Eastern Florida
STATE COLLEGE

STUDENT HOUSING CORPORATION

STUDENT HOUSING
Living Guide

2024 – 2025 Academic Year

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WELCOME TO EASTERN FLORIDA STATE COLLEGE STUDENT HOUSING

Vision and Mission

The Eastern Florida State College Student Housing Corporation (the "Student Housing Corporation"), a direct support organization of Eastern Florida State College (the "College"), is committed to creating a supportive, safe, and engaging student housing community on campus that fosters personal development and academic success. The Student Housing Corporation seeks to provide students a caring community that is both intellectually and socially enriching, with an emphasis on student self-governance and a corresponding expectation of student accountability.

Student Accountability

Living on campus is a privilege, not a right. Students are expected to behave in a responsible manner and observe the established rules and regulations of the College and Student Housing Corporation, as well as local, state, and federal laws. The College reserves the right to make additional rules and regulations as may be necessary for the safety, care, and cleanliness of the facility and/or for the preservation of order. Students who fail to meet the College's expectations will be held accountable.

Family Education Rights and Privacy Act (FERPA)

We understand this is an exciting time in students' lives and parents/guardians want to ensure the best experience possible for their children. The College is limited, however, in the scope of information it is permitted to share with parents/guardians, and others, due to the Family Educational Rights and Privacy Act (FERPA) of 1974. For any representative of the Student Housing Corporation or College to speak with a parent/guardian about their child, a student must have a completed FERPA release form (FERPA Authorization to Release Information) on file with the College. For more information about FERPA, visit: https://www.easternflorida.edu/registrar/ferpa-privacy-act-info/ .

Immunizations

Florida Statute 1006.69 requires all students who attend a postsecondary educational institution and reside on campus to receive a Meningitis and Hepatitis B vaccine or submit a waiver stating that they have made an informed decision not to be vaccinated (if a student is under 18 years old, a parent/guardian must also sign the waiver.)

Annual Security Report

Each year, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College publishes an Annual Security Report. This report contains crime statistics and institutional policies and procedures relating to safety and security, including information about crime reporting, emergency announcements, sexual misconduct, alcohol and drugs, safety awareness, and resources available to the College community. The Annual Security Report is available for review by clicking on the following link: https://www.easternflorida.edu/documents/asr.pdf . In addition, hard copies are available at any Campus Security Office.

Drug-Free and Alcohol-Free Campus and Workplace Notification

Each year, in accordance with the Drug Free Schools and Communities Act, the College publishes a Drug-Free and Alcohol-Free Campus and Workplace Notification. This document contains information about the College's standards of conduct and disciplinary sanctions associated with the use or possession of alcohol and illegal drugs, as well as applicable federal, state, and local laws and penalties, health risks, and information about prevention and assistance available from the College and in the community. The Annual Notification is available for review by clicking on the following link: http://www.easternflorida.edu/documents/annual-drug-alcohol-notification.pdf .

Campus Mailing Address and Information

Student Name
EFSC Student Housing – Building _____ (A or B), Room _____
Mailbox # _____
3865 North Wickham Road | Melbourne, Florida 32935

Failure to include your building and room number in your mailing address will result in mail being late or possibly RETURNED TO SENDER due to an INSUFFICIENT ADDRESS.

When a student checks out of student housing, it is their responsibility to provide a forwarding address to the United States Postal Service and any agencies (i.e., banks, Netflix, credit cards, etc.). Any mail received for a student who is no longer a resident of student housing will be "Returned to Sender."

There is a one-stop mail room for mail and packages in Room 111-C in Building 10. A mail room receiving agent will be available from 9:00 a.m. to 11:30 a.m., Monday through Thursday, for student pick-up of parcels. You may reach a mail room receiving agent at 321-433-5539 or in the mail office in Room 165 of Building 1. *Students must present student/photo ID to retrieve items.*

Pick up packages in a timely fashion, specifically perishable items. Any items deemed perishables that are not picked up within 24 hours of delivery to the mail room, or items leaking or beginning to smell, WILL be disposed of due to health and sanitary reasons, with or without notification.

Director of Support Services

The office of the Director of Support Services is in Building 16 (Student Union). Regular office hours are Monday through Thursday (excluding days the College is closed) from 8:00 a.m. to 5:00 p.m. The director may be reached at: (321) 433-5631 | housing@easternflorida.edu .

Resident Assistants (RAs)

RAs are student/staff members living in the student housing community. Their primary objective is to assist residents in any way possible. RAs can be among the most helpful and resourceful people you will get to know. Carefully selected because of their leadership and interpersonal skills, positive attitudes, and sense of commitment, RAs have many roles and responsibilities. They help build a sense of community in student housing. They serve as a resource for information and tips on adjusting to college life, conduct safety and security checks, and ensure that student housing policies are followed. Your RA is your main point of contact in student housing. They will make an intentional effort to connect with you regularly over the year. You can talk with them about a variety of issues, and they will connect you with other staff and college resources if needed.

RAs on Duty

RAs are on duty, seven days per week, from 6 p.m. through 8 a.m. They can be reached via email. If your RA is unavailable, there are staff members available for general assistance, maintenance concerns, and emergencies. Contact information for RAs and other staff will be provided during move-in orientation.

Building and Floor Meetings

During the first week of each semester, each RA will conduct a meeting for the residents of the facility. Attendance at these meetings is mandatory because information concerning safety & security, as well as other important topics, will be discussed. Residents are responsible for the information disseminated at all such meetings. Residents who have conflicts with scheduled building and/or floor meetings should inform their RA as soon as they are aware of the conflict. RAs may also call meetings at other times during the year.

Facilities Maintenance

The College Facilities Department addresses concerns with kitchen appliances, leaks, power outages, insects, light bulbs, AC and heat issues, cable/internet service, air quality, holes in walls, flooring, and safety equipment. Contact your RA to submit a work order via the online portal as soon as there is a problem. There is no charge for routine maintenance; however, requests submitted because of a resident's behavior or neglect may result in charges (see Attachment 2 – Student Housing Fees/Charges Schedule). The space should be prepared for maintenance to enter – this includes removing personal items from the work area, and/or removing bed sheets for bed to be raised/lowered.

EFSCares Student Counseling Services

EFSCares is a confidential, free student counseling service available to all part- and full-time enrolled EFSC students. The service is a College partnership with Gee Resolutions, a local community-based mental health organization. Simply call 321-631-8569 and identify yourself as an EFSC student. The Gee Resolutions staff member will connect you to a licensed and/or certified professional who will assess your personal situation and schedule additional counseling sessions as needed. EFSC students are eligible to receive unlimited free telephone assessments and up to six free, individual face-to-face counseling sessions per year. This is a private, confidential service designed to help when needed most.

Campus Security

The College's Security Department is committed to providing a safe, secure, and orderly living environment on campus. To contact Melbourne Campus Security, please call (321) 403-5909. For more information about campus security, please visit: https://www.easternflorida.edu/security/.

Sexual Misconduct/Title IX

Eastern Florida State College is committed to maintaining a safe and healthy learning and working environment that promotes responsibility and respect, and where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity based on sex. As such, the College strictly prohibits all forms of sexual harassment, sexual assault, dating violence, domestic violence, and stalking (collectively referred to as "Sexual Misconduct"). The College annually prepares a Resource Guide containing essential information for students about victim rights, resources, and College policies & procedures related to Sexual Misconduct and Title IX. The Resource Guide, as well as other valuable information, is available on the College's Sexual Misconduct and Title IX homepage: https://www.easternflorida.edu/titleix/ . Students who experience or witness Sexual Misconduct may report incidents to the College's Title IX Coordinator:

Stephen W. Salvo
Title IX Compliance Coordinator, Melbourne Campus
Building 8, Room 201-G
(321) 433-5775 | salvos@easternflorida.edu

Suite and Campus Amenities

Cable Television

All living rooms in student housing receive the basic cable offered in Brevard County at no additional charge. There is no wired cable in individual bedrooms, only streaming via WiFi. Channel lineups are available upon request.

Laundry Room

A community laundry room with energy- and water-efficient washers and dryers is located in Building 12. Instructions for use of washers and dryers are posted. Weekends are usually the busiest times in the laundry room, so plan accordingly. All aspects of the laundry room and equipment should be left clean and organized. To report a broken machine, please contact your RA to place a maintenance work order.

Internet Access

All suites and rooms are equipped with WiFi for wireless internet access.

Study Rooms

Study areas are available in Building 12 and Student Union (Building 16) and are available for use by all EFSC college students. These study areas provide a tranquil retreat for residents looking for a space to study or complete group projects with little-to-no distraction.

Recreation Areas

Located in Building 12 and Student Union (Building 16), the recreation areas offer the perfect gathering spaces for EFSC college students. Amenities of the areas include: 1. Pool table 2. Gaming area 3. Lounge furniture 4. Large flat screen TVs 5. Microwaves 6. Vending machines 7. Fitness room.

In addition to these indoor spaces, outdoor recreation areas/courts are available for use by EFSC students, including 1. Sand volleyball 2. Pickleball / Tennis 3. Basketball. Signs for the policies & procedures for outdoor areas are posted. Equipment is available for student use in Building 12.

Emergency Protocols

Titan Alerts

Eastern Florida State College has implemented an emergency alert notification system that delivers reliable emergency text and email messages anytime there is an emergency on campus which poses a safety concern for students. To enroll in the “Titan Alerts” emergency alert notification system, please visit the “myEFSC” page on the College website or visit the Campus Security Office in Building 1.

Evacuation Plan

In the event an evacuation of Eastern Florida State College is necessary, the College must be able to identify where resident students are going, with whom, and which students would need a list of Brevard County shelter information to evacuate in a timely manner. The College requests all residents complete and submit a Resident Emergency Evacuation Form (provided in the student housing acceptance packet). The information provided is confidential and will be used only for emergency purposes in compliance with FERPA.

Fire Policies

The College’s Fire Safety Policies for on-campus housing are contained in Attachment 1. Please read these policies carefully. Call 911 and/or Campus Security (321-403-5909) in the event of a fire and provide as much information as possible.

Hurricanes

Hurricane Watch

A Hurricane Watch signifies there is a *probability* that a hurricane may approach the Eastern Coast of Florida. The National Weather Service will issue a Hurricane Watch for a specific time period and geographic area. Residents should monitor television and radio weather bulletins for details and changes in weather conditions. Residents are also encouraged to make necessary preparations and plans if they are asked to evacuate.

Hurricane Warning

A Hurricane Warning is issued when a hurricane is projected by the National Weather Service to *impact* the region. The College President will determine if the College is to be closed. If the College closes, residents will be provided instructions regarding securing and evacuating the student housing facilities. Residents must comply with all reasonable requests made by officials or emergency personnel during this time.

Hurricane and Tropical Storm Procedures

Upon announcement that a Hurricane or Tropical Storm Warning status has been declared, the Director of Support Services will be notified and will relay weather information to Housing Staff and residents.

Tornadoes

Tornado Watch

A Tornado Watch signifies that atmospheric conditions are such that a tornado *may develop*. The National Weather Service will issue a Tornado Watch for a specific time period and geographic area. Residents should monitor television and radio weather bulletins to listen for details and changes in weather conditions.

Tornado Warning

A Tornado Warning is issued when a tornado *has been sighted in the immediate area*. In the event of a tornado warning: 1. Close the suite's main entry door and bedroom doors 2. Do not remain in an area with glass windows, or distance from windows as much as possible 3. Cooperate fully with all staff members.

Preparation BEFORE Inclement Weather

- Pull all furniture away from windows, including beds
- Remove electronics from floor areas
- Unplug all electronics in the event of a power surge
- Remove all articles from floor (shoes, rugs, etc.) in case of water damage/flooding
- Place all loose objects in drawers or closets
- Fill clean containers with water; hurricanes may impact water supply
- Stay away from windows
- Do NOT put tape on windows
- Lower and close all window blinds
- EACH resident should have a flashlight in the event of power failure
- Only battery devices permitted; NO candles or open flames
- Have a 3-day supply of nonperishable

- Park close together in assigned areas; put on emergency brake
- food available
- Lock doors

Procedures DURING Inclement Weather

- Students should develop a personal evacuation plan before any storm/inclement weather. If a student is unable to devise a plan, the Director of Support Services & Staff will assist in coordinating the evacuation of those residents unable to do so on their own.
- Depending on the total number of students, the Director of Support Services & Staff may coordinate with a local shuttle service to assist in the evacuation of students.
- Once an evacuation order is lifted, the Director of Support Services & Staff will coordinate with any utilized shuttle services to safely return residents to campus.
- During a storm in which residents are not evacuated, students should remain away from dangerous areas as much as possible – this includes windows and doors. *STAY INDOORS until advised otherwise by Support Services.*
- Telephone calls should be made only in case of emergencies.

Procedures AFTER Inclement Weather

Residents will not be allowed back into their building until the Emergency Management Team has provided the "all clear," signaling the building is safe, secure, and can now be occupied. Residents can call the college switchboard at (321) 433-5400 to receive updates regarding College operations.

Keep in mind that any damage to individual property is not the responsibility of the Student Housing Corporation or the College, so it is advised that all students have individual property insurance in case of emergencies.

Damage to the student housing facilities will be fixed by Student Housing Corporation or the College in a timely manner. If residents need to be relocated due to damage to their suite and/or room, the Director of Support Services and Staff, RAC, and RAs will work with each person to find a temporary location on campus until the suite and/or room is cleared by College administration.

Bomb Threats

If a resident hears a bomb threat being made, the resident should:

- Note the exact time of the threat
- Write down, as accurately as possible, all statements made by the person making the threat

- Listen to the voice to best determine the person's gender, age, accent, or any distinguishing features
- Listen for background noises
- Note the alleged location of the bomb/device
- Immediately notify the local authorities by dialing 911 and contact Campus Security at (321) 403-5909

If a threat is made via text message, please screenshot and provide the documentation to 911, Campus Security, and Support Services. If a threat is made via email, please forward and/or print the message for delivery to local and campus authorities.

In the event of a bomb threat requiring the evacuation of any building(s), residents will be alerted by law enforcement, emergency management personnel, and/or staff in student housing. A bomb threat, even one made as a prank, is a serious offense and a violation of federal, state, and local laws.

Emergency Evacuations and Drills

1. The College will conduct evacuation drills in the student housing buildings each semester (Fall and Spring).
2. RAs will be trained and notified of evacuation procedures in RA training and refreshed on procedures during semester in-service classes.
3. If the alarm sounds:
    a. At the sound of the fire alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to the parking lot/determined rally point.
    b. Building occupants will also be responsible for ensuring their visitors follow the evacuation procedures and leave the building with all other occupants.
    c. When evacuation begins, members of Support Services, the Facilities Office, and Campus Security will be walking through the buildings and checking rooms to ensure everyone's safety. This is to verify all students have evacuated the buildings.
    D. Facilities and Campus Security remind students that any time a fire alarm sounds should be treated as serious, and evacuation of the building is mandatory. Students will not be allowed to re-enter buildings until an "all clear" is given by a member of the Facilities Department, Campus Security, or a member of the Melbourne Fire Department.

**Note: Students who fail to comply with any part of evacuation drills may face fines and/or disciplinary action.*

Missing Students

It is Eastern Florida State College's policy to comply with the requirements of the Jeanne Clery Act regarding missing persons by providing notice to an emergency contact and/or parent/guardian if a student living in campus housing is missing for 24 hours. If any member of the College community has reason to believe a student living in campus housing has been missing for 24 hours, they should contact the Eastern Florida State College Department of Security at (321) 403-5909 immediately. EFSC's Department of Security will generate a missing person report and investigate.

Students living in campus housing will be instructed on how to register their contact person(s) during the application process and at Housing Orientation. The student's emergency contact person can be

updated through Support Services. Emergency contact information provided by students will be registered confidentially and will be accessible only to authorized campus officials. It will not be disclosed to anyone except law enforcement personnel to assist a missing person investigation or medical emergency. For students under 18 years of age who are not emancipated, the College will notify a custodial parent/guardian, as well as any additional contact person(s) designated by the student, within 24 hours of determination the student is missing.

College Officials will notify local law enforcement within 24 hours of determination a student is missing unless local law enforcement made the initial missing person determination. If the student has designated an emergency contact person, College officials will notify the emergency contact person within 24 hours after the missing person determination has been made. Regardless of whether the student has provided emergency contact information, is above the age of 18, or is an emancipated minor, the Director of Support Services, or designee, will inform the Eastern Florida State College Department of Security within 24 hours to notify them of a missing student. Students may submit revised emergency contact information at any time by contacting the Director of Support Services.

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Shelter-in-Place Emergency

A “shelter-in-place” emergency is declared when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings. Events that trigger a shelter-in-place emergency are likely life-threatening. Examples of situations that may cause a shelter-in-place emergency include: violent or potentially violent behavior exhibited by a known individual threatening with or without a gun or other deadly weapon, a hostile intruder, robbery in progress, or terrorist attack. A shelter-in-place command will be announced via the Emergency Notification System (text and email). The following actions should be taken when this instruction is received:

- Notify 911 as soon as possible. Describe the situation and extent of injuries
- Lock all interior and exterior classroom/office/suite & bedroom doors
- Because many campus doors have glass windows, barricade classroom/office doors if possible
- Turn off lights
- Account for everyone currently in the room/space
- Remain quiet and DO NOT enter hallways or venture outdoors
- Crouch down in areas that are out of sight from doors and windows
- If a gunshot is heard, stay near the floor. Shield under or behind furniture as much as possible
- Individuals in hallways/open areas should seek shelter in the nearest classroom, office, common area, or suite

- Individuals in outdoor areas should immediately take cover
- No person should leave a building when a lockdown is in effect
- Postpone calls to family and friends so communication lines may remain open to emergency personnel. Your external communications may cause confusion and disrupt emergency operations at the scene

Sheltering-in-place is to remain in effect until cancelled via the Emergency Notification System (ENS). Should the fire alarm sound during a shelter-in-place situation, do not evacuate a building unless you have firsthand knowledge there is a fire in the building, you are in imminent danger, or you have received notification via the College's security alert system.

On-Campus Housing Policies and Procedures

Student Code of Conduct

Any student who accepts the privilege extended by the laws of Florida of attending Eastern Florida State College gives their consent to the policies of the College, the State Board of Education, and the laws of Florida. The College's standards of behavior for students and formal disciplinary process are set forth in the Student Code of Conduct. Violations are subject to discipline, including, but not limited to, removal from on-campus housing (see Attachment 3 for a list of the SCOC standards of conduct.) For more information about the Student Code of Conduct, visit: https://www.easternflorida.edu/student-handbook/student-code-of-conduct.php .

Housing Code of Conduct

In addition to the Student Code of Conduct, residents must adhere to additional standards of conduct that are specific to student housing facilities (see Attachment 4 for the Standards of Conduct for On-Campus Housing.) Violations are subject to discipline, including, but not limited to, removal from campus housing.

College's Right of Entry

The College and its representatives reserve the right to enter students' suites and/or rooms at any time for any health/safety-related or other institutional purpose, including, but not limited to: inspect, verify occupancy, make improvements or repairs, reclaim College property, control the suite/room in the event of an epidemic or emergency, or if there is reason to believe that any College rules, regulations, policies, procedures, code of conduct, or local, state, or federal laws are being violated.

In these situations, if prohibited items such as alcohol, drugs, or weapons are found, the items can be seized and used against students in a criminal and/or College disciplinary action. In addition, College officials may temporarily secure the location and deny students and others access to the suite and/or room. A student's refusal to cooperate in such situations may result in disciplinary action.

Free Speech

The College will endeavor to respect each resident's right to free speech and expression to the extent possible; however, such rights are not unlimited, and residents should understand the College may regulate, or even prohibit, a resident's speech or expression that substantially interferes with the

operations of the College or infringes upon the rights of other residents to be secure and to be left alone. Refusal to cooperate may result in disciplinary action.

Check-In / Check-Out

The College will establish dates for check-in and check-out. Residents must complete an official room check-out before vacating the facility. Failure to follow check-in and check-out policies will result in additional charges (see Attachment 2 for Student Housing Fees/Charges Schedule).

Room Condition Report (RCR)

Before residents arrive, their suite and individual bedroom are inspected, and the condition is noted on a Room Condition Report (RCR). All residents can make any additions or corrections to the RCR in coordination with the RA. This process should occur (and the form returned) within the first 24 hours of occupancy. Thereafter, residents will be given a copy of the RCR upon request. The RCR will be used at the time of check-out, during which housing staff members will compare the condition of the suite, room, and furniture noted on the form to the condition at check-in. Residents should carefully examine their room/living unit and save the copy of the RCR. It is to the student's benefit to be very descriptive of the condition of their room/suite and its contents, noting any marks, holes, tears, etc. Failure to turn in a copy of the RCR by the 24-hour deadline will result in the assumption that they are in complete agreement with the assessment on the original RCR, which will then be used at the time of check out.

Room Changes

Room change requests can be made two (2) weeks after move-in. To request a room change, students should contact their RA. Once the request is made, the Director of Support Services will meet with the student to discuss details of the request. Since room changes are not necessarily the best answer to deal with possible suite-mate conflicts, it is important for students to meet the Director of Support Services to review all reasons for the request.
Unauthorized room changes will result in a fine (see Attachment 2 for Student Housing Fees/Charges Schedule).

Insurance

We strongly recommend students obtain their own insurance for coverage of personal belongings and/or personal liability. The College does not provide insurance for student belongings or personal liability.

Lock-Outs/Keys

When students are either locked out of their suite or their bedroom within their suite, they will need to notify Campus Security. After the student's information is recorded, a campus officer will provide access to the suite or room with a valid College ID. A student is granted one courtesy lock-out request per semester/term. Should a student need to be given access to their suite and/or room after the one (1) courtesy lock-out request, the student will be assessed a $25 lock-out fee for each request thereafter (see Attachment 2 for Student Housing Fees/Charges Schedule).

Student Housing Unit Card Key/Room Key Replacement

If a resident of student housing should lose their unit card key or room key, they will need to go immediately to EFSC Security to request a replacement. The student will be charged a fee for key(s) replacement (see Attachment 2 for Student Housing Fees/Charges Schedule).

Vacating the Facility

Students may occasionally be required to vacate the facility, such as during a hurricane or other emergency. In addition, health and safety considerations may require students to vacate the facility if their continued presence poses a health or safety risk for the College community. Students will be notified in advance as to any dates and times they must vacate. Exceptions may be authorized by the College V.P. for External Affairs, or designee.

In these situations, students may store their individual property in their assigned room unless the College needs to have the room emptied; however, the College does not accept responsibility for personal possessions left in student rooms during such times. All residents must vacate the student housing within 24 hours of their last final exam except for graduating seniors, who must receive permission from their RA to extend their residence until after commencement.

Mr. Titan's Suggested Packing List

BEDDING & BEDROOM DÉCOR	
Pillow(s) & Pillowcase(s) – Standard Size Pillow Sham(s) Mattress Pad/Topper/Cover – Twin XL, XXL, or Full Size Sheets & Comforter – Twin XL, XXL, or Full Size	
Body Pillow; Throw Pillow(s); Blanket(s)	Wastebasket
Alarm Clock	Fan
Floor Lamp	Assorted Décor Items

BEDROOM ORGANIZATION & STUDY	
Under-Bed Storage; Storage Bins	Laundry Hamper/Basket
Shoe Storage	Clothes Hangers; Closet Organizers
Desk Lamp	Calendar
Surge Protector/Power Strip	Flash Drive(s); Assorted School/Study Supplies

BATHROOM NECESSITIES	
Bath Towels; Hand Towels; Washcloths	Robe & Slippers
Toiletries (soap, shampoo, etc.)	Hair Dryer; Flat Iron; etc.
Shower Curtain & Liner *	Non-slip Shower Stall Mat *
Floor Mat/Rug *	Toilet Paper; Kleenex; etc. *

KITCHEN (Cooking & Dining) NECESSITIES	
Dishes/Dining Ware (plates, bowls, etc.) *	Utensils – for Eating and for Food Prep *
Drink Ware (glasses, cups/mugs, etc.) *	Water Jug or Pitcher w/ Filter
Food Storage (bags, containers w/ lids, etc.) *	Dish Drying Rack
Reusable Water Bottle; Travel Mug	Can Opener; Bag Clips; etc. *
Pots and Pans *	Coffee Maker; Small Appliances (as needed) *
Dish Towels and Sponges *	Wastebasket (w/ lid) & Garbage Bags

CLEANING SUPPLIES *	
Vacuum	Broom (w/ Dustpan) and Mop
Toilet Bowl Brush and Plunger	Rubber Gloves
Cleaning Rags and/or Sponges	Liquid Dish Soap (such as Dawn)
Hand Soap (such as Dial, Method, etc.)	Laundry Detergent; Fabric Softener; etc.
Preferred Cleaners (such as Windex, OxiClean, etc.)	Paper Towels; Disinfecting Wipes; etc.

MISCELLANEOUS ITEMS	
Flashlight	Batteries
First Aid Kit	Basic Sewing Kit and Tool Kit
Umbrella	Iron & Ironing Board
Computer and/or Printer w/ Cords	Small TV – for personal bedroom
Wireless Router – for personal bedroom	Gaming Systems; Fitness Items; etc.

It is suggested students coordinate with suite mates prior to Move-In to divide/share in the purchase of items marked with " * " – this is for cost savings and due to limited storage.

Disclaimer

The information contained in this handbook is accurate as of August 2024 but may be subject to change. The Student Housing Corporation reserves the right to amend, modify, or cancel the policies, terms and conditions, and other material as published in this guide. The Student Housing Corporation will endeavor to inform students of any such changes with reasonable notice.

ATTACHMENT 1: Fire Safety Procedures for On-Campus Housing

Fire safety is a top priority in Eastern Florida State College Housing. It is vital that all members of the housing community understand and follow all rules & regulations set forth by Eastern Florida State College. Fires can present a serious risk in residential housing. They often start because of carelessness involving cooking, matches, and any smoking products.
Many fires can be avoided through caution and common sense. Residents can protect themselves and their neighbors by accepting responsibility to keep residences safe from fire. This can be accomplished through minimal planning and awareness. Information regarding fire drills and fires reported in residential housing can be found in the Eastern Florida State College Annual Security Report. The following information applies to Eastern Florida State College On-Campus Housing.

Fires and Emergency Evacuation

If a fire or suspicious smoke is observed, activate the nearest pull station to sound the building alarm, call 911, and proceed to the nearest exit to the building's closest evacuation location. Campus Security and local Fire & Rescue will respond to the sounding alarm and will direct residents accordingly. Always follow the directions of EFSC Security Staff and Police and/or Fire Department(s).

Evacuation Procedures

When an alarm sounds, all residents and their guests must immediately evacuate the building using the nearest exit, closing doors behind them, and proceed to the building's rally point.
Use stairwells where available instead of elevators.
Do not rush out into the hallway.
If the door to evacuate is closed, first, feel the door by gently applying the back of your hand. If it is hot, use another way out. If the door is cool, you may leave through that door and locate the nearest exit.

It is mandatory that all residents and guests evacuate the building, whether it is a drill, an active fire, or other threat-related incident. Failure to evacuate a building when an alarm has sounded or when directed by EFSC Security and/or Staff, the Police, and/or Fire Department(s) is strictly prohibited and may result in a Student Code of Conduct Violation and/or termination of the housing agreement. Stand out of the way of EFSC Staff and other personnel as they work to manage the incident.

Window Procedures

Windows are to remain closed and always locked, except in cases of an emergency. Tampering with windows will result in a fine (see Attachment 2 for Student Housing Fees/Charges Schedule).

If Unable to Evacuate

Smoke rises, so the cleanest air is near the floor. If the planned escape route becomes smoky, crawl out of the building on hands & knees. If escaping the room is not possible, stuff wet towels, sheets, and/or clothes around the door and vents to keep smoke out. Call 911 and provide them your location. If there is no smoke entering the room, slightly open a window, if possible. Stay low, yell for help, and wave a bright cloth, towel, or sheet out a window to signal your location.

Rally Points

Each building has a designated rally point. EFSC Staff will inform residents of this location during orientation. Each rally point will be at least 400-500 feet from the building. If you think someone is missing or trapped inside the building, report this to the staff and emergency personnel on site.

Re-Entry to Buildings

Do not re-enter the building until instructed to do so. This order will be given by the Chief of Collegewide Security, or designee, and communicated by EFSC's Security Department. Non-compliance may result in a Student Code of Conduct Violation and/or termination of the housing agreement.

Reporting

All fire incidents must be reported to a RA and the EFSC Security Department. If a member of the EFSC community finds evidence of a fire that has been extinguished and they are unsure whether the EFSC Security Department has already responded, the individual should immediately notify the EFSC Security Department to investigate and document the incident.

Accidental Fire Alarms

Any campus resident who activates the building fire alarm accidentally or without a true emergency is responsible for any related costs resulting from Emergency and/or College response. This includes, but is not limited to, cooking errors, smoking, vandalism, pranks, and policy violations. Any additional costs and applicable policy violation charges will also be assessed to the responsible resident(s). Neither students nor staff may interrupt Fire Department units once they have been dispatched to the campus. If a fire alarm is activated, the EFSC Security Department should be contacted to assist residents with protecting themselves and other members of the campus community.

Fire Drills, Training, and Inspections

Fire Drills

EFSC Emergency Management conducts at least one fire drill every major term. Residents will receive advance notification of the fire drill date; however, actual drill times will vary to facilitate simulated emergency response.

Fire, Health, and Safety Inspections

For the safety of all community housing residents, room inspections are completed throughout the year to conduct specific fire, health, and safety checks. Any violations found during these checks must be corrected in a specified time period (as directed by College Officials). Failure to correct violations may result in disciplinary action including, but not limited to, Housing and Student Code of Conduct Violations, in addition to a review of the resident's housing agreement. Some violations are subject to immediate contract review.

Training

EFSC Security Staff, Support Services Staff, and RAs receive annual training from EFSC Emergency Management on fire safety. Topics include fire extinguisher use, evacuation procedures, and general

fire prevention topics. EFSC Emergency Management relays the information to the residents through the RAs.

Fire Safety Equipment

Tampering with any Fire Safety Equipment will result in fines, penalties, and possible removal from student housing.

Tampering with any part of the fire protection system or equipment, including false alarms from pull stations; obstructing or tampering with doors, smoke detectors, stove top extinguishers, sprinkler heads, evacuation signs, pipes, hydrants, or exit signs; and illegal use of a fire extinguisher are violations of State Law (first degree misdemeanor under FS 806.101) and are punishable by a fine of up to $1,000.00 and/or one year jail time (FS 775.082 and FS 775.083). In addition, the resident will also be responsible for emergency department fines, related clean-up and repair costs, and will be subject to disciplinary action including, but not limited to, removal from housing. The resident may face immediate housing agreement termination.

Fire Alarm Systems

EFSC residential facilities are equipped with fire alarm systems to provide emergency notification to occupants throughout the facility. In addition to automatic detection in hazardous areas, manual pull stations are provided for occupant use.

Fire Extinguishers

EFSC encourages residents to familiarize themselves with the location(s) of the fire extinguisher nearest to their living area and throughout the facilities. All residents should know how to use a fire extinguisher. If a resident does not know how to use a fire extinguisher and would like to learn, they should contact their RA. In addition to the extinguisher provided, EFSC recommends that all residents have their own multipurpose or multi-class extinguisher in the event of an emergency.

Smoke Detectors

All rooms are equipped with smoke detectors. Some of these detectors are connected to the main alarm system and to the EFSC Security Department. If the units are tampered with in any way, EFSC Security will respond to the alarm. Do not tamper with or cover any fire safety device, as it puts everyone in the residential housing community in danger. If a detector or alarm beeps or sounds for an unknown reason, notify EFSC Security and your RA immediately.

Sprinklers

All EFSC residential facilities are equipped with sprinklers. Sprinklers are present to protect residents, as well as their belongings, and are not to be tampered with or used for hanging or storing items.

Fire Prevention – Cooking and Appliances

Student Housing Shared Kitchens

EFSC student housing suites are equipped with shared full kitchens that include a full-size refrigerator w/ freezer and oven/range. Small cooking appliances are permitted in the kitchen area. Deep fryers are

prohibited. Residential facility kitchens are also not to be used for things such as class projects, science experiments, or washing hair. Additionally, residents who use residential facility kitchens are required to clean up after themselves before leaving.

For safety and security reasons, the following items and those similar are prohibited outside of the kitchen (e.g., bedroom, bathroom, common living area, etc.):

- two-sided, open-faced, or indoor electric grills (panini press, waffle maker, "Foreman Grill," etc.)
- toasters and toaster ovens
- hot plates
- pressure cookers, slow cookers, or crock pots
- deep fryers
- air fryers
- electric skillets
- appliances w/ exposed heating coils
- "Insta-Pots"

Permitted Appliances

Outside of the common kitchen area, residents are permitted to have a microwave oven (must be 1,000 watts or less), popcorn poppers, hot pots, and coffee pots *with an automatic shut-off feature.* Refrigerators (with or without freezers) which do not exceed 5 cubic feet total capacity are allowed. Residents with larger appliances will be asked to remove them and will be subject to a fine per occurrence. See your RA with questions regarding permitted appliances.

Safe Operation

All appliances used in any EFSC residential facility must be listed, in good working condition, and *plugged into a power strip with a built-in circuit breaker.* Any appliance deemed unsafe upon inspection by College Officials will be removed upon request.

Cooking Tips to Avoid Smoke Alarms

- Always turn on vent above stovetop when cooking
- Use caution when cooking and never leave food unattended
- The stovetops in residential facilities may heat differently than other stoves; residents should check food frequently
- Have a tight-fitting lid available to cover the pan until it cools in case of a potential grease fire
- In the event of grease fire, place a lid on the pan/pot to extinguish. *Never put water on a grease fire!*
- Do not use the oven for storage and check to make sure the oven is empty prior to preheating for use

- *<u>If smoke detector sounds from cooking in ONLY the shared kitchen area, and there is NO fire:</u>*
    - Call your RA and/or EFSC Security
    - Provide name, location, and inform them a smoke detector is sounding
    - Turn on the vent or fan and open windows, if possible, to clear any smoke
    - EFSC Security or Facilities Services will respond to the scene

Rubbish Disposal

All garbage resulting from the preparation of food in all facilities must be placed in a garbage bag and taken directly to the area dumpsters to avoid odors, attracting bugs, or contributing to unsanitary conditions. *Rubbish should not accumulate in excessive quantities or be left in common areas.*

Failure to Comply

Residents will be fined for any violations of these policies and subject to disciplinary actions including, but not limited to, removal from housing.

Fire Prevention – General Safety

Violations of Fire Prevention protocols will result in fines, penalties, and possible removal from housing.

Candles, Open Flames, and Incense

Due to the potential fire hazard, the use or possession of candles, items that have an open flame, incense, or other related items is strictly prohibited in all EFSC residential facilities. This includes unlit, unburned, and unused products.

Circuit Breakers

If an electrical outlet is overloaded, it will trip the circuit. This is a safety feature to prevent electrical fires. If a circuit is tripped, electrical appliances should be unplugged and relocated to different outlets. The resident must then notify their RA. *Do not attempt to reset the breaker on your own.*

Curtains and Draperies

Curtains and draperies are prohibited in all EFSC residential facilities. Curtains being used in hallways, closets, or as partitions in rooms are also prohibited. If a bedroom does not have doors on the closet, the resident may put up a curtain using a tension rod; however, the rod must be 20 inches from the ceiling, to allow the sprinkler full coverage in the event of a fire. Failing to follow these policies may result in a sanction or citation.

Décor and Decorations

Excessive decorations in rooms and common areas are prohibited. Loose items and coverings may not be placed over doorways. Contact a RA with any questions about permitted decorations. Live-cut holiday-type trees and excessive amounts of cut vegetation (such as plants) are prohibited inside all EFSC residential facilities.

Electrical Cord Guidelines

Extension cords are prohibited in EFSC residential facilities. Only 120v, listed electrical power outlet strips (surge protectors) with a built-in manual reset 15-amp circuit breaker are allowed. The maximum allowable length of a cord is six feet, with a maximum of six outlets at the end of the cord. Only one outlet strip may be used per wall outlet, and power strips may not be plugged into one another (daisy-chaining). In addition, non-circuited multi-socket cords, multi-plug adapters, any items with a frayed or damaged cord, and air fresheners or fans with an outlet are strictly prohibited as they can cause a fire. Be cautious and ask your RA if needed. These policies are in accordance with the Florida State Fire Marshal and state policy.

Prohibited Items and Hazardous Materials

Explosives, flammable or any hazardous substances, or any item of a dangerous nature are strictly prohibited within EFSC residential facilities. This includes, but is not limited to, space heaters, fireworks, bug bombs, gases, gasoline, solvents, charcoal lighter fluid, propane, non-life-support compressed gas cylinders, dive tanks, and welding tanks (full or empty). Also see Appliances, Candles and Incense, Decorations, Electrical Cord Guidelines, Smoking, and Weapons in this guide for other prohibited items. *EFSC Emergency Management has the final authority in determining an item's classification as "hazardous."* All items deemed hazardous will be removed upon request.

Smoking/Vaping

Smoking/Vaping is not permitted in any residential facility, room, hallway, lounge, kitchen, laundry room, community center, common space, classroom, or enclosed stairway of any building owned or managed by EFSC. A violation will result in a fine (see Attachment 2 for Student Housing Fees/Charges Schedule).

Weapons

In accordance with Florida Statutes 790.001(3)(b) and 790.06, you may carry self-defense chemical spray (such as Pepper Spray) while on campus and in residential facilities, provided it is carried solely for the purpose of self-defense, is compact in size, and contains no more than 2 ounces of chemical. You do not need a concealed weapons license to carry self-defense chemical spray.

Students, employees, and faculty members with a valid Florida concealed weapons license may also carry a stun gun or non-lethal electric weapon or device designed solely for self-defense, provided it does not fire a dart or projectile.

In addition, an individual 18 years or older may possess a concealed firearm or other weapon for self-defense (or other lawful purposes) within their private vehicle, without a license, provided the weapon is securely encased and not available for immediate use.

Student Housing-Related Fees & Charges

The following pages of Attachment 2 outline the fees/charge schedule related to Student Housing at EFSC's Melbourne campus. Please note:

- The **$75 housing application fee** is ***non-refundable***
- There is a **$360 housing deposit**, which is ***required upon room assignment from EFSC and your acceptance of the room assignment***

This deposit is refundable, provided your room and suite are in good condition (ordinary wear and tear accepted) and you have no other outstanding liabilities when you leave.

Any student wishing to dispute housing-related fees/charges is welcome to do so. The appeals process is outlined in Appendix 5 of this manual and is handled by the Housing Appeals Review Team (HART).

Attachment 2: Student Housing Fees/Charges Schedule

General Housing Fees/Charges

ITEM	FEE/CHARGE
Application Fee (Non-refundable)	$75.00
Housing Deposit (Refundable)	$360.00
Fall and Spring – Pay-Per-Term	
Fall 2024 Term	$3,605.00
Spring 2025 Term	$3,605.00
TOTAL	$7,210.00
Fall 2024 Term Only*	$3,708.00
Spring 2025 Term Only	$3,708.00
Summer 2025 Term Only	$2,060.00
*" *" – Subject to availability; preference may be given to applicants who select the Fall and Spring Term Option.*	
Summer 2025 Term (Discounted rate for Fall 2024 and Spring 2025 residents)	$1,545.00

General Damage Charges

ITEM	FEE/CHARGE
AC Thermostat	Retail Price + Labor (minimum $120.00)
Cable Jack/Internet Jack Outlet	Retail Price + Labor (minimum $25.00)
Carpet/Flooring – Replace Existing Piece(s) w/ Same or Equal Standard	Retail Price + Labor
Ceiling Tile(s)	Retail Price + Labor (minimum $20.00)
Electrical Outlet(s) and/or Light Switch(es)	Retail Price + Labor (minimum $35.00)
Fluorescent Light Fixture Replacement	$150.00 minimum + Labor
Small Light Fixture Replacement	Retail Price + Labor (minimum $40.00)
Light Switches	Retail Price + Labor (minimum $25.00)
Screens/Blinds	Retail Price + Labor (minimum $75.00)
Smoke Damage	$1,000.00 + Per Room (Determined by Vendor)
Wall Plate	Retail Price + Labor (minimum $5.00)

ITEM	FEE/CHARGE
Wall, Drywall Repair & Paint (3 inches or less)	$35.00 minimum + Labor
Wall Touch-Up Paint Only (3 inches or less)	$15.00 minimum + Labor
Wall, Drywall Repair (3-5 inches)	$100.00 minimum + Labor
Wall Touch-Up Paint Only (3-5 inches)	$30.00 minimum + Labor
Whole Walls Repair/Paint (Left; Right; Window; Door)	$150.00 minimum + Labor
Window/Window Glass	Vendor Invoice + Admin Fee (20%) ($200.00 minimum)

Common Area Damage Charges

ITEM	FEE/CHARGE
Suite Outer Door	Retail Price + Labor (minimum $1,400.00)
Coffee Table	Retail Price + Labor (minimum $220.00)
Electronic Suite Door Lock	Retail Price + Labor (minimum $1,800.00)
Lounge Chair	Retail Price + Labor (minimum $400.00)
Sofa	Retail Price + Labor (minimum $800.00)
Television Stand	Retail Price + Labor (minimum $550.00)
Television	Retail Price + Labor (minimum $250.00)
Television Accessories	Retail Price + Labor (minimum $30.00)

Bedroom Damage Charges

ITEM	FEE/CHARGE
Bed Frame	Retail Price + Labor (minimum $275.00)
Bedroom/Bathroom Door	Retail Price + Labor (minimum $725.00)
Closet Shelving	Retail Price + Labor (minimum $50.00)
Desk	Retail Price + Labor (minimum $450.00)
Desk Chair	Retail Price + Labor (minimum $180.00)
Dresser	Retail Price + Labor (minimum $450.00)
Mattress	Retail Price + Labor (minimum $150.00)
Wardrobe	Retail Price + Labor (minimum $800.00)

Kitchen Damage Charges

ITEM	FEE/CHARGE
Cabinet Door Replacement	Retail Price + Labor (minimum $300.00)
Counter Replacement	Retail Price + Labor (minimum $300.00)
Dishwasher	Retail Price + Labor (minimum $400.00)
Oven Hood	Retail Price + Labor (minimum $120.00)
Recycling Bin/Trash Cans	$20.00 each
Refrigerator	Retail Price + Labor (minimum $800.00)
Sink Disposal	Retail Price + Labor (minimum $250.00)
Stools	$125.00 each
Stove/Oven	Retain Price + Labor (minimum $550.00)
Microwave	Retail Price + Labor (minimum $250.00)

Elevator Damage Charges

ITEM	FEE/CHARGE
Retrieval, during Business Hours	$320.00 minimum
Retrieval, during Overtime Hours	$680.00 minimum
Retrieval, on Sunday and Holidays	$800.00 minimum

Fire Safety Equipment Charges

ITEM	FEE/CHARGE
Fire Extinguisher	$90.00 minimum
Clean-Up Discharged Fire Extinguisher	$75.00 1st hour + $35.00 each additional hour
Exit Signage	$70.00 minimum
Smoke Detector Damage	$100.00 minimum
Sprinkler Head	Retail Price + Labor
Clean-Up Discharged Sprinkler System	Multiple Retail Price + Labor

Other Charges / Fines

ITEM	FEE/CHARGE
Abandoned Property	$45.00 per bag
Abandoned Property – Loose Items	$10.00 per item
Bed Assembly (if taken apart by student)	$30.00 each
Cleaning	$75.00 1st hour + $35.00 each additional hour
Disposal (trash, furniture, etc.)	$100.00 1st hour + $35.00 each additional hour
Improper Check-Out	$100.00
Improper/Intentional Door Propping	$40.00 per occurrence
Improper Trash Disposal	$25.00
Lock Change (bedroom or bathroom)	Retail Price + Labor (minimum $765.00)
Lock-out Assistance (after 1st lockout)	$25.00 each occurrence
Lost Key Replacement	$75.00
Missing Key FOB	$25.00 each minimum
New Key Core/Cylinder	$200.00 each minimum
Pet Violation	$100.00 per day
Prohibited Appliance/Item	$50.00
Refrigerator Removal/Disposal	$75.00 minimum
Service/Emotional Support Animal-related damage(s)	Retail Price + Labor
Smoking/Vaping	$50.00
Tampering with Smoke Detector	$400.00
Tampering with Thermostat	$100.00
Tampering with Windows	$100.00
Unauthorized Room Change	$250.00

ATTACHMENT 3: EFSC Student Code of Conduct

This code of conduct relates to all actions, disruptive or otherwise harmful, to the educational process and includes both physical and virtual (online) educational communities and communications. Violation of the standard of conduct herein will be considered a disciplinary matter and treated in accordance with procedures of due process and with respect of the right and welfare of all members of the College community.

Standards of conduct for which students are subject to disciplinary action, such as suspension or expulsion from EFSC, include, but are not limited to, those described below:

Academic Dishonesty – Cheating, plagiarism, and any other misrepresentation of work are prohibited. Students who are found to be in violation of this standard may receive severe sanctions, including a failing grade in their respective course(s), and, depending on the circumstances, possible expulsion from Eastern Florida State College.

Aiding or Facilitating – No student may aid, facilitate, assist, support, promote, or otherwise encourage the commission of any conduct or behavior prohibited by this Student Code of Conduct. In addition, students witnessing any prohibited conduct or behavior must report same to appropriate College officials in a timely manner.

Alcoholic Beverages – Alcoholic beverages are prohibited on the campuses of Eastern Florida State College and at any College-sponsored activity or event unless approved in advance by the President. Students found to be in possession without prior approval, or unlawfully in possession or under the influence of alcoholic beverages while on campus or at a College-sponsored activity or event, are subject to discipline including suspension or expulsion. Sanctioning a student for conduct prohibited by this section is not conditional upon the student being cited or convicted in a court of law.

Animals – Animals are not permitted on any property owned or controlled by the College unless they meet the definition of "service" or "emotional support" animal under federal and state law, are an approved accommodation by the Student Access for Improved Learning (SAIL) Office or are part of an approved course or presentation. See also Sections 203.5 and 203.6 of the College Procedures Manual.

Arson – No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage, or is intended to cause damage, to the property of the College or to the property of any other person.

Assault and/or Battery – No student shall threaten by touch or cause bodily harm or discomfort on another.

Breach of Peace – Conduct or expression on College-owned or controlled property which disrupts the orderly functioning of the College or is lewd, indecent, or obscene is prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.

Bullying – Behavior of any sort (including communicative behavior) which is directed at another and is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person or group in the target's position substantial emotional distress and undermine the ability to work, study, or participate in College programs or activities, or which would place a reasonable person in fear of injury or death, is prohibited.

Children on Campus – Because of potential disruptiveness to the learning environment, non-enrolled children are not permitted to visit a class in session or a lab. Non-enrolled children will not be permitted to remain in the common areas of College buildings without adult supervision. Only registered students are allowed to sit in class.

College-Sponsored Activities and Events – Use of College facilities must be approved by the proper College authority. All College-sponsored activities and events (such as outdoor concerts, student rallies, outside speakers, etc.) are subject to any limitations and provisions established by the appropriate College official.

Contracting or Representation in the Name of the College – Students, including those acting as officers within any of the Student Government Association or clubs, are prohibited from contracting in the name of Eastern Florida State College and may not claim to be official representatives of the College. Students will not endorse a product in a manner which implies an official endorsement by the College.

Cosmetology Prohibited Act – Student cosmetology services shall be performed only in the lab under the supervision of an instructor. All services must be approved in advance by the instructor. Services shall not be performed in restrooms, hallways, or other areas. Students are expected to adhere to the professional standards associated with licensure expectations. Florida Statute 477.0263 – Cosmetology services shall be performed only by licensed cosmetologists in licensed salons. Florida Statute 477.0265.
Prohibited acts: It is unlawful for any person to engage in the practice of cosmetology or a specialty without an active license as a cosmetologist or registration as a specialist issued by the department pursuant to the provisions of this chapter. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in §.775.082 or §.775.083.

Damage or Destruction of Property – Accidental damage, vandalism, or malicious damage to property belonging to Eastern Florida State College or others may require restitution from the person(s) responsible for such damage and/ or may result in disciplinary action.

Defamation, Threats, and Extortion – Verbal or written communication which exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another, is prohibited.

Disruption – In accordance with F.S. 1006.61 (1): *"Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by*

attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions." Students who intentionally act to impair, interfere with, or obstruct the orderly conduct, process, and functions of the College, either on or off campus, shall be subject to appropriate disciplinary action by College authorities.

Disruptive conduct shall include, but not be limited to, the following:

- Violence against or endangerment of any member or guest of the College community
- Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the College community to express views)
- Theft or willful destruction of College property
- Forcible interference with the freedom of movement of any member or guest of the College
- Participation in a disturbance of the peace or unlawful assembly
- Obstruction of the normal process and activities essential to the College community *(Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorderly.)*

Distribution or Sale of Literature / Goods

– Distribution or sale of literature / goods on the campuses must be conducted in accordance with all applicable College policies and procedures.

Dress and Appearance

– Students are expected to maintain standards of personal appearance and dress which are conducive and appropriate to the maintenance of health, welfare, and safety for themselves and for their associates in the community. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes.

Duplication of Keys

– Duplication of College keys is prohibited.

Endangerment

– The College prohibits any action that endangers the health, safety, or welfare of oneself or others, including, but not limited to:

- Physical violence towards another person or group
- The threat of physical violence towards another person or group
- Interference with the freedom of another person or group to move about in a lawful manner
- Intentional or reckless transmission of disease to another person or group

Failure to Pay Financial Obligations

– The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt they owe to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the College. Students will not be allowed to register for classes until their account is cleared.

Falsification of Records - Falsification of College records including, but not limited to, admission, registration, disciplinary and health records by forgery, or other means of deception, is prohibited.

Firearms, Weapons, Fireworks, Explosives

Introduction

Eastern Florida State College is committed to maintaining an educational and workplace environment that is free of violence. The College further recognizes the existence of extensive legislative acts and constitutional provisions pertaining to the rights and obligations of those who own or possess firearms, specifically those addressing the right to carry, store, and transport firearms on one's person and within motor vehicles.

Authority

While on College grounds or facilities, or at College-sponsored activities and events, students, staff, faculty, administration, employees, and invitees, hereinafter referred to as "person," are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices, or explosives. [§790.001; §790.115, F.S. (2017)]

Exceptions

The following circumstances shall not be a violation of this procedure:

- It is lawful and is not a violation of Florida Statute or Eastern Florida State College procedure 803 for a person 18 years or older to possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private vehicle (conveyance), without a carry license, if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use.
- Nothing in this procedure prohibits the carrying of a legal firearm other than a handgun anywhere in a private conveyance when such firearm is being carried for a lawful use [§790.115; §790.25; §790.251, F. S. (2017)].
- A firearm in the possession of a law enforcement officer who is authorized to possess the firearm, whether on- or off-duty, by the employing law enforcement agency.
- A firearm in the possession of an armed Security Officer, as defined by College policy and procedure.
- Any other possession of a firearm specifically authorized pursuant to the provisions of F.S. §790.115, (2017).

Gambling – Gambling is prohibited on the campuses of Eastern Florida State College.

Guest Responsibility – Students may be held responsible for the actions of their guests.

Hazing – Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another for purposes including, but not limited to:

- Initiation into any organization operating under the sanction of a postsecondary institution
- Admission into any organization operating under the sanction of a postsecondary institution
- Affiliation with any organization operating under the sanction of a postsecondary institution
- The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution

The term "hazing" includes, but is not limited to, pressuring or coercing another into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of another; or any activity that would subject another to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of another.
The term does not include customary athletic events or other similar contests or competitions, or any activity or conduct that furthers a legal and legitimate objective.

Harassment – The College defines harassment as threats, intimidation, coercion, or any other conduct that places a reasonable person in fear of physical harm, through words or actions, or objectively disrupts a person's daily activities, including education and employment. Harassment does not include conduct protected by the First Amendment.

Housing Conduct – Students residing in the College's on-campus student housing facilities must adhere to any rules, regulations, and standards of conduct that are specific to that facility, including, but not limited to, the Housing Code of Conduct.

Identification of Students – Students are required to present proper identification when requested by authorized College officials. Any misrepresentation, alteration, or misuse of identification is prohibited. In addition, students are required to obtain a College-issued identification card as soon as practicable upon enrollment.

Illegal Drugs and Controlled Substances – The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. All applicants for admission to Eastern Florida State College shall certify in writing that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during enrollment at EFSC, according to the College's Drug-Free Policy.

This means students:

- Will not use, possess, purchase, solicit, sell, manufacture, distribute, or deliver (or possess with intent to unlawfully use, purchase, solicit, sell, manufacture, distribute, or deliver) narcotics, controlled substances, or prescription medication without a personal prescription or other illegal drugs.
- Will notify the College within five (5) business days of any conviction for any offense occurring on or away from campus relating to the possession, sale, purchase, delivery, use, manufacture, or

distribution of illegal drugs or controlled substances.

- Has read, understood, and will obey the College's Drug-Free Policy. Applicants who refuse to sign the drug-free certification may be refused admission to the College. If an applicant cannot agree to accept the above conditions for admission to the College, they may be offered counseling which may include information as to where to obtain rehabilitative services. The statement of certification will be considered a legal contract between the student and the College and such contract will be considered broken upon commission of an offense relating to the use, possession, purchase, solicitation, sale, manufacture, distribution, or delivery (or possession with intent to unlawfully use, purchase, solicit, sell, manufacture, distribute, or deliver) narcotics, controlled substances, prescription medication without a personal prescription, or other illegal drugs.
- A student who commits a drug-related offense on campus or while in attendance at a College event will be sanctioned, up to and including suspension or expulsion. A student who tests positive for an illegal drug or controlled substance during screening for College-related programs or for program-related clinical experiences will also be sanctioned up to and including suspension or expulsion.

Medical Marijuana in Florida

– Despite the provisions of Article X, Section 29 of the Florida Constitution, as well as applicable Florida Statutes and implementing F.A.C. Rules, marijuana remains a controlled substance under federal law, and continues to be prohibited by the College. Thus, any member of the College community who meets the definition of "qualified patient" under §381.986(1), Florida Statutes, shall continue to abide by federal law as it relates to marijuana, as well as any and all applicable College policies and procedures. Sanctioning a student for conduct prohibited by this section is not conditioned upon the student being cited or convicted in a court of law.

Intellectual Property Rights

– The College promotes an academic environment that encourages and rewards the creative efforts and innovative spirit of its students. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work that goes beyond resources commonly provided to students for production of publications or class projects. Intellectual property is meant to include both traditional forms of intellectual property, such as student publications, class projects, and student papers, as well as non-traditional intellectual property, such as CD-ROMS, computer programs, TV courseware, or other electronically recorded materials. All such intellectual property remains the property of the authoring student; however, the College retains an interest in said property by virtue of the College's assistance and support for its development, production, and dissemination and, therefore, shall have reasonable access to and use of the intellectual property for such purposes as student evaluation and reproduction in exercising their administrative duties.

Interference with College Guests

– The College may initiate disciplinary actions for any interference with the freedom of movement of any member or guest of the College community.

Invasion of Privacy

– Invasion of privacy is defined by the College as the making, using, disclosing, or distributing a recording or other image of another person in a location or situation in which that person has a reasonable expectation of privacy and is unaware or does not consent to it, and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and

regulations. Such conduct includes, without limitation, taking unauthorized photographs; recording personal conversations or sexual encounters; and acts of voyeurism, peeping, spying, or similar conduct that otherwise invades the privacy of another where a reasonable expectation of privacy exists.

Misuse of Emergency Equipment – Fire escapes, designated ground-level doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. The tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited.

Obeying Reasonable Orders of College Officials – Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting on the part of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings, and to abide by "no-contact" orders and similar directives and restrictions regarding access to, use of, or physical presence on College property, including trespass notices.

Obstruction of Process – Obstruction of Process is defined by the College as interference with or obstruction of the Student Code of Conduct, Housing Code of Conduct, Sexual Misconduct, or other similar process, by any means and through any medium, including, but not limited to, the following:

- Knowingly filing a false report
- Falsification, distortion, or misrepresentation of information
- Disruption or interference with the orderly conduct of a proceeding
- Harassment or intimidation of a College official or participant
- Attempting to influence the impartiality of a College official
- Influencing, or attempting to influence, another person to commit an obstruction of process

Outside Speakers – Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association (SGA). These invitations must be approved by the Associate Provost or Provost.

Public Laws – Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the College; however, if a student is later found to be not guilty of all related charges in a court of law, the College may reconsider any disciplinary sanctions imposed at the request of the student.

Providing False Information – Providing False Information is defined as furnishing false or misleading information to the College or to any College official. This includes, but is not limited to, forging documents or other data or omitting facts that are material to the purpose for which the information is submitted.

Recognition of Student Groups – In order to be classified as a student organization, established, recognized procedures must be met and approved by the College's Provost.

Retaliation – No student may retaliate against a person or group who makes a report or complaint, cooperates with an investigation, or otherwise assists College officials in the enforcement of this Student Code of Conduct or any other College procedure. Retaliation includes intimidation, threats, harassment, and other adverse actions.

Search and Seizure – With reasonable suspicion, College officials may conduct a search of a student's person or property for the purpose of obtaining information or evidence incident to a violation, or suspected violation, of the law or this Student Code of Conduct. If necessary, local law enforcement may be contacted for follow up. Students who fail or refuse to cooperate may be subject to discipline.

Sexual Exploitation – Sexual Exploitation occurs when a person takes advantage of the sexuality of another person without consent or in a manner that goes beyond the boundaries of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose.

Examples of behavior that could rise to the level of Sexual Exploitation include:

- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without the consent of all parties involved
- Recording, distributing, publishing, or streaming images (such as video or photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent
- Prostituting another person
- Exposing one's intimate body parts in unwelcome or non-consensual circumstances or inducing another person to so expose
- Knowingly exposing another individual to a sexually transmitted infection or disease
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity

Sexual Misconduct – Conduct that constitutes, or allegations that if proven would constitute, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as those terms are defined in Section 800.10 of the College Procedures Manual are considered Sexual Misconduct. Any allegations of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as those terms are defined in Section 800.10 of the College Procedures Manual, shall be processed in accordance with that section. Other forms of conduct of a sexual nature not specifically addressed in Section 800.10 of the College Procedures Manual may be subject to discipline under this code of conduct, including, but not limited to, Assault/Battery, Endangerment, Hazing, Interference with College Guests, Invasion of Privacy, and Sexual Exploitation.

Smoking – Consumption of any tobacco products and electronic cigarettes is strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells, and hallways. Smoking is also prohibited in any College-owned/hired/leased vehicles (to include golf carts). Smoking on College property will only be allowed at designated smoking areas. Employees, students, and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.

Theft or Other Abuse of Computer and/or Online-Based Materials – Theft or other abuse of computer and/or online-based materials includes, but is not limited to:

- Unauthorized entry into a file to use, read, or change contents or for any other use
- Unauthorized transfer of a file or unauthorized copying of licensed products. This includes improperly copying, sharing, or streaming copyrighted content such as music, movies, video games, or software using peer-to-peer (called "torrenting") software
- Unauthorized use of another individual's identification and password
- Use of computer facilities, including laptop and wireless access, to interfere with the work of another student, faculty or staff member, or College official
- Use of computing facilities, including laptop and wireless access, to send obscene or abusive messages
- Use of computing facilities, including laptop and wireless access, to download obscene materials
- Use of computer facilities, including laptop and wireless access, to interfere with the normal operations of the College's computing system
- Violation of other established computer lab policies or laptop computer loan agreements

Theft, Unauthorized Possession and/or Sale of Property – Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to College disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the campus bookstore, library, audio-visual department, athletic department, etc.) or by another person, without authorization or payment for such property, will be subject to College disciplinary action.

Threats/Threatening Behavior – Threats/Threatening Behavior is defined as any statement, communication, conduct, or gesture, including those in written form, directed toward any member of the College community that causes a reasonable apprehension of physical harm to a person or property. A student can be responsible even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct, or gesture as a serious expression of intent to physically harm.

Unauthorized Use of College Facilities – The unauthorized use of, or entry into, any College facilities (i.e., classrooms, labs, athletic fields, etc.), whether by force or not, is prohibited.

Unauthorized Recordings – The unauthorized use of recordings including, but not limited to, the recording of personal conversations, meetings, or activities; use of a camera, video, phone, or other device to record another person or group without expressed permission or prior authorization; and recording of classes or academic lectures is prohibited.

Exception: Academic accommodation per approval and permission through the Student Access for Improved Learning (SAIL) Office

Use of College Mail Services – Use of College mail services is limited to official business of the College or approved College-sponsored / College-related organizations. Students must receive approval from the campus Associate Provost's Office to use College mail services.

Use of Vehicles – Riding bicycles, scooters, skateboards, hover boards, etc. in hallways, in buildings, or on walkways is prohibited. Motorized vehicles, roller skating and skateboarding are prohibited in areas other than designated roadways on the campuses of Eastern Florida State College. *Exception: Motorized vehicles for handicapped persons may be used on walkways and in buildings.*

Violation of Probationary Status – A student, who is alleged to have violated the Code of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.

Violations of Law – Federal and state law, respective county and city ordinances, and all College and Board of Trustees rules, regulations, policies, and procedures will be strictly enforced.

Violation of Florida Statute 553.865 ("Safety in Private Spaces Act") – Willfully entering a restroom or changing facility designated for the opposite sex (based on biological sex at birth) on the premises of the College and refusing to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel, except when entering for these purposes:

- To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, F.S., or a person with a disability as defined in s. 760.22, F.S., or a developmental disability as defined in s. 393.063, F.S.;
- For law enforcement or governmental regulatory purposes;
- For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.
- See also Fla. Admin. Code R. 6A-14.00612.
- The requirements of s. 553.865, F.S., and Fla. Admin. Code R. 6A-14.00612, do not apply to an individual who is or has been under treatment by a physician who, in his or her good faith clinical judgment, performs procedures upon or provides therapies to a minor born with either of the following medically verifiable genetic disorders of sexual development: (1) external biological sex characteristics that are unresolvedly ambiguous; or (2) a disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.
- Any student who violates Florida Statute 553.865 is subject to disciplinary sanctions up to and including expulsion from the College.
- Students, administrative personnel, faculty members, security personnel, and law enforcement personnel have the right to file a complaint with the Attorney General alleging the College failed to meet the minimum requirements for restrooms and changing facilities under s. 553.865(4) and (5), F.S.

ATTACHMENT 4: EFSC Housing Code of Conduct

Alcohol and Illegal Drugs

Alcohol and illegal drugs are strictly prohibited inside the suites, individual bedrooms, and common areas (such as parking lots and outdoor recreation areas) in and around the housing facilities.

Appliances

The use of electrical appliances must adhere to the following guidelines:

- Appliances should require no more than one thousand (1,000) watts
- Appliances permitted in the bedrooms are small microwaves, mini-refrigerators (5 cubic feet in size or less), and automatic shut-off coffeemakers
- Appliances including, but not limited to, toasters, toaster ovens, electric skillets, induction cook-tops, and electric grills (such as "Foreman Grills") are permitted only when used in the shared kitchen area of a suite (see also Attachment 1). These items are permitted to be *stored* in the personal bedroom; however, they may only be used in the kitchen of the suite
- Chest freezers are prohibited
- Extension cords are prohibited; however, surge protector suppressants are allowed and must bear the label of Underwriters Laboratories, Inc. (UL) and must contain an in-line fuse or circuit breaker
- Halogen lamps are prohibited
- Open flame appliances are prohibited
- Personal mini refrigerators must be plugged directly into the wall
- Propane and charcoal grills are prohibited
- Space heaters and other open heating element appliances (such as simmering pots, hot plates, etc.) are prohibited
- Window AC units are prohibited

Assignment/Subletting

Assigning, subletting, or otherwise allowing the use of a resident's bedroom or suite for any purpose, including storage to another person, is prohibited without the prior consent of the College.

Bicycles

Bicycles are prohibited from being kept in the breezeways and hallways of the facilities. Bicycles must be stored outside in designated bicycle racks.

Candles/Open Flames/Incense

Due to the potential fire hazard, the use or possession of candles, items that have an open flame, incense, or other related items is strictly prohibited in all EFSC residential facilities.

Car Wash

The washing of personal automobiles on campus is prohibited. Residents are not permitted to access outdoor hose bibs without permission from the Director of Support Services.

Cleanliness of Rooms and Suites

Residents are responsible for always maintaining the cleanliness of their respective bedroom and suite. If, in the reasonable opinion of the RAC, RA, the Director of Student Services, or other College official, the cleanliness of a bedroom and/or suite is not satisfactory, the resident(s) may be required to immediately clean the bedroom and/or suite and/or be subject to cleaning charges (see Fees/Charges related to Cleaning in Attachment 2).

Commercial Purposes

Residents may not use their assigned bedrooms or suites for commercial purposes.

Decorations/Room Alterations

Decorations are encouraged if they do not create health and safety concerns, fire hazards, or damage to the room. If you have any questions about permitted decorations contact your RA.

Decorations must adhere to the following standards:

- May not be placed over doors or on top of the cabinets in the kitchen
- May not cover more than 25% of a given room's wall space
- May not be posted on or hung from the ceiling
- May not cover vents, alarm horns, sprinklers, or smoke detectors
- Must be 18 inches away from a sprinkler head and ceiling, including in closets
- Painting or wallpapering is prohibited
- Signs, flags, stickers, pictures, posters, banners, window paint, and similar objects may not be displayed in windows
- Residents may hang curtains with the use of a tension rod. Additional window coverings of any type are prohibited. Nothing is permitted between the window and the blinds
- Live-cut trees and excessive amounts of cut vegetation, such as plants, are prohibited inside all EFSC residential facilities
- Lava lamps and string lights are prohibited
- Room alterations including, but not limited to, the addition of ceiling fans, track lighting, light dimmers, mounted items (including TV wall mounts), and additional locking mechanisms to doors are prohibited
- Students who choose to hang pictures and/or artwork in their rooms should use a product that does not cause damage to walls. Students who damage walls will be assessed charges for the repair/repaint at the rate outlined in Attachment 2
- Students may ONLY use small finishing nails, push pins, or picture hooks (up to 20 lb. size) to hang items on walls. There is a limit of 6 small holes per resident, per room. Screws, glue, "3M Command," LED strip lights, or other adhesives are NOT permitted in order to avoid wall damage
- All decorations in the common areas of the suite must be approved by all members of the suite

Residents are responsible for the condition of their bedroom and suite. When damages occur, the charges for repair will be assessed to the responsible person(s). *If the person(s) causing the damage cannot be identified, all residents of the suite will be charged for the damage.* Residents must leave their individual bedroom and the suite in a clean condition upon moving out. Failure to do so may result in an extra cleaning charge. Charges will be assessed for any room alterations or damages (see Attachment 2.)

Fire Safety Procedures

Residents must always adhere to the Fire Safety Procedures outlined in Attachment 1.

Furniture

Furniture use must adhere to the following guidelines:

- The removal of College furniture from bedrooms, suites, and/or common areas is prohibited
- Residents are responsible for the proper care of housing furniture and may be charged for any damages, repair, and replacement costs. All furniture belonging to residents must be removed from campus prior to move-out. Any furniture left will be subject to removal at the resident's expense
- Beds and other furniture may not be raised off the floor using any means. For safety reasons, beds may not be lofted. Personal mattresses and waterbeds are prohibited
- To preserve living space, students are encouraged to limit the amount of personal furniture
- Personal couches, oversized/easy chairs, bookshelves/entertainment centers, large screen TV's, and other large items of furniture are prohibited in campus housing areas

Limitations and size requirements are designed to keep rooms and College property from damage by congested and overcrowded rooms. Please use the following guidelines for the most common items brought into rooms:

- Refrigerators – Do not exceed 5 cubic feet total for personal (bedroom) refrigerators
- Bean bags/Satellite chairs – Less than 36" in diameter; limited to one per room
- Entertainment Centers – Should not exceed an approximately 2'x3' footprint

Guest Policy

Guests are permitted to be physically present inside bedrooms and/or suites between the hours of 7:00 a.m. to 12:00 a.m. (midnight). No "overnight" guests are allowed. In addition, the College reserves the right to prohibit any guest at any time, for any reason. Students are responsible for the conduct of their guests and may be subject to discipline for their guest's misconduct, as if their guest's misconduct were committed by the student (see EFSC Student Code of Conduct, "Guest Responsibility.")

Misuse of Keys

Residents may not duplicate student housing keys, alter locks, or loan/give their key(s)/access card(s) to another individual (including, but not limited to, friends, family, or other students). Hiding or leaving key(s)/access card(s) for others to use is prohibited.

Quiet Hours

During Quiet Hours, volume and noise should be limited to a level that could not disturb the nearest neighbor's attempts to study or sleep. *Quiet Hours are as follows:*

Sunday to Thursday:	10:00 p.m. to 7:00 a.m.
Friday & Saturday:	12:00 a.m. (midnight) to 7:00 a.m.

The primary responsibility for the enforcement of Quiet Hours lies with the resident(s). If conflicts arise that the resident(s) cannot reconcile, or if the offending noise is coming from another suite, resident(s) may call their RA to address the situation. Residents are expected to comply when a reasonable request is made to lower volume or noise levels. RAs will address any noise issues they encounter during their day-to-day activities. Quiet Hours may be increased during exam weeks.

Pets/Animals

The Student Housing Corporation is committed to following Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Fair Housing Act, and Florida Statutes § 413.08, 413.081, and 760.27.

Pets are not permitted in the campus housing facilities; however, persons with disabilities may be accompanied by legitimate service animals, and the Housing Corporation will consider requests for emotional support animals as a reasonable accommodation, subject to the following:

Required Notice to Director of Support Services

Any student who wishes to have either a service animal or an emotional support animal must *notify the Director of Support Services prior to the animal's arrival within the facilities*. *Failure to notify prior to arrival may require the animal's immediate removal and applicable fines may apply.*

To request an emotional support animal (ESA) accommodation, a student must notify the Director of Support Services and submit an ESA Housing Accommodation Request Form, along with official documentation from licensed health care provider(s), to EFSC's accessibility/disability services department commonly known as "SAIL" (Student Access for Improved Learning) at SAIL@easternflorida.edu. SAIL will review the student's documentation to determine if the student is an individual with a disability which qualifies for an ESA housing accommodation.

Service Animals

A service animal is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed must be directly related to the person's disability. Such animals might guide individuals with impaired vision, alert individuals who are hearing impaired to intruders or sounds, pull a wheelchair, or fetch items used in daily living. Service animals are generally permitted in all facilities when the service animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. In Florida, a person who knowingly and willfully misrepresents themself, through conduct or verbal or written notice, as using a service animal and being qualified to use a service animal commits a misdemeanor of the second degree. See Florida Statute 413.08(9).

Emotional Support Animals

An emotional support animal is not individually trained but affords a person with a disability an equal opportunity to enjoy student housing. Emotional support animals are not considered service animals under ADA because they have not been trained to perform a disability-related work or task. An emotional support animal may provide emotional support, calm, stability, and other kinds of assistance. Emotional support animals are generally permitted only in a student's bedroom. Students wishing to have an emotional support animal must make a request for a reasonable accommodation. Depending on the circumstances, students may be required to provide detailed information and/or applicable documentation supporting their request. **Emotional support animals are not permitted in the student housing facility unless and until the Director of Support Services has been notified and SAIL has approved the animal as a reasonable accommodation. Any student in violation of the above will be charged a pet violation of $100.00 per day.**

Prohibited Items

- All firearms (including, but not limited to, handguns, rifles, pellet guns, BB guns, paintball guns, etc.)
- All weapons (including, but not limited to, swords, bow & arrow, slingshots, martial arts weapons, hunting knives, etc.)
- Power tools, handheld saws, hammers, nail guns, or other heavy-duty equipment
- Fireworks, any other type of explosives or flammable liquids
- Combustible materials, including combustion engines (outboard motors, pocket bikes, scooters, etc.)
- Coffee makers without an automatic shut-off
- Halogen lamps / tulip lighting / lava lamps
- Space heaters or portable A/C units
- Extension cords (except for UL-approved surge protectors with built-in circuit breakers)
- Large, personal home furnishings (such as beds, dressers, desks, etc.)
- Amplified sound instruments
- Wall paint/spray paint
- Large nails/screws, double-sided sticky tape (or any item that could/would damage walls)
- Satellite dishes

Room/Suite Condition

Residents are responsible for the proper care and use of their assigned bedroom and suite, together with its furnishings, and the common areas of the facilities. Residents are responsible for all damages to their assigned bedroom or suite, and any damages to, or loss of, its furnishings, except those that are caused by ordinary wear and tear.

Safety and Security Standards

To promote the safety and security of building occupants, the following behaviors are prohibited:

- Tampering with circuit breakers
- Leaving food in the process of cooking unattended
- Refusing or failing to vacate a building during an alarm
- Recreational sports in the buildings, elevators, or common spaces outside their designated areas
- Use or possession of items deemed unsafe, including, but not limited to, dart boards with metal-tip arrows, exercise equipment that hinges on the door frame, equipment that poses a fire hazard, etc.

Storage

Residents may not store items such as trailers, boats, jet skis, lawn furniture, etc. in or around the buildings and/or the parking lots.

Trash

Trash must be placed in the designated, large trash receptacles (dumpsters) located in and around the facilities. Trash may not be left in any breezeways, hallways, or other common areas. Violations will result in applicable fines. Bedroom and suite trash should be disposed of on a regular basis.

Vehicle Repairs

Vehicle repairs including, but not limited to, oil and other fluid changes, engine repair, and auto body work are prohibited in and around the facilities. (For more parking guidelines, please contact College Security, located in Building 1.)

Violation of Housing Contract

Violation of any provision of a resident's Student Housing Contract may result in discipline, contract cancellation, removal from the facilities, fee(s)/charge(s), or other remedy.

Violation of Student Housing Living Guide

Violation of any provision of this Student Housing Living Guide, including any attachment, may result in discipline, housing contract cancellation, removal from the facilities, fee(s)/charge(s), or other remedy.

Windows & Screens

Residents must keep windows closed and locked. The entry in or exit out of a building or room through a window is prohibited, except in emergency situations. Items are not to be passed through windows. Blocking or impeding access to the window is prohibited.

Eastern Florida State College
Melbourne Campus

3865 North Wickham Road
Melbourne, Florida 32935

ATTACHMENT 5: Housing-Related Fees/Charges Appeal Process

Appeal of Housing Fees

I. Purpose:

To establish a standardized practice for reviewing and responding to the appeal of any Housing fee/charge including, but not limited to, contract cancellation fee, key replacement fee, cleaning fee, damage fee, etc.

EFSC tracks the condition of housing facility rooms and suites through routine inspections. Housing Staff will conduct an initial review of the room and suite before arrival and document pre-existing damage. The same form is referenced at move-out.

Any new damage beyond normal wear and tear, as determined by Housing Staff, will be charged to the student's account and will be deducted from the Housing Deposit. If the damage assessed is greater than the Housing Deposit, the additional fee(s) will be charged to the student's account.

Fees may also be charged if a space is left dirty or belongings are abandoned.

II. Policy:

A. Housing fees/charges (Housing Fees) include direct cost recovery issues (damage repairs) and other fees, fines, and penalties.

1. An appeal of Housing Fees must be submitted online via the Housing website. Additional supporting documentation (if any) must be submitted to the Housing Office or emailed to housing@easternflorida.edu.

2. **All appeals of Housing Fees will be reviewed and acted upon by the Housing Appeals Review Team (HART).**

3. If the student is not satisfied with the results of the HART appeal, the student may file a written appeal to the Vice President of External Services within 14 calendar days of the HART decision. The Vice President may ask for additional information and will review and respond in writing.

4. The decision of the Vice President is the final decision of the College.

5. A successful appeal will result (if applicable) in funds being applied to the student's account.