

AdventHealth University

# Housing Handbook

Student Residents



2021-2022



**AdventHealth**  
UNIVERSITY





**3310 North Cornell Avenue, Apt # 1  
Orlando, Florida 32804  
407.896.5869 • [ahu.edu](http://ahu.edu)**

The *AdventHealth University Housing Handbook for Student Residents* provides useful information for students living in University housing. Every effort has been made to ensure the accuracy of the information presented in this *Handbook*. The 2020 – 2021 Academic Bulletin and the 2020 – 2021 Student Handbook provide the foundation for information contained in this *Handbook* and should be referred to for additional information regarding policies and procedures. The provisions of this *Handbook* are not to be regarded as an irrevocable contract between the student and AdventHealth University (AHU). The University reserves the right to change any provision or requirement at any time. University administration reserves the right to institute and give public notice of such changes as it deems necessary during the period for which this *Handbook* is in effect.



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# Dean's Welcome

Dear Residents,

Welcome to AHU Student Housing! I am so glad that you have joined our University Housing Family. My goal is to provide a safe, comfortable and inviting environment where you will be able to flourish, be challenged, create wonderful memories and lifelong friendships. As an alumna of AHU and a former student resident within the University Housing Complex, I have a first hand knowledge of many



of the nuances associated with being a University student and a Housing student. And I believe that those experiences have aided me in building the type of environment that encourages growth along with change. I have an open-door policy, and my office will always be available for assistance and counsel. I look forward in collaborating with you to build a successful housing experience as you continue toward your educational goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Philogene'.

Cassandra E. Philogene, MPA, MNM, RT (R)  
Dean & Director of University Student Housing

# Housing Information

Student Housing placement is based on the following priorities: enrollment in a professional program, returning students, and students with completed Student Housing files. AdventHealth University's Student Housing Contracts are effective for one academic trimester.

Masks are to be worn in all common areas within the Housing complex, which consists of the Bay Run and La Salle campuses.

## Team Members

### Dean / Assistant Dean

A Dean may be reached by contacting the University Student Housing Office at 407.896.5869:

Monday – Friday: 9:00 a.m. – 5:00 p.m.

Weeknights/Weekends: Until 8:00 p.m. via cell phone

Please contact the University Student Housing Office to arrange appointments outside of normal business hours.

### Student Housing Office Manager

The Student Housing office manager is available in the Student Housing Office during the following times:

Monday-Friday: 7:00 a.m. – 3:30 p.m. at: 407.896.5869

### Student Housing Office Staff

An Office staff member is available in the Student Housing Office during the following times:

Monday - Thursday: 3:30 p.m. - 8:00 p.m.

Friday: 3:30 p.m. - 6:00 p.m.

Saturday - Sunday: 12:00 p.m. - 8:00 p.m.

Office staff can assist you with directory information, schedules, forms, security, and guest relations. Office staff will direct you

to the appropriate personnel if they are unable to provide assistance. The Office lobby is open and available 24/7 to the residents to check their mail.

## Resident Assistants

Resident Assistants (RAs) live within housing complex.

The Resident Assistant is the Dean's assistant, an advisor, friend, Clery Campus Security Authority, and sometimes a disciplinarian. Resident Assistants are directly responsible for the management of their assigned areas. Your RA will wear a mask or face covering during room check, while practicing social distancing as possible.

## Residence Hall Life

### Student Housing Mailing Address

Bay Run Student Housing  
Your Name  
3310 North Cornell Ave., Apt. #1  
Orlando, FL 32804

LaSalle Student Housing  
Your Name  
35 Roclair St.  
Orlando, FL 32804

### Apartments

The typical apartment is furnished and includes a living room, kitchen, one, two or three bedrooms, and a bath. No existing furniture may be removed from your apartment or bedroom. No personal furniture may be added without the Dean's approval.

**You will need to provide your own linens.**

Student bedrooms are double occupancy, approximately 12' x 16,' and furnished with the following basic furniture:

- Two twin-size beds
- One dresser
- Two desks
- Two chairs

## Apartment Decorations

Apartments should be decorated in harmony with Christian principles. Use only sticky tack to affix wall posters. Avoid the use tape, nails, tacks, decals, bumper stickers, or contact paper, etc., as these items cannot be removed without causing damage. No structural or electrical alterations (including installation of ceiling fans or painting of room or furnishings) are to be made. Window blinds are provided and are not to be removed. Please use tension rods for any additional window treatment. Pictures and decorations reflecting obscenities, pornography, or satanic influence are prohibited.

## Apartment Check-In

When you are assigned an apartment or move to a different apartment, complete a **Check-In Form** obtained at the Student Housing Office. It is important to list apartment damages on the **Check-in Form** before moving into an apartment. This form will be used for inspection when vacating the apartment.

***The Check-in Form must be returned to the Student Housing Office before moving any personal items into the apartment.***

## Apartment Check-Out

When all personal items have been removed from your assigned apartment, the following steps must be taken:

1. Complete the Apartment Check-out sheet cleaning list
2. Complete the Apartment Check-in/ Check-out Form
3. Complete the Change of Address Form
4. These forms must be completed and returned to the Student Housing Office with your apartment key, mailbox key, parking decal, and key fob (Bay Run Students).
5. Complete the Housing Exit Survey, which will be emailed to you upon the return of your Housing keys.

**The Dean or an Office Manager must check you out. You must notify the Housing Office at least 24 hours in advance of checking out to make a check-out appointment.**

Check-out hours are Monday - Friday from 9:00 a.m. to 3:00 p.m. The Housing Office does not conduct the moving process during the weekends.

Please note:

- Failure to check out properly will result in forfeiture of the security deposit.
- AdventHealth University has no summer storage space.
- Items left in an apartment upon check-out become the property of the University.

## A/C - Heaters

The filters on heating and air conditioning units will be cleaned once a month by the Maintenance Department. When leaving for breaks, the unit should be set on low heat or air. Fan should always be on auto. **It is important not to lower the air condition units past 68 degrees.** This is to prevent freezing of the unit.

## Energy Consumption

Please do your part to reduce energy costs. Make a conscious effort to turn off lights and other electrical equipment when not in use. Do not run A/C while windows are open.

## Housing Fees

Fees for Student Housing are listed in the Fee Schedule section of the current Academic Catalog. Students commit to residing in Student Housing for the entire trimester. **Residents who move out before the end of the trimester will forfeit their security deposit and will be responsible for the entire trimester's rent.** Students may vacate at the end of the trimester without penalty by filling out the Housing Intention Form and complying with all housing check-out procedures.

## Housing Deposit

A \$200.00 security deposit is required before housing requests are processed. This deposit must be paid to the Business

Office and will remain on file throughout your **Housing Contract** term. Deposits will not be refunded for room cancellations made **after 30 days prior to the move-in date published in the Student Handbook**.

**Your security deposit will be returned when:**

Check-out is complete, and confirmation is on file with the Business Office. Housing deposits are only refunded in cash when student has a zero balance on their account.

## Keys

Room keys and mailbox keys are issued upon check-in. Replacement keys are \$200.00 each. Replacement mailbox keys are \$25.00 each. Replacement key fobs are \$100.00 each.

## Laundry Facilities

Student Housing is equipped with three laundry facilities. Two are located at Bay Run and one at LaSalle. Students supply their own laundry detergent and supplies. The University does not assume responsibility for damaged or lost clothing during the use of laundry facilities.

## Mail / E-mail

Each apartment in Student Housing is assigned a mailbox. Mail is distributed throughout the week; and students are required to check their mailbox every 24 hours. Packages must be signed for by the addressee and may be picked up at the Student Housing Office.

Residents are required to maintain an active student e-mail account and provide the Housing Office with this information. Students are required to check their “**my.ahu.edu**” e-mail every 24 hours. Students are held accountable for any information sent to their University e-mail.

## Maintaining Your Apartment

To foster good relationships and mutual respect, roommates

should share the responsibilities of cleaning apartments. When it comes to protecting your space and cleaning for communicable diseases, we recommend using the CDC Guidelines for cleaning and disinfecting available on their website.

### **Extreme uncleanliness in your apartment:**

- **Will jeopardize your Housing Status**
- **May result in forfeiture of your security deposit**
- **And additional cleaning fees**

Each resident is held responsible by housing staff to keep apartments clean. The Housing Office does not carry cleaning supplies for residential apartments.

New students check into housing throughout the trimester, and they expect to move into a clean apartment at Bay Run or LaSalle. Therefore, apartments should always be clean and ready for a new roommate.

Suggested Cleaning Schedules are in every apartment. Resident Assistants will help facilitate cleaning schedules.

**If an apartment is not maintained according the cleaning schedule, and immediate cleaning is deemed necessary by the University Administration, a professional may be hired to clean the apartment and cleaning fees will be charged to the current residents.**

## **Moving Out of Student Housing**

If the student does not enroll for the following term or has not made prior arrangements with the Dean, they will be required to check out of Student Housing within three (3) days after their last exam, class, or graduation. **Failure to notify the housing office of your intent to vacate Student Housing at least thirty (30) days prior to the last day of the trimester will result in forfeiture of the security deposit.**

**Moving out after the deadline will result in the loss of the security deposit and a \$100 per day charge to the student's account.**

*Moving out of Student Housing only occurs during Monday – Friday during the hours of 9am – 3pm. Hours outside of the designated time must be approved by the Dean.*

## Notice to Vacate

Students living in University housing will forfeit their security deposit, if they do not notify the Student Housing Office of their intention to move out of University housing at least thirty (30) days prior to the last day of the trimester.

## Repairs & Work Orders

Online Work Orders are located on your **MY.AHU** under the Student Housing section. Requests will be processed daily with the Maintenance Department. If your request has not been completed within 48 hours, please notify the Desk Receptionist. For emergencies, please contact the Dean, your RA, or the Desk Receptionist at 407.896.5869.

## Room Changes

Residents may not move from one room to another or from one apartment to another without making arrangements with the Dean. When a change is desired, the following procedures must be followed:

- Talk to your roommate before requesting a change. This courtesy will help the process go smoothly.
- Talk with your Resident Assistant.
- Contact the Dean in person or via e-mail. If approval is received, follow established Check-in/Check-out procedures.

*The University reserves the right to change room or apartment assignments in the interest of health, discipline, or the general welfare of the residents and the University.*

## Room Damage

Residents should keep their apartments clean and in good condition always. Residents are responsible for the condition of their apartment. Students can report issues in their apartment



electronically via their MY page. If a student fails to report an issue with the apartment and the damage exceeds the 200.00 deposit fee, the student account will be billed for the damaged property. Charges incurred for damages will be billed appropriately.

***Damages are defined as repair or replacement of an item that is caused by activity or use beyond what is deemed normal wear and tear, even if the damage were accidental.***

## Visitors –

All visitors must wear masks while on campus. Housing administration has the right to refuse visitors on campus without explanation to hosts. As we continue to progress towards adapting to the challenges in which COVID-19 has presented the entire global community, AHU Housing will only allow 2 visitors per day, per resident. All non-housing visitors must be checked in with the Housing Office and provide government or AHU school ID at time of check-in. All visitors are limited to common areas, and are not to be found in the resident's bedroom. Visitors are not permitted to be on Housing campus without AHU Housing host present..

- Students within the Housing Complex, which consists of Bay Run and LaSalle, may visit one another by following the guidelines listed within the *Handbook*.
- Residents under 21 must be in their apartments by curfew. Resident Assistants are not responsible to search for residents who are not in their apartments by nightly check.
- Family members are limited at 2 persons at a time (this does not include during Move-in and Move-out times). Family members of opposite genders must follow the Opposite Gender Visitor guideline listed in the *Handbook*.

## Bay Run Visitors –

All residents under 21 years of age must be gone by curfew. Visiting hours for same gender visitors are from 9:00 a.m. - 8:00 p.m. (for opposite gender visitors, see *Opposite Gender*

section below).

## **Opposite Gender Visitors**

Individuals of the opposite gender may assist a resident with carrying heavy items in or out of the building by contacting the Housing Office.

Immediate family members of the opposite gender must obtain an opposite gender pass to visit a student's apartment. Requests to visit a room by opposite gender family members before 9:00 a.m. and after 8:00 p.m. will be denied. Visitors of the opposite gender may visit only under the following guidelines:

- A Visitor's Pass must be obtained from the Student Housing Office. This pass must be displayed on the front door of the apartment.
- Permission for your visitor must be granted by the Dean, on-duty Office Personnel, or an RA.
- Limit for visitors is two (2) hours per day for residents under 21. The two-hour limit is strictly enforced.
- Visitors are allowed in common areas only (not in bathroom or bedroom).
- The door to the apartment must remain unlock.
- No visiting before 9:00 a.m. nor after 8:00 p.m.
- Each resident living in the apartment must be notified before obtaining the Opposite Gender Pass.

***Failure to follow these guidelines will result in the loss of opposite gender privileges and may result in immediate dismissal from Student Housing.***

- Opposite Gender visitors are not allowed to visit in stairwells.

## LaSalle Visitors –

Visiting hours for guests are from 9:00 a.m. - 9:00 p.m.; and are allowed in common areas only (**not in bathroom or bedroom**).

**Failure to follow these guidelines may result in immediate dismissal from Student Housing.**

## Overnight Guests –

Overnight guests are currently not allowed in housing. Special circumstances may be requested to the Dean of Housing only.

***Failure to follow these guidelines may result in the loss of overnight guests' privileges and may result in immediate dismissal from Student Housing.***

## Trash

Place all trash in sealed bags in the outdoor dumpsters located near the parking areas. Trash from your apartment should be emptied daily. Please do not discard trash bags in any of the trash cans located in front of each apartment. It is a violation of the fire code to leave trash on the stairways. Violations of this policy will result in a \$100.00 fine.

# General Information

## Bulletin Boards

The Student Housing Office main bulletin board provides pertinent information about resident life. Each apartment complex has a designated bulletin board, managed by the RA. Personal items may not be placed on any bulletin board without authorization from the Dean.

## Churches / Worship Programs

Worship is an integral part of AdventHealth University's fabric. In addition to multiple worship experiences provided by Campus Ministries, AHU Housing also host several worship opportunities throughout the week, including electronic opportunities for evening devotionals.

There are several churches within walking distance of Student Housing (See Student Handbook for a comprehensive list).

## Counseling

A variety of free counseling services are offered to all students. Licensed Mental Health Counselors and Chaplaincy are available through the Office of Student Services. Students may make an appointment by calling 407.303.9383 for either a Counselor or a Chaplain.

Students employed by AdventHealth or AHU may also utilize services provided through the Hospital Employee Assistance Program. Appointments may be made by calling 407.303.3690.

## Discipline

The AdventHealth University Citizenship Committee administers student discipline. Discipline may include, but is not limited to, warnings, confiscation of items, fines, suspension, up to and including dismissal. If you are dismissed from housing due to disciplinary issues, you may not return to housing for any reason until you have re-applied and been accepted. Furthermore, students who are dismissed from housing will be given 24 hours in which to perform the check-out process.

## Dress and Deportment

In keeping with its mission to educate healthcare professionals in a Christian environment, AdventHealth University requests that students dress modestly and conduct themselves in a professional manner. Footwear must be worn always. Pajamas are not allowed in the classroom. The areas of your body naturally covered by a modest swimsuit are to be clothed always. Students enrolled in clinicals will be given guidelines from their departments for appropriate dress and deportment for the various clinical facilities. See *Student Handbook* or *Program Handbooks* for additional information.

## Food Service

Food service is not provided at AHU Housing. There are several grocery stores within walking distance from the Housing Complex. A Housing Shuttle service is available free of charge for residents to neighbor grocery stores, once a month. If students are needing additional help, the Student Food Pantry is located at the Housing Office. Fill out the Needs Assessment form on your **MY.AHU** to receive access..

## Illness / Communicable Diseases

Please refer to the Communicable Disease Policy written in the AdventHealth University *Student Handbook*.

It is the student's responsibility to notify instructors and/or employers if unable to attend classes or work.

If a student is showing signs of an illness, they are to contact their RA, Office or Dean as soon as possible. During the time of the illness, students are to go into self-isolation, and be cleared by Housing Staff prior to returning to common areas, i.e. laundry rooms, gym, office.

## Threat to Life

If threat-to-life behavior becomes apparent, the Dean will notify the Administrator on call. If necessary, a mental health professional, and or law enforcement will evaluate and decide on appropriate intervention, which may include hospitalization. Should this occur, re-admission to Student Housing will be permitted after the University receives documentation of completed treatment and the appropriate releases have been signed.

## Insubordination

Failure to follow verbal or written instructions or requests made by the Dean, a Resident Assistant, Office Staff, or Security Personnel will result in disciplinary action.

## Internet Access

Wi-Fi access is accessible in every apartment and is provided by the University.

## Lost and Found

Items found in Student Housing areas will be held at the Student Housing Office for one (1) week and then taken to Student Services, located on the first floor of the Campus Center building.

## Personal Property

The security of personal property is the student's responsibility. AdventHealth University is not responsible for loss or theft of any personal property or fire or water damage to any personal property. In the student's best interest, we suggest that the parents' homeowner's insurance policy be updated to cover personal items in transit and while living in Student Housing.

Taking the following precautions is helpful:

- List all personal property, including manufacturer information and identifying serial numbers.
- Record the names, addresses, and account numbers of all credit cards and checking accounts.
- Notify these accounts immediately if cards are lost or stolen.
- Store money and valuables in a secure place. Students should not keep excess amounts of cash in their rooms.
- Leave family heirlooms or other valuable items at home.
- Apartment doors should always remain locked.

## Pest Control

Apartments are treated on an as-needed basis for pest control.

If a pest problem occurs, fill out an online Work Order Slip, and your apartment will be treated. Help keep pests under control by storing all food in sealed containers, maintaining a clean apartment, and emptying all trash containers regularly.

## Sabbath Observance

In keeping with the Seventh-day Adventist belief of worship on Saturday, AdventHealth University gives special emphasis to Sabbath hours (sundown Friday evening until sundown Saturday

## Shuttle Service

A free shuttle service is available for students Monday - Friday from 6:00 a.m. Please be at the Bay Run or LaSalle shuttle location for pickup.

## Stealing

Taking items, you do not own will be regarded as theft. Individuals engaging in theft will be subject to immediate discipline and /or dismissal. Students should always take precautions to protect themselves and their personal belongings by keeping their apartment doors locked.

## Student Lounge / Gym

The Student Housing Lounge is located at the rear of the basketball court by the back-entrance gate. You must wipe down equipment after use. Video games and game controllers can be checked out at the Housing Office. It is expected that every student will be responsible for cleaning up after themselves prior to exiting Lounge. All Housing rules and policies are applicable within the Lounge.

### **Student Lounge/Gym Hours:**

Sunday-Thursday 7:00am-10:00pm

Friday 7:00am-6:00pm

Saturday 8:00pm-12:00am

## Student Privacy

For your protection, no personal information will be released unless there is an emergent situation. Each student is responsible for giving anticipated guests his or her telephone number and apartment information.

## Television

There is a TV located in the Student Housing Lobby for student use. A student ID card or driver's license is required to check out the TV remote. While viewing the TV, students must be considerate of others by keeping the volume low. TV viewing in the office lobby is not allowed from Friday night sunset to Saturday night sunset. Up to PG-13 movies are allowed for general lobby viewing.

## Vandalism

Damages done to any personal or campus property will result in fines, restitution payment, and possible criminal prosecution.

## Vacuum Cleaners

Vacuums are located at the Student Housing Office. Your student ID card will be required for vacuum check-out. Please return vacuums within one (1) hour of check-out.

# Parking/Automotive

## Automobiles

All vehicles must be registered with the Dean's office, display a valid license plate, have a current AHU parking decal, and be operational.

Registration requires:

- Copy of insurance
- Driver's license
- Vehicle registration

Violations of this policy will result in the automobile being towed at the student's expense.

All visitors must obtain an automobile pass from the Student Housing Office. **Violations of this policy will result in the automobile being towed at the owner's expense.** This policy is in effect 24/7.



# Policies

## Housing Intention Forms

All students who wish to remain in Student Housing during the following trimester must complete a Housing Intention Form (30) thirty days before the current trimester ends. Failure to turn in this form at the appropriate time may result in forfeiture of the security deposit or having to move out of Student Housing.

## Housing Dismissal

By accepting to move into Student Housing the Student is agreeing to reside in housing for an entire academic trimester. If a Student is dismissed from housing prior to the end of the academic trimester, the Students may be responsible for the entire or partial of the trimester's housing expense and forfeit their \$200 security deposit.

## Breaks and Overnight Leaves

Students who leave Student Housing during breaks must fill out an Overnight Leave Form which is located on your **MY.AHU** account under the Student Housing section. Failure to properly fill out the Overnight Leave Form may result in a \$100 fine and curfew violation.

## Confiscation Policy

Stereos, TVs, and speakers will be confiscated if a noise violation occurs. Items that are confiscated will be held until the student can take the items home. The University is not responsible for any confiscated items while in storage.

## Criminal Activity

The police will be called if the Housing Director suspects, or has evidence of involvement in an illegal activity (e.g., underage drinking, illegal drugs, abuse of prescription drugs, etc.).

## Curfew

AdventHealth University maintains a 12:00 a.m. curfew policy for students under the age of 21. All visitors must be gone by 10:00 pm. All residents on either housing campus should be in their own apartments by 12:00 midnight. In an event in which the local, state, or federal government mandates a curfew, Housing will automatically follow suit for the duration of the curfew.

- Current work schedules must be on file in the Student Housing Office prior to missing curfew in order to have the curfew violation excused.
- Resident Assistants conduct room checks each night for residents under the age of 21.
  - If the RA does not check you in, you must sign in at the Student Housing Office or on the Curfew Sign-In Sheet on your RA's bulletin board. Failure to check in will result in a curfew violation and a \$100 fine.
  - On the second offense, an additional \$100 fine will be charged to the student's account and the student must meet with the VP for Student Services.
- All residents residing in University Housing over the age of 21 must sign in every 24 hours electronically located in their **MY.AHU** page. A \$100 fine will be charged to any housing resident not complying with the sign-in policy per offense.

*Continued disregard for violating this policy will result in dismissal from Student Housing.*

## Curfew Extensions

A curfew extension is a request for additional time beyond curfew. Curfew extensions must be approved by the Dean on Duty by 8:00 p.m. of the day of the request and will not be extended past 2:00 am. **Students with current violations will not be given extensions.**

## Curfew Violations

If you receive a curfew violation notice, you must make an appointment with the Dean within 24 hours by contacting the Office.

- **Late Entrance** – Defined as signing in after curfew. This violation may result in a 10:00 p.m. curfew and no overnight leaves.
  - Continued disregard for violating this policy will result in dismissal from Student Housing.
- **Not Accounted For** – Defined as failure to sign in or be checked in by an RA. This violation may result in a 10:00 p.m. curfew and no overnight leaves for two (2) weeks.
  - On the second offense, the student must meet with the VP for Student Services. Students with a 10:00 p.m. curfew must sign in at the front desk or their RA's bulletin board nightly to be accounted for.
- **Overnight Leave** – An Overnight Leave Form must be filled out completely and submitted to the Student Housing Office before departure. The Overnight Leave Form must be filled out by the individual requesting the leave and must be signed appropriately.
  - If an approved leave needs to be cancelled, the Housing Office must be notified before 6:00 p.m. of the night of departure. Failure to submit the Overnight Leave Form or to properly cancel the leave request will result in a “Not Accounted For” violation.
- **Sign-In Falsification** – Signing in for someone else, writing an illegible signature, or recording an inaccurate check-in time may result in a reduction in curfew for two (2) weeks.

## Firearms/Weapons

Possession of firearms or weapons of any kind (including any type of pellet gun) will not be tolerated. Anyone in violation of this policy will be dismissed from Student Housing.

## Hazing / Bullying

AdventHealth University supports the right of students enrolled at the University to be free from the threat or practice of hazing or bullying. Any student who engages in hazing, online bullying or commits any act that intentionally or unintentionally injures, degrades or disgraces a fellow student may be subject to discipline up to and including dismissal. Students found guilty of these acts may also be subject to criminal prosecution. If you are a victim of hazing, bullying or any other abuse, report this to the Dean immediately. Please refer to the Hazing and Student Bullying policies located in the *Student Handbook* for additional information.

## Nightly Room Check

Nightly room checks will be conducted by an RA for residents under the age of 21. If you have not been accounted for by an RA, you must sign in at your RA's bulletin board. Failure to do so will result in a "Not Accounted For" violation, which is associated with a fine.

## Noise / Sound Equipment

- Conversations and other activities should not be audible in other students' rooms or apartments. Upon receipt of a noise violation, the offending equipment will be confiscated, and offenders will be required to meet with the Dean.
- Please refrain from loitering on the sidewalks in front of apartments, in parked automobiles or in the stairwells.
- Radios, stereos, TVs, musical instruments, and amplifiers are permitted in your apartment. It is the student's responsibility to maintain an appropriate sound level. If noise levels are high enough to be heard outside your room or apartment, the offending equipment will be confiscated for the remainder of the trimester.
- Continued noise violations may result in further disciplinary action.

If you are experiencing noise control issues, please take the following steps:

- Make a reasonable effort to address concerns with the individual(s) involved.
- If the issue is not resolved, address concerns with your RA.
- Your RA will mediate with the individual(s) involved.
- If there is no resolution after following these steps, make an appointment to meet with the Dean.

*Residents who may be sleeping or trying to study will appreciate your thoughtfulness. This policy is in effect 24 / 7.*

## Overnight Leaves

*Overnight* Leave Forms are located on your **MY.AHU** under the Student Housing section. Before leaving campus, Leave Forms must be filled out completely and be on file at the front desk. All *Overnight* Leaves are considered approve upon submission if filled out correctly. Failure to properly fill out an *overnight* leave prior to leaving will result in a \$100 fine.

- Falsification of an *overnight* leave cancels the leave immediately and will result in one or more of the following:
  - Reduced curfew time.
  - Suspended *overnight* privileges.
  - Suspension or dismissal from Student Housing.

*Overnight* Leaves are not to be utilized as a Curfew Extension. Therefore returning to Student Housing before 6:00 a.m. on the day the leave ends, violates the leave and may result in one or more of the following:

- Suspension of *overnight* leave privileges for two (2) weeks.
- Dismissal from Student Housing.

## Pets

No pets are allowed at Student Housing. If pets are found in Student Housing, they will be removed immediately, and a \$300.00 fine will be imposed. Please see the *Student Handbook* regarding ESA information.

## Pornography

In keeping with Christian morality, pornographic materials of any sort (written, pictorial, or electronic display) are not allowed on campus or in Student Housing. Any other sexually explicit materials, over-the-counter magazines, electronic displays, books, or posters which require age compliance for purchase are also prohibited on campus. Any such materials will be confiscated. Repeated offenses will result in disciplinary action.

## Public Display of Affection (PDA)

Residents should maintain appropriate behavior in the Student Housing Lobby, parked automobiles and other public areas.

Inappropriate behavior includes and not limited to: kissing, lying/reclining in laps, and lying together on a couch or the floor. A Student Housing team member will address you if your behavior is inappropriate.

Inappropriate behavior will result in:

- **First Offense** – Verbal warning from a Student Housing team member.
- **Second Offense** – Meeting with the Dean on duty.
- **Third Offense** – Meeting with the Vice President for Student Services.

Adventist University housing residents are expected to conduct themselves in accordance with Christian values at all times. Improper sexual contact between individuals of the opposite or same gender is prohibited and will result in dismissal from Student Housing.

## Right of Access

The University respects the right to privacy. However, authorized University personnel have the right to enter the apartment due to emergency, health, safety, maintenance, or any other reasonable cause pertaining to the University.

## Section Meetings

Mandatory meetings may be held throughout each trimester for disseminating pertinent information. Notices will be provided in advance. These meetings will be held via Teams. Failure to attend a meeting may result in a fine and violation. You must schedule an appoint with the Dean within 24 hours of the missed meeting.

## Sexual Harassment

AdventHealth University does not tolerate sexual harassment. Violators of this policy are subject to discipline. Each student is responsible for reading and understanding the complete Sexual Harassment Policy found in the Student Handbook.

## Substance Use

AdventHealth University is a substance-free educational institution. No smoking, vaping, drinking of alcoholic beverages or substance abuse is allowed. Students enrolled at the AdventHealth University give their consent for random drug testing.

Students are responsible for reading the complete AdventHealth University Alcohol/Tobacco/Drug Policy in the Student Handbook. Any illegal substances, drug paraphernalia, alcoholic beverages, or (e-)cigarettes will be confiscated and disposed of and may result in immediate dismissal from Student Housing.

It is our belief that the residential life experience is an important part of your educational process here at AHU. Our staff feel a deep responsibility to provide a safe and secure environment for every resident. We believe in fostering an open and healthy relationship with the residents, therefore we let our residents

know up front that if they bring drugs onto the housing property, they most likely will be discovered and disciplined.

To help keep our residence apartments clean and free of drugs, random drug sweeps may be performed on any or all apartments or vehicles by University personnel, and or law enforcement.

## Safety

### General Safety Guidelines

- Never go out alone with strangers, regardless of how nice they appear.
- Exercise care before isolating yourself with a new friend. Isolation and uninterrupted time may lead to a vulnerable situation.
- Do not ride with or offer a ride to a stranger; it places you in unnecessary danger.
- Do not share your address or gate code with individuals you meet on the street or other casual acquaintances.
- Meet new acquaintances in public places other than your apartment.
- Avoid walking at night.
- Use a buddy system
- Keep your apartment door locked always.

### Personal Safety

The University is committed to maintaining high standards of safety and security. Every effort is made to provide adequate security by the AdventHealth University/AdventHealth Orlando campus security departments and the Student Housing team. Contact the Student Housing Office at 407.896.5869 **IMMEDIATELY** if you see suspicious individuals around the apartments; security will be notified immediately.

**Do not** approach or open the door for suspicious individuals.



If a safety incident occurs, individuals involved are required to fill out an Incident Report for University records. Always be alert and take responsibility for your personal safety. If you feel in danger, observe criminal activity, or walk late at night, call University Security at 407.353.4002 for an escort (Sunday -- Thursday, 2:00 p.m. -- 10:00 p.m.). Please see *Student Handbook* for additional information.

## Security

Security officer hours at the University Housing complex are between 10:00 p.m. and 6:00 a.m. daily. Telephone number for AHU Security: 407.353.4002.

For other emergency situations, contact the Student Housing Office at 407.896.5869. If they are unable to assist you, they will contact the Dean on duty.

There are two “Emergency Only” phones located adjacent to the laundry rooms at Bay Run.

## Speeding

For the safety of all persons on campus the speed limit has been posted at 5mph. If you have been caught speeding, you will be fined \$100.00 per offense and your privilege of having a vehicle on campus may be revoked.

**Any vehicle that does not have a car decal or Office parking pass, will be towed.**

## Surveillance Cameras

Surveillance cameras are located throughout Student Housing areas for your protection. Students tampering with surveillance cameras will be subject to a \$500.00 fine and possible further Student Housing discipline.

## Assault

Physical violence or verbal assaults **will not** be tolerated and **will result in immediate dismissal from Student Housing**. Victims of an on-campus assault have the right to file a police report against the abuser.

## Fire Safety

The use of candles, kerosene lamps, halogen lamps, incense, firecrackers, gas cans and other flammables are prohibited in student apartments. Plugs must be for 110 volts and be UL approved. Students in possession of prohibited appliances will receive one warning before the appliance is confiscated. Additional violations will result in a \$100.00 fine.

Fire Codes do not permit the use of live Christmas trees in Student Housing. Artificial Christmas trees must meet all fire safety regulations. Mini lights must have the UL label attached and may only be plugged in while you are in your apartment. All apartment decorations should be removed prior to the Christmas break. Failure to do so will result in a \$100.00 fine.

## Fire Equipment

Tampering with or misuse of fire extinguishers, smoke detectors, or fire protection equipment will result in discipline and a \$200.00 fine.

## Candles / Incense

Burning candles, incense, or potpourri is strictly prohibited.

A fine of \$100.00 will be issued for violations of this policy. *Multiple offenses of this policy will jeopardize your status as a resident with the University Housing Complex.*

## Smoke Detectors

Each student apartment is equipped with a smoke detector, which is checked monthly. Tampering with a smoke detector (including removal of the battery, disassembling the detector, or relocating a detector) will result in a \$200.00 fine. Should you notice a defective smoke detector, notify the Student Housing Office.

## Storm Safety

In case of a storm such as a tornado or hurricane, all Residents should seek immediate shelter. Housing will follow the University's guidelines during a storm. During a Hurricane that

is considered a category 2 or above, Housing will close, and all Residents must vacate Housing property and find shelter for their safety.

The University as well as Housing will send out alerts as to when school will resume, and when it is safe to return to Housing, respectively.

In case of a flood, Housing does not provide renter's insurance and will not be liable for any property damage that occurs during a natural disaster.



The following notice was created to respond to the impact of COVID-19 and any infectious disease while living within the AdventHealth University Housing Complex<sup>i</sup>. This document is a waiver and acknowledgment form.

This form must be signed and submitted within 30 days of the new trimester term if it was not acknowledged during the Housing application's commitment agreement.

In signing this document, students understand the risks involved in living in an infectious space. Students further understand that Housing may not have the available space to provide housing if I must self-quarantine.

Individuals residing within the Housing Complex are encouraged to always practice safety measures while being residents. The signee agrees not to hold AdventHealth University legally responsible if exposed to or contract COVID-19 or any contagious disease while living within the Housing Complex.

According to the AdventHealth University Housing Handbook for Student Residents: The University reserves the right to change any provision or requirement at any time. University administration reserves the right to institute and give public notice of such changes as it deems necessary during the period for which this Handbook is in effect<sup>ii</sup>.

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<sup>i</sup> The AdventHealth University Housing Complex consists of the Bay Run and LaSalle Housing apartments, also known as residence halls.

<sup>ii</sup> Exert taken from the AdventHealth University Student Housing Handbook.



# AHU

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