

FONTAINE *Hall*

13 WEST 11TH STREET
706-571-3416

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Important Phone Numbers

Residence Life Office (Main Campus)..... (706) 507-8710
RiverPark Housing..... (706) 507-8035
Residence Life FAX..... (706) 562-1480
University Police..... (706) 568-2022
Housing Shuttle..... (706) 527-4037
Cougar Dining Services..... (706) 507-8374
Cougar Copy Center..... (706) 507-8630
The Den (RiverPark)..... (706) 507-8229
Career Center..... (706) 507-8760
Counseling Center..... (706) 507-8740
Student Health Clinic..... (706) 568-2039
Intramurals & Recreation..... (706) 507-8236
Library..... (706) 568-2042
Student Life & Development Office..... (706) 568-2273
Admissions..... (706) 507-8800
Financial Aid..... (706) 507-8800

Residence Life Office

Residence Life Office (Main Campus)

The Residence Life Office is located on University Avenue and all aspects of Residence Life are handled through this office. RiverPark Office is located on Broadway between the Den and University Police or in the RiverPark Courtyard between Columbus Hall and Broadway Crossing.

Residence Life Coordinators (RLC)

RLCs are full-time, professional staff members who supervise the RA Staff and live on campus.

Resident Assistants (RAs)

RAs are assigned to residential buildings. The RAs are trained and experienced in helping their fellow students adjust to university life, answering questions, solving problems, responding to emergencies, and making the most of their university experience.

The RAs rotate night and weekend duty. While on duty, they are responsible for activities occurring in Residence Life, and the enforcement of the policies and rules contained in this handbook. Full compliance with all RA requests or directives is expected from all residents.

The RA-In-Training program begins in the fall for students interested in becoming an RA the following year. Interested students should call the Residence Life Office for information.

Graduate Assistants (GA)

Graduate Assistants are assigned to housing areas and special projects and are responsible for duties related to the operation of Residence Life, its residents, and the staff.

Residence Housing Association (RHA)

RHA is an organization consisting of Residence Life residents. This organization provides a wide variety of social and community activities. It is designed to help residents meet interesting people, form lasting relationships, address the needs of the residents living in housing, and make the most of residents' college experience. Executive positions undergo a selection process and are offered housing scholarships. Building representatives are elected to RHA to be the voice and voting authority for their building.

National Residence Hall Honorary (NRHH)

NRHH is an organization that provides recognition for students living in campus housing who have shown outstanding service and who have provided important leadership in the advancement of on-campus housing. This organization also acts as a resource for the groups desiring information about programs and leadership in on-campus housing. This organization promotes community service and also plans social events.

RiverPark Housing Advisory Council (RHAC)

RHAC is an organization consisting of CSU RiverPark Housing Residents. This organization provides a variety of social and community activities. It is designed to help you meet interesting people, form lasting relationships, address the needs of the residents living in housing, and make the most of your college experience. This is a volunteer council and all residents are encouraged to volunteer.

Policies & Services

Air Conditioning and Heating

The Residence Life staff will check heating/cooling system filters each month. Thermostats are to be set at 72-76 for cooling and 68-72 for heating. The heating/cooling system works best at these settings. For maintenance, contact the appropriate Residence Life Office or submit a maintenance request at: <https://life.columbusstate.edu/maintenancerequest.php?js=yes>. If the utility bill for an apartment is inconsistent with the average bill of other apartments, the residents may be charged.

Alcohol

Columbus State University abides by Georgia state law concerning the sale, possession, and use of alcohol. Use of alcohol containers for decorative purposes is prohibited. Empty alcohol bottles might be considered evidence of consumption.

In Fontaine Hall, alcoholic beverages may only be consumed by those of legal drinking age in the privacy of their apartment. No alcohol may be kept in common areas, which include kitchens and refrigerators. **(The Residence Life staff and the CSU University Police reserve the right to require verification of the ages of guests. The host resident(s) will be held accountable for the actions of their guests. No beer kegs or other community containers are allowed, at any time, either in individual apartments, common areas, or in the areas around the buildings.)**

It is imperative that residents understand their individual rights and responsibilities if they choose to consume alcohol or host gatherings that involve the consumption of alcohol on the grounds of university housing. If a resident is found acting in a hostile or threatening manner, University Police will be called. It is also the responsibility of all residents to understand the alcohol policy of Columbus State University as it applies to the entire campus. The policy may be found in the Student Handbook.

Bicycles

Bicycle racks and other designated storage areas are provided to allow for the storage of bicycles. It is strongly recommended that students secure bicycles with a heavy chain and lock. The university and/or building owner can assume no responsibility for the security of bicycles, mopeds, or motorcycles. Bicycles must not block stairs, hallways, or any other area which would prevent residents and/or guests from safely evacuating the building in the event of a fire or other emergency. In RiverPark housing, bicycles are not allowed to be stored in the apartments. It is highly recommended that bikes are registered with University Police. All bikes left at the end of the spring semester will be thrown away.

Business from Resident's Room

Residents are prohibited from operating any organized business from their apartment or use their address for business purposes. This includes babysitting, tutoring, and private music lessons.

Cable TV

Extended cable is provided at no additional cost to the resident. Residents who are experiencing difficulties with cable television, contact the appropriate Residence Life Office.

Candles/Incense

The use of candles and incense is prohibited in Residence Life, as they are a serious fire hazard. They will be confiscated from apartments if found during health and safety inspections. Decorative candles are permissible if the wick has been removed. Residents are subject to disciplinary procedures if this policy is violated.

Cancellations

To receive a full housing deposit after checking-out of Residence Life the resident should cancel housing by the deadline given for each semester. Information will be sent out from the Residence Life Office. The housing contract is a ten month contract, offering housing for both fall and spring semesters. If a resident wishes to cancel their contract, he or she will be responsible for a \$500 fee to buy out the contract for the spring semester. *See Refund Guidelines.

Check-in Procedures

All residents must check-in through the Residence Life Office. Residents will be notified prior to check-in of the times and dates they will be able to move into housing. At check-in, keys for the assigned room will be issued to the resident, the room will be inspected, and the resident will be asked to sign a check-in sheet. It is the responsibility of the resident to review the room inventory sheet, as they will be held responsible for the condition of the apartment and its contents. It is also the responsibility of the resident to become familiar with the regulations, rules, policies, and procedures outline in this publication.

Check-out Procedures

All residents must check out through their Residence Life Office. Residents must check out within 24 hours after their last final exam. A daily rate will be assessed after this time. Abandoned property will be donated to local charity. To properly check-out of an apartment a resident must:

- Make an appointment with the appropriate Residence Life Office. It is the responsibility of the resident to contact the office and set up a time (\$50 dollar fee will be assessed for missed check-out appointments)
- Remove all belongings from the apartment
- Clean and vacuum assigned room; remove nails and tacks from walls
- Clean a share of common areas and have remaining roommates sign the Common Area Responsibility Release Form *(CARR form)
- Return all keys and access cards
- Return parking permit
- Review and sign the room inventory form with the RA at set appointment time
- Complete Change of Address Form

*The CARR Form is designed to ensure that all residents of an apartment share in the upkeep and cleaning of the common areas (kitchen, living room, bathrooms, hallways, and utility closet) of the apartment. When a resident is checking out on a different day or time than the other residents of the apartment, the signatures on this release will transfer the responsibility for the cleaning of the common areas from the vacating resident to the remaining resident(s). Failure to obtain the required signatures will result in a minimum \$50 cleaning fee if apartment is not clean when vacated by all residents.

The housing deposit may be forfeited if the above procedures are not followed. The housing deposit will take 6-8 weeks to be refunded to the resident after checkout.

Children

Children are only allowed in the apartments during visiting hours. Children are allowed to stay overnight with the approval of the Residence Life Coordinator. (Children are considered all individuals 16 years old and younger). Babysitting is considered a business, which is not permitted in the apartments. Refer to "Business from Resident's Room".

Computers

See "Internet Access".

Cooking

When cooking with oil, a closed element cooker must be used. Personal grills are not allowed.

Cooperation with Authorities

Residents and Guests are expected to cooperate with respect the Residence Life Staff and University Police Officers. Failure to do so could result in disciplinary procedures. Proper ID must be shown upon request.

Default By Resident

Resident will be in default if: (1) Resident fails to pay any Rental Installment or Additional Rent, as and when due hereunder, (2) Resident abandons the Premises, (3) Resident fails to perform any of his or her obligations hereunder, (4) any information contained in Resident's Housing Application is untrue or misleading, (5) Resident or Resident's guest(s) violates this Contract, Rules & Regulations, or fire, safety, health, or criminal laws, regardless of whether or where arrest or conviction occurs, (6) illegal drugs or paraphernalia are found in the Premises, (7) Resident, in bad faith, makes an invalid habitability complaint to an official or employee of a utility company or the government, or (8) Resident is arrested, charged, detained, convicted, or given deferred adjudication or pretrial diversion for a felony offense or a sex-related crime including a misdemeanor. If Resident is in default, Owner may at its option terminate this Contract by written notice to Resident. Resident shall surrender possession of the Premises to Owner upon the date specified in such termination notice, and Resident shall be liable to Owner for, and shall indemnify Owner against, all loss and other expenses (for re-letting, refurbishing, cleaning or otherwise making the Premises suitable for re-letting) suffered or incurred by Owner as a result of Resident's default and termination of this Contract. Notwithstanding the commencement of a judicial eviction or dispossessory proceeding and the issuance and execution of a writ of possession on account of any default by Resident, Resident shall remain liable to Owner for all Rental Installments and Additional Rent, accrued through the date on which possession is obtained by Owner, and Resident shall continue to be liable for all Rental Installment(s) and Additional Rent accruing thereafter until the earlier of the expiration of the Term of the Contract or the re-rental of the Exclusive Space. It is intended that Owner's remedies for a default hereunder shall be as broad as permitted under applicable laws and shall include, without limitation, (a) the right to cancel this Contract, reserving the right to collect any unpaid Rent; or (b) the right to rent the Premises for the account of Resident, in which event the proceeds from subletting shall be applied first to the cost of subletting (including advertising and commissions), second, to the cost of repairing any damage to the Premises, and third, to Resident's rental obligations hereunder, with Resident and Guarantor(s) remaining fully responsible for any deficiency in the Contract obligations for the remainder of the Term. The exercise of any one remedy shall not be deemed exclusive of the right to collect Rent, or of Owner's right to avail itself of any remedy allowed by law. In the event the Rules and Regulations now or hereafter enacted prescribe warning and/or charges for certain actions of Resident which may constitute violations of this Contract, Owner may elect, in its sole discretion, to enforce the default and/or termination provisions contained herein or to enforce the provisions of the Rules and Regulations. In the event of a default by Resident hereunder, in addition to any other remedies, Owner is entitled to employ an attorney at law to enforce Owner's rights hereunder and all reasonable fees and cost connected therewith shall be paid by Resident. Owner may report unpaid Rent or other charges to the applicable credit reporting agencies for recordation in the Resident's and Guarantor's credit record.

Dining Services

The cafeteria, located in the Davidson Student Center, is operated by ARAMARK, Inc. The cafeteria is open seven days per week. All food services are closed on holidays. Students living in Residence Life with less than 90 credit hours are required to purchase one of the meal plans offered by ARAMARK.

ARAMARK also operates the Market On Broadway, which is located between Broadway Crossing and Columbus Hall on the RiverPark Campus, and Food Court in the Davidson Student Center, and Einstein Bagel in Howard Hall. All ARAMARK venues accept cash, credit card, and Cougar Cash. For more information on dining service please visit: <http://www.campusdish.com/en-UD/CSS/Columbus/>

Disciplinary Procedures

Living in Residence Life is a privilege that carries certain responsibilities. Students living in Residence Life are expected to abide by the rules, regulations and policies of Columbus State University and Residence Life. Any resident or guest that exhibits behavior detrimental to the university or Residence Life or interrupts the learning process will be subject to disciplinary action. Students that are evicted from Residence Life will be financially responsible for the cost of housing for the remainder of the contract.

Drugs

The illegal use, possession, or distribution of drugs, and/or paraphernalia is a violation of state and federal laws and these laws will be enforced accordingly.

The possession of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having potential for mental or physical abuse, except on a legal prescription, is prohibited, as is the selling, bartering, exchanging, or giving away of such drugs to any person not intended to possess them. Students found to be in violation of this policy can expect, as a minimum, eviction from housing and suspension from the University for the remainder of the semester.

Electrical Appliances

Each room has limits on the capacity of its electrical system. Exceeding this capacity can cause fire and safety hazards.

Guidelines listed below shall govern the use of outlets, extension cords, and electrical appliances. If a resident is in doubt as to the safety of any set-up they may have, contact the Residence Life Office and request that it be checked out.

- Any electrical appliance with an exposed heating element is prohibited.
- Extension cords are permitted as long as they do not exceed eight (8) feet.
- Extension cords must not exceed one per bedroom
- Surge protectors are required for computer systems.
- Irons may only be used with ironing boards that have a fire resistant cover.
- Irons and hair styling appliance should never be left plugged into a socket when not in use.

Eligibility

A resident of Residence Life must be enrolled at Columbus State University and must maintain a minimum of 12 credit hours per semester unless approved by the Residence Life Staff.

Fire Drills

Fire Drills are conducted throughout the year. All residents must take part in the drill, leave their apartment and remain outside the apartment and in designated areas away from the building. Disciplinary actions will be taken if residents fail to comply during drills or emergency situations.

Fire Safety Equipment

Residence Life features a fire alarm system with alarm pulls, horns, and strobe lights on each floor. In addition, each apartment has smoke detectors or sprinkler systems in the living room, hallway and each bedroom, and a dry chemical ABC type fire extinguisher in the kitchen. Residents are required to notify Residence Life Staff if an extinguisher has been used and needs to be recharged.

Tampering with this equipment or causing a false alarm is a violation of state law and will result in disciplinary action.

First Aid

A first aid kit is available in each Housing Office.

Flammable Items, Open Flames, Items Which Produce Heat

Items that are flammable, such as fuel and propane gas, may not be stored on the Premises, in Resident's unit or bedroom or any storage area.

Items which require an open flame to operate (e.g., burners, lighted candles, alcohol burners, etc.) are prohibited from use on the Premises, and in Resident's unit or bedroom.

Items which produce heat (e.g., irons, curling irons, grills, etc.) must be supervised by Resident at all times during use and can never be left on unattended.

Furniture

Each apartment contains the basic furniture needed by each resident. Space is limited, so residents are asked not to bring furniture that would inhibit the efficient use of space. No waterbeds or personal beds are permitted. Removal of bedroom furniture, common living area furnishings, and equipment from the apartment is prohibited. Furniture may not be placed on patios or balconies. Residents will be charged for missing or damaged furniture.

Health and Safety Inspection

Several health and safety inspections will be conducted each semester by the Residence Life Staff and/or Owner for safety, health, maintenance, cleanliness, and inventory purposes. Residents are responsible for maintaining their living areas in a clean and orderly condition. If conditions are found to be unacceptable during the inspections, residents will be notified and given the opportunity to correct the problems. Disciplinary action will be taken if residents do not correct the health and safety violations.

Housing Deposit

When checking into an apartment, it is the responsibility of the resident to note all existing damages on the check-in form. Residents will be charged for damage and/or replacement costs other than normal wear and tear. A housing deposit will be kept until such time as the student's period of residence has ended. A refund will be made if all conditions of the contract have been met after deductions have been made for damages or cleaning. If a resident is returning to housing, he or she must pay their fee for damages prior to moving back into housing. A hold may be placed on a student account until the fee is paid.

Gates

Access cards are assigned to residents to enter housing thru the gating system. Students are required to follow the policies to register guest and grant access to university housing. See "Visitation" Residents who allow access to the property without following the visitation policy will be subject to disciplinary action. Any student or visitor damaging the gating of fencing system will be responsible for damages.

Incident Reports

An Incident Report is a written record of the facts concerning a particular incident occurring in Residence Life. These reports are prepared by the Residence Life Staff and/or Building Owner or its agents. A copy of the report will be placed in the files of all residents involved. See "Disciplinary Procedures".

Internet Access

All bedrooms in Fontaine Hall have internet access via dedicated modems and data lines. There is also a MAC Lab in Broadway Crossing. Residents must supply a category-5 cable to connect to modem. Power Strips with surge protectors are recommended for all computer systems for protection from storms and electrical surges. Technical assistance is available via Knology Customer Service at 706-221-1000. Wireless routers are permitted in the apartments and technical support for the wireless router is the responsibility of the resident.

Key and Access Cards

Residence Life uses a lock/key deadbolt system. This system is designed to provide a high level of security for residents and their property. All RiverPark campus facilities use access cards in addition to keys. Keys and access cards are the property of Residence Life and must be returned when the apartment is vacated. Duplication of these keys is prohibited. If a key is lost residents should contact their Residence Life Office immediately. A \$25 charge will be assessed to replace each lost key and/or a \$30 charge will be assessed to replace each access card. If the lock system in the apartment must be replaced due to actions by a resident, the cost will be the responsibility of that resident. Auxiliary locks may not be installed nor may residents modify or tamper with an existing lock. Residents are not allowed to give their keys/access cards to anyone; they must be present with a guest at all times.

Residents must lock their doors when leaving their room and keep the key or access card with them at all times. Residents should contact their Residence Life Office or RA on duty for "lock-out" assistance.

Laundry

Washers and dryers are located throughout Residence Life facilities free of charge. These machines are for the use of residents only. Laundry rooms are open 24 hours a day. Residents should report any mechanical problems to the Residence Life Services office.

Loss of Personal Property

The University assumes no responsibility for theft or loss of a resident's personal property. Residents are encouraged to:

- Lock their bedroom and apartment whenever leaving, even for a few minutes
- Record the serial numbers of their possessions
- Register property with their Residence Life Office
- Call University Police immediately to report missing property
- Take valuables home over semester breaks
- Report any suspicious persons or activities to their Residence Life Office, or University Police

Lost and Found

Residents should turn in all found items to their Residence Life Office. Lost items will be held until claimed or turned over to University Police.

Mail

A mailbox is assigned to each unit at check-in. Residents should report lost mail box keys to their Residence Life Office.

Maintain Order

Resident shall at all times maintain order in the Premises. All radios, television sets, stereo equipment or any other band instruments or items which may cause noise shall be turned down to a level of sound that does not annoy or interfere with other residents of the Community. No music lessons, either vocal or instrumental, shall be permitted on the Premises at any time. Resident shall not permit any offensive noises and/or odors to originate from the Premises at any time.

Maintenance and Repairs

Maintenance Requests can be submitted online at ColumbusState.edu/life or by contacting the Residence Life Office at 706/507-8710.

All work orders will be done based on severity. Most work orders are completed within 24-48 hours. If you have submitted a work order either on the weekend or after hours, please understand maintenance will not receive a work order until the next business day. If it is an emergency please contact the Residence Life Office.

Mandatory Building Meeting

All residents are required to attend a Mandatory Building Meeting prior to classes starting or during the first week of school. Attendance at one of these meetings is required and disciplinary action will be taken if residents do not attend one of them.

No Obstructions

Resident shall not obstruct or use the driveways, sidewalks, courts, entry passages, stairs, breezeways, courtyards, or halls for any purpose other than ingress and egress. Resident shall not allow bicycles or such other vehicles to obstruct the driveways, sidewalks, courts, entry passages, stairs, breezeways, courtyards, or halls of the Community. Resident cannot hang bicycles from the ceiling or wall of the stairs, breezeways, hallways, or the interior of the unit. Bicycle racks are available for bike storage. Bicycles in common areas shall be deemed abandoned by Resident and may be disposed of by Owner according to applicable law. Residents may be subject to a fine that must be paid prior to the release of the abandoned bicycle. Bicycles may not be ridden in the hallways/balconies or breezeways of the building. Residents riding bikes in those areas will be subject to fines.

No Warranty or Guarantee

Resident acknowledges that Owner has not made any representations, either written or oral, concerning the Safety of the Community in which the Premises is located or the effectiveness or operability of any security devices or measures on the Premises or Community. Resident acknowledges that Owner neither warrants nor guarantees the safety or security of Resident or Resident's guest(s) or invitee(s) against any criminal or wrongful acts of third parties. Each Resident and their guest(s) or Invitee(s) are responsible for protecting his or her own person and property. Owner is not liable to Resident, Roommates, or respective guests for any damage, injury, or loss to person or property caused by other persons, including but not limited to, theft, burglary, assault, vandalism, or other crimes. Owner cannot assume responsibility for the criminal actions of third parties. There is no guarantee that any effort by Owner will in any way increase Resident's personal security or the safety of Resident's family or guest(s) or Resident's belongings. Owner represents and Resident acknowledges that Owner is not equipped or trained to provide personal security services to Resident, Roommates, or their respective guests. Resident acknowledges that Resident and local law enforcement agencies are responsible for Resident's security and the security of all guests.

Parking

All vehicles parked in Residence Life parking lots must have parking permits issued by the Residence Life Office affixed on the back window (lower left corner). Accumulated parking violations will remain in the system indefinitely. Vehicles that are improperly parked are subject to being towed.

Broadway Crossing, Columbus Hall, Rankin and Fontaine Hall

RiverPark students may park in the parking garage located directly behind Broadway Crossings, Columbus Hall and Fontaine. Parking passes can be obtained at the Residence Life Office. All RiverPark residents with a parking pass must park on the 3rd, 4th, and 5th floors of the garage. Fontaine Hall residents may park in the designated spaces on the 2nd floor. Fontaine Hall residents wishing to park in said spaces must display Fontaine Hall parking permit decal on the rear windshield. Permits are available at move-in. Misuse of parking pass may result in loss of parking privileges.

Parties

Due to strict occupancy requirements and the increased potential for violations of Residence Life policies, parties are not permitted in Residence Life. Refer to "Visitation".

The RAs and RHA host cookouts/pool parties, etc. throughout the year for all residents. The Residence Life activity areas may be used for special occasions or get-togethers with prior approval from Residence Life Staff.

Pest Control

Each apartment is treated regularly for pests. Residents are expected to assist in pest control efforts by keeping their apartment clean. Residents should notify the Residence Life Office of any pest control problems or other extermination concerns. Apartments are treated on Fridays.

Pets

Due to health, safety, and sanitation problems, pets are prohibited in the apartments or on the grounds with the exception of small aquariums (10 gallons or less) with fish, provided they are kept clean and free from leaks. Residents should refrain from feeding stray animals.

Quiet Hours

"Quiet Hours" is a term used to designate those times set aside for study and sleep when noise, including any outside activity, is to be kept to a minimum. Quiet hours are Sunday through Thursday, 12:00 A.M. – 7:00 A.M. and Friday and Saturday, 1:00 A.M. – 7:00 A.M. However, during exam times quiet hours will be 24 hours a day. Courtesy hours are 24 hours a day. Practicing with musical instruments or voice is prohibited.

Refund Guidelines

A resident's housing deposit will be kept until their period of residency has ended. A refund will be issued if all conditions of the contract have been met and after deductions have been made for damages, special cleaning, and other charges. Residents who officially withdraw from the University qualify for a prorated refund of room and board fees determined by the date of check out from Residence Life. Residents who vacate their housing assignment during the semester without formally withdrawing from the University shall receive no refund of housing charges. Residents who are evicted from housing due to misconduct or violation of Residence Life policies shall receive no refund of housing charges. Refunds take 6-8 weeks to be processed.

Room Change

Room change Requests are processed in the Residence Life Offices.

Room Entry

The Residence Life Staff and/or Building Owner or its agents reserves the right to

enter a room at any time to ensure compliance with all safety and health regulations, to provide pest control, for cleaning or maintenance work, or to conduct an inventory of owner's property. A room may also be entered if there is indication of danger to life, health, or property, or if illegal activity is suspected.

Room Personalization

All rooms are to be kept in their original color and design. Any holes in the walls, ceilings or fixtures as a result of nails, screws, etc. will be repaired and charged to the resident(s) involved. Decorations on doors and windows, visible to the outside, should be approved by the appropriate Residence Life Coordinator. Traffic Signs are prohibited inside the apartments. Students are not allowed to hang items on or penetrate brick or plaster walls.

Room Disputes

The Residence Life Staff will act as mediator in common disputes as needed. All residents should complete the roommate contract included in this handbook to avoid conflicts. It is the responsibility of the roommates to resolve problems. Roommate changes will be handled through the Residence Life Office.

Severe Weather

During Tornado Warnings, Columbus will sound the severe weather sirens that can be heard throughout the city. Residents are encouraged to take cover in the bottom floor of the building, in an interior space without windows, such as a bathroom or closet until all weather has passed.

Semester Breaks

In accordance with the ten month contract, residents are allowed to occupy their apartments throughout semester breaks (Thanksgiving, Winter Break, Spring Break, etc.). Residents may leave their belongings in their room during the break between fall and spring semesters. Owner assumes no responsibility for items left during breaks.

Signs

Signs or notices posted by the Residence Life Staff are not to be removed or defaced. Only approved notices are to be placed on building bulletin boards.

Smoking

Smoking is prohibited inside any apartment or on the balconies, patios, and breezeways. This policy will be strictly enforced. Smoking is permitted outside in designated areas only.

Solicitation

For residents' protection, door-to-door solicitation is prohibited. Residents should report any violation of this policy to the Residence Life Office immediately.

Sports Activities

To create a safe environment, throwing objects such as footballs, baseballs, volleyballs, golf balls, Frisbees, etc. are prohibited in or around buildings or in the parking areas.

Trash

Residents should remove all trash from the apartment and place it in the areas within the building premises designated for trash. Trash is not allowed to accumulate in or outside the apartment. Anyone found littering the grounds with trash or cigarette butts will be subject to disciplinary action.

University Police

Columbus State University maintains a full-time, fully certified Police Department. All officers are sworn Georgia Peace Officers with all the powers of arrest, search, and

seizure. Enforcement of all federal, state and local laws, and local ordinances on CSU property falls under University Police jurisdiction. Officers patrol in marked and unmarked vehicles, 24 hours per day, seven days per week, including semester breaks and vacation periods.

For assistance, residents should call University Police at (706) 568-2022 or 2097, or they may activate one of the emergency call boxes located throughout the campus. Activating an emergency call box automatically connects students to University Police.

Violation

A violation of these Rules and Regulations or any addendum to it, local, state, or federal laws, by Resident or Resident's guest(s) and invitees shall constitute a violation of the Housing Agreement; in which case, Owner shall be entitled to pursue all rights and remedies pursuant to the Housing Agreement and applicable law. Owner shall have the right, in the event of violations, to assess a fee for each violation. In the event Resident is assessed a fee, it must be paid within 10 days of being notified. If Resident fails to pay all amounts due, Resident will be delinquent in which case; Owner shall be entitled to pursue its rights and remedies under the Housing Agreement as if Resident failed to pay rent.

Visitation

Residents are held responsible for the actions and conduct of their guests while on university property. It is the responsibility of each resident to inform guests of the rules and regulations of Residence Life. Guests are not allowed to be left unattended in apartments, hallways, or common areas. Residents are not to host a guest that has been previously criminally trespassed from Residence Life: the guest will be arrested and the resident will be evicted from Residence Life. Violations of the visitation policy will result in disciplinary action.

RiverPark

Students that live within any Residence Life area (Courtyard I, Courtyard II, Maryland Student Housing, or River Park Housing) can visit any apartment in RiverPark Student Housing at anytime without signing in as a guest. However, if any occupant of the apartment is uncomfortable with this guest, they can ask the guest to leave.

Overnight guests (students living off campus) - Guests staying after 1:00 A.M. on weekdays (Sunday - Thursday) and after 2:00 A.M. on weekends (Friday - Saturday) must be signed in with the Resident Assistant on duty before 12:00 A.M. on weekdays and 1:00 A.M. on weekends. All roommates must sign and approve any off-campus overnight guests; however, one form (with one set of roommate signatures) can be used for the entire semester. The guest must be signed in each time they visit.

Overnight guests (off-campus guests) can stay up to 12 nights per calendar month.

After 1:00 A. M. on weekdays and 2:00 A.M. on weekends each resident is only able to have two guests, prior to these times, the total apartment occupancy cannot exceed 10 persons.

Water Intrusion, Water Damage & Mold

Resident acknowledges that, at the commencement of Resident's occupancy of the Premises, Resident has inspected the Premises and has found the Premises to be free of mold and mold related conditions. Resident acknowledges the importance of good housekeeping, adequate ventilation, and moisture control in its use of the Premises, and the importance of compliance with the provisions of this Housing Contract relating to water intrusion, water damage and mold. Resident acknowledges that excessive moisture can collect from a wide variety of sources, including but not limited to, shower or bathtub overflows, washing/dishwashing machine overflows or leaks, cooking spills, plant watering overflows, pet urine accidents, or insufficient

drying of carpet and carpet pads. Resident acknowledges that Resident's obligations include, but are not limited to, the following:

- To clean and dust the Premises on a regular basis and to remove visible moisture on windows, walls and other surfaces as soon as the condition occurs.
- To not block or cover heating, ventilation or air conditioning ("HVAC") ducts in the Premises and to operate the HVAC system in a reasonable manner so as to maintain temperatures in the Premises within a range of 62 to 78 degrees Fahrenheit.
- To notify Owner in writing immediately upon discovery or occurrence in the Premises of: 1) Any evidence of a water leak or excessive moisture in the Premises as well as in any storage room, garage or Common Area; 2) Any evidence of mold or mildew like growth in the Premises; 3) Any failure or malfunction of the HVAC system or exhaust fans in the Premises; and 4) Any inoperable windows and doors in the Premises.
- To use bathroom fans while bathing or showering, kitchen fans while cooking, and utility area fans while water is being used. Continue use of fans for at least 30 minutes after the activity. Leave the bathroom door open until all moisture has dissipated. Hang towels and mats so they dry out completely.
- To allow a minimum of six inches of space between furniture and walls for proper air ventilation.
- To keep any fish tanks covered, if allowed under the Contract or Pet Addendum.
- To use all reasonable care to close all windows and other openings to the Premises to prevent rain and other outdoor water from penetrating the Premises.

Resident further agrees that if mold conditions are discovered on the sheetrock or any wood in the Premises, Resident will not take or allow to be taken any steps to clean up or remove the mold conditions without the express permission of Owner. Resident shall also be responsible for any damage, including but not limited to, damage from water and mold, which occurs as a result of Resident's failure to give notice to Owner within 24 hours of the discovery of water intrusion, water damage or mold in the Premises. Resident hereby releases Owner from any claim, loss or liability relating to such water intrusion, water damage, or mold, including any claim, loss or liability arising from Resident's failure to notify Owner as required herein.

Weapons

Residents and guests are prohibited from possessing firearms, weapons (includes: large knives (2 inches or larger, excluding kitchen utensil), clubs, air rifles/pistols, bows and arrows), explosives or fireworks on university property.

Maintenance Requests

Can be submitted online at ColumbusState.edu/life or by contacting the Residence Life Office at 706/507-8710.

All work orders will be done based on severity. Most work orders are completed within 24-48 hours. If you have submitted a work order either on the weekend or after hours, please understand maintenance will not receive a work order until the next business day.

If it is an emergency, please contact the Residence Life Office.