cooking	13		
Residence Hall Safety	13		
One Card Access	13		
Thefts and Break-Ins	15		
Theft Prevention	15		
Medical Emergencies	15		
Co-ed Visitation Procedures	15		
Over Night Guests	17		
Sexual Harrassment	17		
Sexual Assault	18		
Common Areas	18		
Lobby	18		
Computer Lab	19		
Laundry Room	19		
Services	19		
Counseling	19		
Housekeeping	19		
Maintenance	20		
Mail	20		
Telephone	20		
Keys	20		
Internet Services	20		
Elevator	20		
Vending Machines	20		
Microwave Ovens	20		
Damages and Charges	21		
Description of Charges	21		

## DIRECTOR'S MESSAGE



Welcome to your home high above the Appomattox River at Virginia State University for the 2007-2008 academic year. We are extremely happy that you've chosen to live in the residence halls. Living in a residence hall is an exciting and an educational experience in community living. You will find many opportunities to interact socially, educationally, and culturally in the residence halls. We encourage you to become involved in the opportunities offered to you by living in the residence halls and that you will take advantage of the programs and activities planned by the residence hall staff. We

hope you will participate in the life of the residence hall, the campus, and the community and make it a fundamental part of the education of your life.

Living in a residential community requires that you be aware of and sensitive to the needs of your fellow residents. This may require adjustment in your personal behavior, habits, and attitudes. As a member of the residence hall community, you have a role and responsibility to play in helping create a living and learning environment where you reside. One of your first responsibilities as a resident is to read and become familiar with the rules and regulations of the residence halls. Thus, this handbook has been provided so that you are cognizant of the policies and procedures governing the residence halls.

Our staff is eager to work with you in making the resident halls a warm, comfortable, and inviting place for you to live. We wish you happiness and much success in the upcoming year.

Sincerely,

A handwritten signature in cursive script that reads "LaVerne J. Briggs".

Dr. LaVerne J. Briggs  
Director of Residence Life

## **WELCOME**

We welcome you to your Residence Hall at Virginia State University. This is your home high above the Appomattox River and the home of the Mighty Trojans. This handbook is designed to familiarize you with the residence hall system: its services, programs, amenities, facilities, staffing responsibilities, policies, and procedures. The Department of Residence Life is here to help you... do not hesitate to ask for assistance.

## **MISSION**

Our mission is to create and maintain an academically supportive living and learning environment, which encourages students to explore their commonalities, differences and foster an educational community that respects and values our members, including students, staff and faculty. We provide an atmosphere that supports our students in their intellectual, moral, personal, social and spiritual growth through the cultivation of responsible citizenship.

The Department is committed to the belief that the process of education extends beyond the classroom and that a major part of a student's education is derived from living with other residents. The residence halls are places where people live together and form communities. The type of community that develops depends on how members of the community work together.

## **STAFFING**

A Residence Educator (RE) and a supporting staff supervise each Residence Hall Office hours are generally 8:00 a.m. to 5:00 p.m., daily, Monday - Friday. The RE is responsible for the day to day management of the residence hall. Additionally, the department employs Graduate Assistants, Resident Assistants, Night Managers, and Office Assistants who are dedicated to creating a most rewarding hall experience.

The Department of Residence Life is located on the 3<sup>rd</sup> floor of Memorial Hall. The office is open daily, Monday - Friday, from 8:00 a.m. to 5:00 p.m. The Director of Residence Life may be reached by written correspondence at: Virginia State University, P.O. Box 9073, Petersburg, VA 23806, or you may call (804) 524-5011.

## **OVERVIEW OF RESIDENCE LIFE**

You will find living in the residence halls will compliment your university experience and your education. Campus living is a unique experience, which will place you at the center of university action and activities. You will be living with people from all parts of the United States and the world. The residence halls at VSU are designed to support, compliment, and expand the total University education by providing a variety of services, activities, programs, and facilities.

As a member of a residence hall community, you assume the responsibility of working with your roommate and neighbors to develop and maintain a safe, comfortable, and stimulating environment. The residence hall staff is available to help you adjust to the new environment. You are encouraged to become involved.

Residence halls offer a number of amenities for the comfort and convenience of residents, featuring common areas such as computer labs, study rooms, lounges, lobbies, and recreation rooms. In addition, vending machines, a microwave, and coin-operated laundry facilities are located in each residence hall. Bulletin Boards are provided in hallways and common areas to keep residents informed. Residents may post information on designated bulletin boards if approved by the Residence Educator.

The University provides housekeeping services for common areas in the halls including rest rooms, hallways and stairwells. It is your responsibility to keep your room clean and to maintain neatness in the surrounding areas.

Residents are responsible for supplying their own cleaning supplies, room trash bags, personal telephone and long distance service.

Our staff is eager to work with you in making the residence halls pleasant and positive experience for all residents. Please call on any of the staff members for assistance. They are here to help you!

## **BILL OF RIGHTS**

All residents will be held accountable for violations of all rules and regulations of Virginia State University as provided in this Student Handbook and Community Living Guide.

### **You have the Right to...**

- A reasonable amount of privacy in your room.
- Environments in which you can study, sleep, work, and conduct daily personal business without distraction.
- Respect of your personal property by the university and officials, and your roommate.
- Host guests (excluding under age guests) (according to Residence Life rules and regulations) as long as they follow all protocol and do not infringe upon your roommate's rights.
- A clean and healthy living environment.
- An environment free from fear of intimidation, physical, and emotional harm, racial, or sexual harassment.

### **You have the Responsibility to...**

- Be accountable for your behavior and actions. This includes respect for the property of others and the property of the university.
- Respect and preserve the rights of others and always be aware of the cultural differences that others may bring with them.
- Do your part to protect your safety, and the safety of those around you. You may be liable for the loss of roommate's property if you are found negligent in securing the room door.
- Immediately report any maintenance problems in your room.
- Ask for help from your Residence Educator or other members of the residence hall staff if you are in need of assistance, and report all violations of the rules and regulations.

## **COMMUNITY GUIDELINES**

### **YOU AND YOUR ROOM**

*Virginia State University will do everything within its power to provide a safe environment for you, and your belongings; however, your room is still your responsibility. You are responsible for everything in it.*

Virginia State University is not liable for loss, damage or theft of your personal belongings. **Please keep your door locked.**

The Department of Residence Life **strongly recommends** obtaining Renters or Homeowners Insurance to cover personal belongings.

Living conditions (unclean, trashy conditions) that could adversely affect residents' health and safety are prohibited.

### **HOW TO SURVIVE LIVING WITH A ROOMMATE**

#### **Part 1:**

This first portion of this section will give you guidelines for stating your individual preferences in any given situations. These questions should be first answered individually. Remember, when you share responses each answer need not be the same or even similar. The answers provide an avenue for discussing individual preferences.

Borrowing things; what is okay, what is not?

How important are your grades to you?

Keeping the room clean; how important is it, who does it, how often?

Sleep habits; a light/heavy sleeper, can/can't sleep with the lights on, early to bed, early to rise?

Having friends over; when, how often?

These are just a few starter questions for you. If you need more assistance, a member of the residence hall staff will assist you in completing a formal roommate agreement. Most roommates get along great, but remember it takes an enormous amount of patience, flexibility, caring, understanding, and hard work.

### **Part 2:**

First, get to know each other by finding common interest and hobbies. By answering these five questions together, you will learn some interesting and exciting information about one another.

1. Share with each other how you decided to come to VSU.
2. Describe the last movie you saw or the last book you read.
3. Discuss your favorite time of the year.
4. Talk a little about your favorite TV shows.
5. Share a favorite adventure from your past.

### **Issues and Expectations:**

1. The hours I keep– when I like to study  
You can expect from me...  
I expect from you...
2. Borrowing your stuff-loaning you my stuff  
You can expect from me...  
I expect from you...
3. My need for privacy-having visitors in the room.  
You can expect from me...  
I expect from you...
4. Food and the 'frig'.  
You can expect from me...  
I expect from you...
5. Sharing the phone-taking messages.  
You can expect from me...  
I expect from you...
6. Cleaning up our own messes-cleaning my part of the room.  
You can expect from me...  
I expect from you...
7. Dealing with issues/conflicts between us.

You can expect from me...  
I expect from you...

8. Others issues that might come up (or already have).  
You can expect from me...  
I expect from you...

Based on your talk and the issues that were most important, list the “rules and guidelines” you can both agree to live by in a formal roommate agreement. Refer back to this agreement as issues come up. Negotiate when revisions are needed. If you need help from your Resident Assistant (RA) or Residence Educator (RE) in resolving new issues, be sure to ask for it!

## **CLEANLINESS & UPKEEP**

- Residents are responsible for maintaining established standards of cleanliness and safety throughout the building.
- Residents are responsible for taking their personal trash from their room to the dumpster daily.
- The Residence Educator and their assistants reserve the right to inspect rooms a minimum of once per week for cleanliness.
- Thorough inspections are conducted before your arrival and during every hall closing.
- It is your responsibility to notify the Residence Educator of any damages that may be present in your room **upon your arrival**. Please complete the Entrance/Exit form. Failure to do so can result in your being held liable for damages and cleaning required beyond normal wear and tear.
- Locks should not be placed on closets without permission from the Resident Educator. Damage to closet doors will be billed to your account.
- All wall hangings need to be secured with putty or masking tape only. No glue, tacks, double sided tape, or nails are allowed. **If walls are damaged, the cost of repairs and painting of the entire room will be charged to your account.**

## **LIVING ARRANGEMENTS**

Unauthorized persons are not allowed to reside in any room. Violators will be fined.

There will be no room changes for the first thirty days after arrival. Room changes will only occur during the period designated by The Department of Residence Life. This enables the University to verify who has moved in, who has not arrived and what spaces

are available for reassignment. Signs will be posted. If a student moves without authorization, they could lose their room assignment and will be charged for an unauthorized move.

## **ROOM FEE REFUND POLICY**

The residence hall room fee is not refundable except for official withdrawal from the University within the first five- (5) calendar days of the beginning of classes. A prorated charge will be assessed for the number of days the departing student lives in the residence hall, for the first five- (5) calendar days. Residents are urged to carefully read the terms and conditions of the Residence Hall and Food Service Agreement. (See *Highlights from the Residence hall and Food Service Agreement*).

## **GENERAL GOVERNING POLICIES**

1. Profanity is prohibited at Virginia State University. This includes profanity directed at the Department professional or Para-professional staff. Such actions will result in expulsion from the hall.
2. Violence in any form will not be tolerated. This includes verbal abuse, and hurtful language directed toward the Department's professional and student staff. Any such acts will constitute disciplinary action by the Department of Residence Life, Office of Judicial Affairs and/or the Virginia State University Police Department.
3. Charges will be levied to cover the cost of extra custodial services required to remove personal possessions, clean up trash left in rooms or clean rooms after vacating premises for vacations, or at the close of the school year.
4. The following items are prohibited in student rooms: alcohol, drugs, narcotics, decals and stickers, aerial, masts, short-wave radio construction barriers, street signs, newspaper machines, exterior antennas or satellite dishes, heavy electrical, live-cut Christmas trees, appliances, personal heaters, firearms and ammunition, bullets, water guns, pellet and BB guns, firecrackers or explosives of any kind, extension cords, microwaves, ovens, hot plates, grills, hot pots or cooking devices of any kind.
5. Door to door soliciting and peddling are prohibited except with written permission from the Associate Vice President for Student Affairs. Collection from or delivery to a student's room is not permitted.
6. Solicitation in the lobby areas requires prior approval from the Residence Hall Educator.
7. Tampering with the fire alarm, fire extinguisher, fire exit doors or smoke detector is against state, federal, and local laws. Violators will be prosecuted.

8. Residents are not permitted in unauthorized areas including, but not limited to attics, maintenance rooms, boiler rooms, roof, ledges, and storage rooms/areas.

## **ALCOHOL & ILLEGAL DRUG POLICY**

**Virginia State University is a dry campus!** Absolutely **no alcohol or illegal drugs** are allowed in the residence halls or anywhere on campus. The residence hall's alcohol policy is consistent with University policies and Virginia state law, which prohibits the purchase, use, or possession of any alcoholic beverages by individuals who are not at least 21 years of age. You are responsible and accountable for any guests in your room. Therefore, if your guest(s) violates the alcohol policy, you are subject to disciplinary action for an alcohol violation.

### **BICYCLES**

Bicycles are not allowed in the residence halls. The Department of Residence Life strongly suggest that you have your bicycle registered with Campus Police and Public Safety.

### **GAMBLING**

Gambling is prohibited in or around the University. This also means there is to be no gambling in the residence halls.

### **INCLEMENT WEATHER**

In case of bad weather listen to Radio Stations WRVA 1140 AM, WPLZ 105.7, WCDX 92.1, WCVE 88.9, WKJS 104.7, WJZV 93.1 on the FM dial, or Television Stations WTVR Channel 6, WRIC TV 8, and WWBT Channel 12 for information on delays or closings.

### **PETS**

Tropical Fish (in an aquarium no larger than 10 gallons) and service animals are the only animals permitted in the residence halls.

### **QUIET HOURS**

**Courtesy hours** are in place at all times. All residents need to be respectful of others' rights to study and sleep in the halls at all times. **Quiet hours will be observed in the Residence Halls from 9:00 p.m. -8:00 a.m. Monday through Sunday and during mid-term exams and final exams.** During this period, residents will refrain from playing audio/visual equipment loudly. If noise can be heard outside your room, it is too loud. **Your first warning will be verbal. The second warning will result in removal of the equipment from your room.**

### **SEARCH AND SEIZURE**

University Officials, which includes Department of Residence Life staff, may search a room in the event there is reasonable cause to believe that a student has used his or her room or hall for purposes that violate University policies, and/or Federal, State or local

law. The search of the room can include but is not limited to dressers, closets, desks, other furnishings and personal belongings of the student. Searches by University Officials will not occur unless a certificate authorizing the search has been issued and signed by an official designated by the President.

## **STORAGE**

The Department of Residence Life does not provide storage space for personal items.

## **WEIGHTLIFTING EQUIPMENT**

Weightlifting, including dumbbells, equipment is not allowed in the residence halls. Residents are welcome to use the wellness center in Daniel's Gymnasium or designated areas in the residence hall.

## **FIRE SAFETY**

Residents must exercise care and caution in the prevention of fire. Residents and their guests must abide by all of the stated Fire Safety Regulations. Fire safety equipment is installed in each Residence hall and fire drills will be conducted monthly. **Residents are not permitted to tamper with fire safety equipment, including fire extinguishers, smoke detectors, sprinkler, and fire exit doors.** Setting off false alarms or discharging fire extinguishers are serious violations. Residents involved with such violations will be fined, will face disciplinary action, and possibly will receive a proscuted by the University's Police and the Fire Marshall .

## **KNOW THE LOCATIONS OF EXIT DOORS**

When you hear the fire alarm, immediately, **GET OUT OF THE BUILDING**, evacuate to the designated area given by staff members and do not use the elevator. If you observe a fire, pull the nearest fire alarm, call 5411, shut all windows, and doors near the fire. If the fire can be contained, use a fire extinguisher to put out the fire.

In the event, you are unable to leave the area in an actual fire emergency, call 5411; seal all cracks around your door, using sheets, blankets, or clothing. Open your window for ventilation, and hang a sheet (or some other object for identification) out of the window to let officials know you are trapped in your room.

Know an alternate exit route, and location of nearest fire alarm and extinguisher. Residents must evacuate the building each time a fire alarm is initiated. Residents will remain in the designated area until the proper authority authorizes returning to the building.

## **EXTENSION CORDS AND ADAPTORS**

Fire Safety Regulations prohibit the use of extension cords, multi-plug adapters and ungrounded three-prong adaptors in the residence halls. UL listed Surge Protectors with built-in circuit breakers are to be used in place of traditional extension cords and adaptors. Surge protectors must not be overloaded, across a room threshold or under rugs. See your Residence Educator for additional information.

## **OPEN FLAMES**

Open flames of any kind are **not permitted** in the residence halls; this includes: **incense, candles, and oil burning lamps.**

## **SMOKING**

**Smoking is NOT ALLOWED** in the residence halls (including student rooms, bathrooms) or on the front steps of the residence hall. When smoking outside, please dispose of used smoking materials properly.

## **COOKING**

**Personal cooking is not permitted** in individual rooms, in any residence hall, at any time. Microwaves have been placed in designated areas of the residence hall for your convenience. Microwaves are available to residents and must be cleaned after each use. The misuse of the microwaves will be reason for removal for an extended period, which will be designated by the Residence Educator.

## **RESIDENCE HALL SAFETY**

Residence hall staff members will be available to open the doors due to One Card system failure. It is essential that you actively participate in making your Residence hall a safe and secure place for you and your fellow residents to live. The following are a few guidelines for safe residence hall living:

### **ONE CARD ACCESS CARD**

Residents and other authorized personnel will utilize their VSU Identification Card (herein referred to as the “One Card”) issued by the VSU One Card office, which is located in the UTS building to gain access to their assigned residence hall. The One Card is issued to each residence during his or her initial registration and it is valid for his or her entire stay at VSU. The One Card provides access for the cafeteria, some sporting events, bookstore, washer and dryer machines, vending machines, and the library, as well as to the front door entrance to the residence halls. All cards will be deactivated at the close of each semester to ensure the residents safety and security. Carry your One Card with you at all times. There is a fee for replacing a lost card.

- Residents may not lend their One Card to anyone; your card is for your use only. Failure to comply with this requirement will result in immediate and severe disciplinary action as it endangers the lives of all residents.
- Do not hold the front door open for other people. All **authorized** residents have an access card. Failure to comply with this requirement will result in immediate and severe disciplinary action as it endangers the lives of all residents.
- Do not prop front doors open. Failure to comply with this requirement will result in immediate and severe disciplinary action as it endangers the lives of all residents.

- **Do not prop exit doors open.** For safety and security reasons exterior, stairwell and fire doors should not be left propped or intentionally unsecured at any time.
- Keep your room door locked at all times.
- Immediately report a lost key or One Card.
- Do not allow your roommate to borrow your key or One Card.
- Report doors that do not close and/or lock, lights that do not work, or any other safety or security problem to residence hall staff.
- Report suspicious circumstances (people or events) to the Residence hall staff or University Police Department.

### **THEFT AND BREAK-INS**

Unauthorized possession of property belonging to the University or other residents is considered theft, and Residents involved in such behavior will face disciplinary action. We require that any thefts or break-ins be reported to the Residence Educator and The Department of Police and Public Safety.

### **THEFT PREVENTION**

Theft can be a problem in any residence hall. Most theft results from resident's carelessness. By observing the following precautions, you can help protect your personal property:

1. Lock your room when out—even for just a few minutes.
2. Keep your door locked when sleeping.
3. Never lend your room key or One Card to anyone.
4. Keep your valuables in a secure place. Do not leave valuables in the open and unattended.
5. Report suspicious persons to your residence hall staff or the Department of Police and Public Safety (524-5411).
6. Do not prop open locked exit doors. Be certain they are closed and locked behind you. Do not allow anyone other than your guest for which you are responsible to enter the building behind you.
7. Do not leave basement or first floor windows unlocked.
8. Report lost keys and One Card to the residence hall staff immediately.

### **MEDICAL EMERGENCIES**

If there is a medical emergency, immediately call campus police at 524-5411. Campus Police will then notify the proper authorities. Also, notify the residence hall staff.

## **CO-ED VISITATION**

There is NO CO-ED VISITATIONS FOR FRESHMEN. (i.e. People of the opposite Gender are not allowed in rooms where freshmen reside).

All Residents may receive guests of the opposite gender, in the lobby of their residence hall.

### **Lobby Visitation Hours will be:**

Monday - Friday	5:00 p.m. - 11:00 p.m.
Saturday-Sunday	12:00 p.m. - 11:00 p.m.

All guests must report to the main office/front desk, and have you paged. Guests must surrender a valid picture ID (Student ID, drivers license, military ID, etc.). **No one will be allowed to visit without a valid form of identification.**

Guests and residents must sign the Co-Ed Lobby/Visitation Log when the guest arrives. Indicate the date and time of arrival and departure. ID will be held at the front desk and returned at the end of the visit. Guests must return to the front desk fifteen minutes before visitation hour's ends. The guest will receive a visitation pass, which they must have on their person at all times. The resident will escort the guest to the room. **Guests are not allowed to roam the hallways.**

Guests may not visit any other resident other than the resident who signed them in. Only one guest per resident permitted. All rules and regulations of the University and the residence halls must be followed, (i.e., no alcohol, profanity, etc.). All residents will be responsible for the conduct of their guests. Violation of these rules may result in the termination of residents' co-ed visitation privileges, or dismissal from the residence hall.

### **Room Visitation hours will be:**

Friday	6:00 p.m. - 2:00 a.m.
Saturday	6:00 p.m. - 2:00 a.m.
Sunday	6:00 p.m. - 11:00 p.m.

## **TERMINATION OF PRIVILEGES**

The Residence Educator has the authority to terminate co-ed or lobby visitation privileges and/or post changes to the policy for a specific residence hall.

Co-ed visitation hours can be adjusted during midterms and final examination periods. These hours will be posted.

**Circumstances which may cause termination of the co-ed visitation privilege may include, but are not limited to:**

1. Residents or Guests behaving in a manner contrary to University standards of behavior.
2. The level of noise in the room that exceeds the standard code.

3. Failure to follow directives of University Officials (including residence hall staff); Staying beyond hours of visitation and other regulations governing student conduct at this University; failure to have proper staff supervision.
4. Failure to return visitors passes.
5. If a Residence Life staff member has to come to a resident's room and asks the guest to leave, the resident's visitation privileges *WILL* be revoked for the duration of the semester.
6. Any violation of co-ed visitation will result in immediate revocation of visitation privileges and possible dismissal from the Residence halls.
7. The Department of Residence Life reserves the right to have residents and their guests immediately removed from Residence halls when found to be in Violation of the Co-Ed Visitation Policy or to make adjustments to the policy as needed.

## **OVERNIGHT GUESTS**

Overnight guests of the same gender (refers to non-residents) are allowed to stay overnight with prior consent of the resident's roommate, notification of the Residence Educator, and upon completion of the Virginia State University Residence Life Department Overnight Guest Visitation Form.

The visitation form can be picked up from your Residence Educator. All guests must present a picture ID to the Residence Educator before signing in as an official guest. Guests are allowed to stay no longer than three (3) consecutive days. **(One guest per visit)**. Even with roommate consent, residents may not host overnight guests for more than 2 nights in a 7 day period without special approval from the Residence Educator. On-campus residents are not permitted to stay overnight in other residents' rooms. Violators should be reported to the staff.

Failure to monitor guest's behavior and assuring adherence to rules *WILL* result in disciplinary action. Residents will be held financially responsible for damages caused by their guest(s).

## **SEXUAL HARASSMENT**

Sexual Harassment is defined in the VSU Sexual Harassment policy as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, or action taken in retaliation for reporting such behavior. Virginia State University will not tolerate any conduct by any member of the University community that constitutes sexual harassment. All complaints need to be filed within 30 days from the date of the occurrence of the alleged harassment.

### **INVESTIGATIONS WILL BE CONDUCTED IN A CONFIDENTIAL MANNER.**

The full Sexual Harassment Policy is printed in the VSU Student Handbook.

## SEXUAL ASSAULT

Sexual Assault includes rape, forcible sodomy, or sexual penetration with an inanimate object, touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. To be defined as assault, these must be committed without consent or by force, threat, or intimidation, or through the victim's mental or physical helplessness.

### **All residents should be aware that:**

Forced intercourse or other unwanted sexual contact is rape or sexual assault whether the assailant is a stranger or an acquaintance of the complainant. Intoxication of the victim does not diminish the assailant's responsibility for sexual assault. **Before you do anything, CALL 5411 or 911 if off campus!** There is on campus help available from The Office of Substance Abuse and Sexual Assault Prevention, 4<sup>th</sup> floor Memorial Hall, call 524-5939 for more information.

## COMMON AREAS

Each Residence hall has common areas for use by all residents. These areas include the lobbies, hallways, recreation rooms, bathrooms, study rooms, and laundry rooms. It is your responsibility to see that these areas are kept in good condition, and that furnishing are not damaged or moved. **The entire hall can be charged for damages, trash, or missing furniture in common areas.** The Residence Educator has the discretion to impose charges on the entire wing, floor or hall as deemed appropriate.

### **MAIN LOBBY**

- Radios are not allowed in the lobby.
- Please use the recreation room or other designated areas for recreational activities.
- Appropriate attire (clothes) must be worn in the lobby.
- Personal grooming is prohibited in the lobby.
- The Residence Educator will determine when the Lobby is closed.
- No hair styling permitted in the lobby.
- All are furnished with chairs, couches, and tables. This furniture is not to be removed from the lobby area. Residents who take any lobby or recreation room furniture for use in their rooms will be billed to replace the furniture and will be subject to disciplinary action.

### **COMPUTER LABS**

Computer Labs are available in all of the Residence halls. There will be no eating and drinking in the computer labs. Residents are not allowed to perform any repairs on the computers. There should be absolutely no "TAMPERING" with any computer equipment including printers. Repair/request must be reported to the RE. Any damages caused by tampering will result in full charge for repairs or replacement.

## **LAUNDRY ROOM**

Coin-operated or magnetic card laundry machines and dryers are located in the basement. A fee is involved. Please report broken machines to the Residence Educator. Request for reimbursement should be directed to Residence Life, Room 307 in Memorial Hall. Please do not leave clothes unattended.

## **SERVICES**

### **COUNSELING SERVICES**

The University Counseling Center has established a phone line that residents may access 24-hours a day to request Counseling Services. The phone number is **524-5001**. Staff is available to schedule an appointment and to coordinate services with a mental health provider.

### **HOUSEKEEPING**

Although **Housekeepers** are here to provide you with a valuable service, **they are not your personal maids**. Please respect them and do your part to keep your hall clean. You are responsible for cleaning your room and taking your personal trash from your room to the dumpsters provided outside. Do not leave personal trash in common areas. You will be fined. Housekeepers do not provide residents with cleaning supplies. You are responsible for your own cleaning supplies.

### **MAINTENANCE**

Maintenance requests should be made to the Residence Educator and/or residence hall staff. Please report all maintenance problems immediately and provide your Residence Educator with details. Maintenance problems resulting from abuse or negligence will be repaired at your expense.

### **MAIL**

All mail services are provided by the University's Post Office located on-campus. UPS deliveries are dropped off in your hall, and can be picked up at your front desk. Your mailing address is the P.O. Box assigned to you by the post office, Virginia State University, Petersburg, VA 23806. Upon departure from the university, please return your mailbox key to the campus post office.

### **TELEPHONE**

Telephone jacks and free local telephone services are provided for each room. University Telecommunications Office has long distance services available for the residents. Pay telephones are available. **You are not permitted to accept collect calls of any kind, or to ask the operator to bill any other university number. You will be held financially responsible for any calls that are accepted by your telephone number.**

### **KEYS**

You are given one room door key. If you lose your key, you must contact your Residence Educator immediately. New keys and lock replacement will cost \$50.00. This will be assessed to your student account.

## **INTERNET SERVICE**

Internet service is provided to residents free of charge. Contact the Office of Information Technology at X-5210 for more information.

## **ELEVATORS**

Elevators are provided for residents' convenience in Branch Hall, Whiting Hall, Howard Hall, Puryear Hall, and Langston Hall. These elevators are essential to the operation of these halls. Any misuse or defacement of the elevators is strictly prohibited, and disciplinary actions will be taken against anyone for misusing an elevator.

## **VENDING MACHINES**

Vending machines are provided in the lobby and recreation room areas of residence halls. You can use your One Card to make purchase. If a machine malfunctions, report it at once to the staff. Vandalizing vending machines is strictly prohibited, and disciplinary actions will be taken against anyone for misusing a vending machine.

## **DAMAGES AND CHARGES**

Damages are defined as conditions occurring in the Residence hall other than normal wear. Damage charges are equal responsibility of residents assigned to that room. Damages to common areas are the responsibilities of all residents and charges will be equally assessed to each student's account.

<b>CHARGE CHART</b>	
<b>Description of Charges</b>	<b>Amount*</b>
1. a. Unauthorized move / b. Unauthorized Live-in	a.50.00/b. 1590 or 1664
2. Room not clean	25.00@closing \$100.00
3. Replacement of lost or unreturned key	50.00
4. Lock-out Service (room or building)(after 3 <sup>rd</sup> request)	15.00
5. Refuse Removal	15.00 per bag
6. Window screens: a. Repair / b. Replacement	Repair\$75/Replace \$150
7. Damage/Replacement of furniture: _____	Repair Cost
8. Repainting Room	\$300.00
9. Remounting of smoke detector	\$25.00
10. Replacement of smoke detector	\$45.00
11. Repair or Replacement ceiling tile (per piece & labor)	Repair Cost
12. Door Replacement (material, labor + 25%)	Repair cost
13. a. False Fire Alarm / b. Unauthorized Use of Fire Door	a. \$25.00 / b. \$ 50.00
14. Damage to Fire Alarm System (material, labor + 5%)	Repair Cost
15. Removal of furniture	\$25.00
16. Damage due to vandalism or negligence (material, labor+25%)	Repair cost

*Note: Amounts are subject to change based on increase in labor or repair cost. This list is **not** inclusive of all possible charges one may incur while matriculating at the University.*

## THE ADJUDICATION PROCESS

In your residence hall community, the action of each individual will have an impact on all of the members. As a community member, you have an obligation to help support policies that assure a safe and nurturing environment. Residents are expected to abide by the rules of the University and to know and obey the laws of the Commonwealth of Virginia, and the United States of America.

Residence Life staff members are required to document any event that occurs in the residence halls. Staff will utilize designated forms and/or procedures to document events. If an infraction occurs in the Residence Halls, this information will serve as official documentation for disciplinary proceedings.

Infractions that occur in the Residence Halls, which violate the rules, set forth in the *Residence Hall and Food Service Agreement* and the *Student Handbook* will result in disciplinary action that may have an affect on the residential and/or academic status of the student.

## SECTION A: VIOLATIONS

The sanction for violation of rules from “Section A” can **ultimately lead to Administrative Housing Termination.**

1. Setting or fueling a fire of any size.
2. Reporting a false fire or other emergency, including pulling a fire alarm when no safety emergency is evident--misusing or damaging fire safety equipment.
3. Using or manufacturing of fireworks, explosives, or any other substance designed to injure others or damage property.
4. Possessing/using weapons of any kind. These include but are not limited to, pistols, rifles, BB guns, paint pellet guns, clubs, nunchakus, razors, switchblades, box cutters, fireworks and dangerous chemicals.
5. Destroying, damaging, or defacing University, or private property.
6. Participating in throwing, dropping, or causing to fall from a residence hall any object, which could cause physical harm to include water balloons. Pranks of any kind are not allowed in the Residence halls.
7. Using profane, lewd, vulgar, or abusive language toward any staff member (RA, GA, OA, RE, Night Manager, Housekeeper or other university official).
8. Causing physical harm, or immediate expectation of physical harm, to any person

- including assault/battery, bullying, intentionally or recklessly provoking and/or engaging in physical fights.
9. Harassing any person in such a way as to interfere with that person's academic pursuits, sleep, and/or other personal pursuits. This includes malicious pranks, text messaging, e-mailing and issuing threats.
  10. Possessing, displaying, using, selling, distributing, or providing alcohol, inhalants, marijuana, (hashish, hash oil) using cocaine, stimulants, depressants, hallucinogens, narcotics, HGB, designer drugs or any other controlled substance or illegal drugs.
  11. Distributing, selling, or providing alcoholic beverages to a minor.
  12. Knowingly possessing stolen property or stealing services.
  13. Renting/subleasing of residence hall space.
  14. Breaking into any locked/secured residence hall space, including (but not limited to): housekeeping and maintenance storage areas, closets, roof, attic, another resident's room, computer lab, computer equipment or Residence hall building.
  15. Providing false information to Residence Life or any agent of the University. Including forgery or unauthorized alteration of Department or University documents, lying in any judicial proceeding; lying to a Residence Life or University staff member to substantially interfere with the performance of his or her duties.
  16. Interfering with Residence Life or any University officials in the performance of their duties. This includes failure to comply with staff directives or preventing staff from conducting their normal duties in handling administrative disciplinary matters.
  17. Participating in the provision, distribution, sale or manufacturing of any form of false identification.
  18. Violating the conditions of Administrative Housing Probation, including failure to complete a service project or other condition(s) specified in a written agreement with an agent of The Department of Residence Life; committing a rule violation while on Housing Probation.
  19. Defacing or lending the One Card to anyone.
  20. Participating in co-ed visitation other than during designated hours or having sexual intercourse in the residence hall.

21. Knowingly allowing guests to violate any “Section A” level Rule.

## **SECTION B - VIOLATIONS**

Violations of rules from Section B will normally result in a sanction of **Housing Probation, written warning, and/or service agreement project for first-time violations and/or fines (charged to residents’ accounts)**. Serious or repeat violations committed while the resident is on Housing Probation may result in a sanction of **Administrative Housing Termination**. Restitution and/or other administrative actions may be imposed as deemed appropriate by Residence Life. When significant mitigating or aggravating circumstances exist, they will be considered and may affect the sanction imposed.

1. Displaying alcoholic beverages or bottles in public areas.
2. Intoxicated residents in or around the residence halls are strictly prohibited and are subject to disciplinary action.
3. Destroying, damaging, or defacing University or private property. This includes improperly disposing of trash in or around the Residence halls.
4. Confronting physically, verbally and/or harassing another student.
5. Using or possessing drug or alcohol paraphernalia.
6. Removing or possessing furnishings from the public or semi-public areas of any residence hall, to include sofas, chairs, tables, lamps, recreation room or beauty room furniture or furniture secure.
7. Loaning of Residence hall space, which includes allowing guests to stay in your room, without approval from The Department of Residence Life.
8. Failing to monitor ones guest’s behavior and assuring adherence to rules.
9. Failing to comply with published visitation policies and rules.
10. Entering any unlocked, closed, or restricted Residence hall space including: Housekeeper’s closet, roof, elevator shaft, other resident’s room, personal or University computers, computer labs or any Residence halls closed for break periods.
11. Providing false information to, or non-compliance with, Residence Life staff or University officials in the performance of their duties.

12. Disrupting behaviors that interfere with another person or a group's rights of academic and personal pursuits or their ability to sleep or study, including; stereo at high volume, excessive yelling or other types of noise, violations of established floor/hall quiet hours and large gatherings/parties.
13. Violating Residence Life and Safety and Security policies and procedures published in this guide, the Residence Life and Food Service Agreement, and/or posted in each residence hall community.
14. Misusing or possessing a room or building entry keys. This includes duplicating, lending/borrowing, or repeated loss.
15. Violating a written agreement with one's roommate, developed under the supervision of a Residence Life staff member. A resident's right to privacy and sense of security in his/her room supersedes a roommates' privilege to have guests.
16. Misusing the One Card, this includes possessing and/or presentation of false identification.
17. Tampering with and/or misuse of University-owned washers, dryers, televisions, microwaves, computers, telephones, snack/soda machines or telecommunications system or any equipment.
18. Selling/soliciting activity: use of Residence hall space to conduct a private business enterprise, whether legal or illegal.
19. Possessing highly flammable materials including gasoline, gas tank, (whether containing fuel or empty), gas-powered vehicles, kerosene, and fireworks.
20. Cooking (except in designated areas) and use or possession of an open-flame or open element appliance, including toaster ovens, skillets, hot plates, and microwaves ovens.
21. Smoking is prohibited in all University facilities, including inside the residence halls and near building entryways.
22. Modifying/furnishing of Residence hall space. This includes: installation of any air conditioners or loft, painting, installation of personal lock, chain, or alarm system; use of materials which damage the surfaces of the room or prevent equipment from working properly; and use of refrigerators or other appliance greater than 0.5 amperes.
23. Using any sports/recreational, equipment except in designated areas. Prohibited equipment use includes: football, basketball, lacrosse, field hockey, baseball, Nerfball, and Frisbees.

24. Harboring a pet or stray animal (cats, kittens, dogs, snakes, gerbils etc.).
25. Causing obstruction or impediments to hall entrance on disabled access ramps.  
This includes locking bicycles to ramp hardware.
26. Possessing water guns buckets of water or fighting with water balloons or throwing water at unsuspected individuals.

### **Grievance Policy**

If for any reason a resident believes that he or she has failed to receive an appropriate response from any member of the Department of Residence Life or if he or she has failed to receive appropriate service or treatment, a grievance may be filed. By filing a grievance, the situation will be reviewed and responded to by the appropriate Departmental and University personnel. To file a grievance, the resident should submit a written letter, which clearly outlines the nature of the grievance and submit the letter to the Director of Residence Life, P.O. Box 9073, Virginia State University, Petersburg, VA. 23896. Once the Director receives the letter, the individual filing the grievance will be contacted in writing or via telephone or campus e-mail for appropriate follow-up.

### **Please Note:**

When pre-hosing is announced in the Spring, all returning students must make a \$150 room reservation deposit to reserve a room for the upcoming Fall Semester. Room assignments for returning students will be made during the designated housing period using the housing lottery procedures.

## **HOUSING CONTRACT**

### **VIRGINIA STATE UNIVERSITY RESIDENCE HALL HOUSING AND FOOD SERVICE AGREEMENT**

(Review the VSU Student Guide for Tuition Fees and other Financial Information for additional information)

(Visit our Residence Life Website, [reslife@vsu.edu](mailto:reslife@vsu.edu), for additional information)

### ***READ CAREFULLY THE BINDING TERMS AND CONDITIONS OF THIS AGREEMENT***

Students who have not cancelled this agreement in writing prior to July 13, 2007 (for Fall Semester 2007) or prior to January 11, 2008 (for Spring Semester 2007) will be bound by this agreement and will forfeit their housing deposit (\$150) regardless of the date this agreement was signed and residence fees were paid.

**Student Who Register For Housing after July 13<sup>th</sup> Are Not Eligible to Receive a Refund of the Housing Deposit without First Fulfilling the Contract Agreement**

Please note that the Agreement is for the full academic year **Fall 2007- Spring 2008** and **all required fees are due by June 1, 2007, for the fall semester, and December 1, 2007, for the spring semester.** The University reserves the right to terminate any contract and/or reassign any resident when, in its judgment, such steps are necessary and in the best interests of the housing program and the University. FIRST YEAR UNDERGRADUATE RESIDENTS ARE REQUIRED TO LIVE ON CAMPUS, UNLESS THEIR PERMANENT HOME OF RESIDENCY IS WITHIN A 25 MILE RADIUS OF VSU, THE STUDENT IS 21 YEARS OF AGE OR OLDER, MARRIED OR PREVIOUSLY MARRIED, OR HAS COMPLETED A TOUR OF MILITARY SERVICE.

## TERMS AND CONDITIONS

### **1. PERIOD OF AGREEMENT:**

This agreement is for the **Fall and Spring semesters of the academic year.** The student signing this contract will live in University housing and take meals in the dining hall for the entire period of the Agreement. The Agreement period begins the first scheduled date of the arrival of residence hall residents for the Fall semester and ends on the last day of final examinations for the Spring semester. A student who enrolls late and applies for residence hall accommodations will be bound by this Agreement for the balance of the period.

### **2. PAYMENT OF ACCOUNT:**

The resident agrees to retain accommodations for the entire period and to reimburse the University at the established rate for both room and board. Room and board are payable by the semester. All payments must be made prior to, or not later than, the time of registration. Failure to comply will result in the loss of the student's room assignment and forfeiture of the housing deposit.

### **3. ADVANCE FEES:**

**New and transfer residents must pay a fee of \$475.00 (Housing Deposit - \$150.00/Advance Room and Board Fee - \$150.00/Advance Tuition Fee - \$100.00/Orientation Fee - \$75.00) for Fall Semester before receiving a room assignment. New and transfer residents arriving for the Spring Semester must pay a fee of \$325.00 (Housing Deposit - \$150; Advance Tuition Fee - \$100.00; and Orientation Fee - \$75.00) before receiving a room assignment. When Pre-housing is announced in the Spring, all returning residents must make a \$150.00 advance fee payment to reserve a room for the Fall Semester. The check or money order for the fees should have the words "Housing Deposit/Advance Room and Board Fee/Advance Tuition/Orientation Fee" clearly noted on the memo line and should include the student's name and social security number. Payments should be mailed to the address listed on back of this agreement. The housing deposit is a one-time payment for as long as the student remains in the University housing system. The housing deposit will be refunded with the following exceptions: (1) charges assessed that consume the deposit (2) the deposit is forfeited for any reason.**

#### **4. ROOM ASSIGNMENT:**

**Freshmen/Transfer residents must claim their room assignment by August 14, 2006 and Upperclassmen by August 17, 2006 to avoid losing their Fall Semester room assignment. Freshmen/Transfer residents must claim their room assignment by the first day of classes for the Spring Semester to avoid losing their room assignment.**

The University reserves the right to make administrative room changes. Room assignments are made only after the receipt of a signed Agreement and all fees have been paid for the upcoming term. Single rooms will be assigned upon request and based on availability. Residence halls will be closed during breaks, Thanksgiving & Christmas holidays. **There will be NO room changes until after registration ends for each semester. If a student moves without authorization, they could lose their room assignment and will be charged \$50 for an unauthorized move.** If a freshman student has not attained 30 semester hours by the end of their freshman year, they may be subject to freshmen residence hall requirements the following semester.

**IF THERE IS A CONFLICT BETWEEN RESIDENTS THAT CANNOT BE RESOLVED PEACEFULLY, THE DIRECTOR RESERVES THE RIGHT TO MOVE ALL PARTIES INVOLVED.**

#### **5. FOOD SERVICE:**

**a. All** residents living in University Housing must participate in the meal plan and will be automatically charged the selected meal plan rates. There will be no refunds for missed meals. Residents with special dietary needs must contact the office of Student Health Services.

**b. The** meal plan begins with the first day of arrival of residence hall residents in the Fall and extends through the last day of Spring semester final examinations. Three meals per day are provided Monday through Friday. On Saturdays, Sundays and University holidays, a brunch and dinner meal are served. The dining hall will be closed between semesters and during the scheduled holidays and Spring recesses when the residence halls are closed.

**c.** Residence hall residents are responsible for having their identification card validated for use in the dining hall at the designated time and location. Failure to do so does not relieve a student from paying meal charges.

#### **6. FACILITY:**

Under the terms of this contract, Virginia State University agrees to provide semi-private, furnished living spaces with telephone/internet connections in the residence halls and to provide facility maintenance as required. The University Post Office will provide postal boxes for each residence hall student. Each hall is equipped with computer labs. There will be absolutely no TAMPERING with any computer equipment. All requests for room repairs must be reported to the Residence Educator immediately. Any damages caused by tampering with State property will result in full charge for repairs or replacement.

#### **7. LIABILITY:**

**a.** Although the University will use reasonable efforts to protect residents' property, **the student agrees to accept full responsibility for loss or damage to personal property. (IT IS RECOMMENDED THAT HOUSEHOLD CONTENT (RENTERS')**

**INSURANCE BE INITIATED TO COVER PERSONAL BELONGINGS BEFORE THE RESIDENT'S ARRIVAL AT THE UNIVERSITY.)**

**b.** The student agrees to cooperate with his/her roommate in the common protection of their property. Room doors are to be locked when the room is unoccupied.

**c.** The student agrees that any personal effects, valuables or other property of the student left in the residence halls after expiration of the Agreement period and not claimed within 10 days after the end of such period may be considered abandoned and will be retained by the University as its property.

**8. GENERAL CONDITIONS:**

**a.** Acceptance of this Agreement is not a commitment of admission to the University.

**b.** Residents must be officially registered with the University as a student in order to be permitted to live in the residence halls. **(If you are not validated by the first day of classes, you must vacate the residence halls in accordance with University policy.)**

**c.** Residents are not permitted to use their rooms or facilities of the buildings for any commercial purposes whatsoever. There will be no unauthorized persons living in your room at anytime. If you violate this condition, you will be charged an additional room fee.

**d.** The University strictly enforces Safety and Fire regulations. Persons who are identified removing and/or destroying safety equipment will be subject to disciplinary action in addition to restitution for damages.

The use or possession of illegal drugs, alcoholic beverages, and firearms will be grounds for the cancellation of this agreement and eviction from the residence halls.

**e.** The housing of any pet/animal is not permitted with the exception of service animals.

**f.** Personal electrical equipment allowed in the residence halls is limited to clocks, small refrigerators, small radios and stereos, fans, shavers and small hair dryers. **NO MICROWAVES and ELECTRICAL APPLIANCES ARE PERMITTED.** If these items are found in your room, they will be confiscated and become the property of the University. **SURGE PROTECTORS ARE THE ONLY ELECTRICAL CORDS THAT ARE AUTHORIZED.**

**g.** Weight lifting equipment is not permitted in residence hall rooms.

**h.** Routine inspections/room checks will be conducted periodically to ensure compliance with University policy in areas of maintenance, fire prevention, personal safety, and sanitation. Residents who fail to clean their rooms will be fined and/or subject to removal from the residence halls.

**i.** Residents who fail to properly turn in their key at the end of the Agreement and/or before any departure will be charged the cost of changing the lock.

**j.** Any residence hall occupant who is not authorized by the University to participate in co-ed visitation and does so will be subject to immediate eviction from the residence hall.

**DAMAGES:**

Common area repair cost because of willful abuse, vandalism and otherwise disorderly conduct will be prorated among residents, and each account will be billed accordingly. In the event of major damages to furniture or fixtures within a specific residence hall or to the physical facility, damage(s) will be evaluated and each resident will be assessed an equal amount based on the cost incurred to restore damaged furniture, fixture or physical facility to its original condition.

**SAFETY:**

**a.** To protect the health, safety, and welfare of the University and its community, the University reserves the right for authorized representatives to enter residence hall rooms at any time for the purpose of inspection, repair, and/or maintenance, and the establishment of order. In the event University officials have reasonable/probable cause that a student has used his or her residence hall to violate Federal, State, local law, or University regulations, officials may search the room in its entirety to include dressers, closets, desks and other furnishings and personal belongings.

**b.** The side and rear doors of residence halls are not to be used except in emergencies, e.g., fire, fire drills, emergency evacuations, and other times specifically designated by the Residence Educator. Failure to comply with Fire & Safety policies will result in fines and/or removal from the residence hall.

**CANCELLATION AND REFUNDS:**

This contract is binding; therefore, residents who have not cancelled this agreement in writing prior to **July 13, 2007, for Fall Semester 2007, and prior to January 11, 2008 for Spring Semester 2008 will be bound by this agreement and will forfeit their housing deposit regardless of the date this agreement was signed and residence fees were paid.**

**A. RESIDENTS WHO WITHDRAW FROM THE UNIVERSITY:**

1. Residents who officially withdraw from the University (during any session) **within the first five calendar days of the beginning of classes will be charged a prorated room and board fee for the number of days in the residence hall.**
2. Residents who officially withdraw from the University (during any session) **after the fifth calendar day from the start of classes will be charged the entire room rate for the semester. Board charges will be prorated for the number of days in the residence halls.**

**B. RESIDENTS WHO WISH TO BE RELEASED FROM THE HOUSING & FOOD SERVICE AGREEMENT:**

**Residents wishing to cancel this contract after registration must have the cancellation request approved by the Director of Residence Life. A student will not be released from his/her agreement except for justifiable (financial) reasons and/or extenuating circumstances fully explained in the request.** Residents who have been approved for release from this contract must vacate the residence hall as specified by the Director.

1. Validated residents who leave the residence hall **within the first five calendar days from the start of classes** will be charged a prorated fee for room & board for the number of days in University housing.
2. Validated residents who leave the residence hall **after the fifth calendar day from the start of classes** will be charged the entire room rate for the semester. Board charges will be prorated for the number of days in University housing.
3. Residents who fail to validate, must leave the residence hall and will be charged a prorated fee for room and board, if released from this contract.

**Account charges will not be prorated or removed until all personal belongings are removed from the residence hall and a key has been turned in.**

**CANCELLATION REQUESTS MUST BE SUBMITTED IN WRITING**, and can be mailed to: Virginia State University, Department of Residence Life, P.O. Box 9073, Petersburg, VA 23806, emailed to: [reslife@vsu.edu](mailto:reslife@vsu.edu) or faxed to: (804) 524-5663 Attn: Director of Residence Life. If you desire to mail your cancellation request, **the request must be postmarked by July 13, 2007, for Fall Semester 2007 and prior to January 11, 2008 for Spring 2007.**

Residents who are required by the University to depart the residence hall for reasons of misconduct will not receive a refund for unused room charges, their housing deposit will be forfeited, and the board plan (meals) will be prorated.

c. The University reserves the right to apply all or a portion of a student's housing deposit toward payment of any room and board charges or other University charges at the time of departure from the residence hall.

d. If a disaster, fire, act of God, or other contingency occurs beyond the control of the University that will prevent performance by the University, refunds will be made for unused balances of room and board payments made by the student.

e. Housing Deposit: The student is responsible for applying for the Housing Deposit refund through the Department of Residence Life.

f. **RESIDENTS MUST COMPLETE AN ENTRANCE/ EXIT FORM PRIOR TO DEPARTING THE RESIDENCE HALL.** Processing time of 60-90 days should be expected before receiving the housing deposit refund.

g. **Residents vacating the residence halls during a semester and planning to return the next semester must notify the Department of Residence Life.**

**12. TERMINATION OF AGREEMENT:** The University may terminate this Agreement and take possession of the room at any time for violation of the provisions herein, for violation of any University regulation, for health or administrative reasons, or for any other reasons found sufficient by the University.

**PLEASE DIRECT ALL QUESTIONS TO:** Department of Residence Life: 1- 877-291-9596 / (804) 524-5862 E-mail address: [reslife@vsu.edu](mailto:reslife@vsu.edu). Return the Agreement with the appropriate fees to: **VIRGINIA STATE UNIVERSITY, CASHIERS OFFICE, P. O. BOX 9125, and PETERSBURG, VA 23806.** Retain a copy for your records. You will receive your room assignment via mail.

**IF YOU HAVE A DISABILITY THAT REQUIRES SPECIAL HOUSING, PLEASE SPECIFY THE DISABILITY & NEED. PLEASE CONTACT THE**

**OFFICE OF RESIDENCE LIFE AND HOUSING (1-877-291-9596) AND THE RESIDENTS WITH DISABILITIES PROGRAM (804-524-5061) NOT LATER THAN JUNE 1<sup>ST</sup> FOR THE FALL SEMESTER AND DECEMBER 1<sup>ST</sup> FOR THE SPRING SEMESTER TO DISCUSS ACCOMMODATION REQUIREMENTS.**

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**DO YOU AUTHORIZE YOUR ASSIGNED ROOMMATE TO RECEIVE YOUR ADDRESS & TELEPHONE NUMBER? YES  NO**

**I have read and agree to this Residence hall and Food Service Agreement and to the foregoing Terms and Conditions, AND I AGREE to abide by University, Residence hall, and Dining Hall regulations.**

<b>IMPORTANT NUMBERS</b>		
<b><i>In Case of an Emergency Call Campus Police</i></b>		X-5411
Campus Police – Non Emergency		X-5360
<b><i>Department of Residence Life</i></b>		X-5011
<b>Residence Halls</b>	<b>RE Office</b>	<b>Front Desk*</b>
Barrett-Jackson Hall	X-5685	X-5017
Branch Hall	X-5202	X-5201
Byrd Hall	X-6808	X-5292
Eggleston Hall	4-7088	X-5283
Howard Hall	X-5860	X-5533
Langston	X-6700	X-6720
Nicholas Hall	X-5683	X-5759
Seward Hall	X-5135	X-5768
Taylor-Williams	X-5893	X-5203
Gateway 500	TBA	TBA
Puryear Hall	X-5532	X-6711
Whiting Hall	X-5623	X-5014
Williams Hall	X-6790	X-6791
Admissions		X-5902
Bookstore		X-5691
Career Planning and Placement		X-5211
Cashier		X-5150
Financial Aid		X-5990
Jones Dining Hall Menu Line		X-5139
Library and Media Services		X-5040
Office of Information Technology (OIT)		X-5210
Registrar Office		X-5275
Campus Ministry		X-5214
Student Accounts		X-5506
Student Activities		X-5701
Student Government Association		X-5320
Student Health Services		X-5711
Residents with Disabilities Program		X-5061
Substance Abuse and Sexual Assault Prevention		X-5939
College Counseling Center		X-5939
Virginia State University Switchboard		X-5000

**\*Please use front desk numbers after normal business hours.**