# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission</td>
<td>2</td>
</tr>
<tr>
<td>Vision</td>
<td>2</td>
</tr>
<tr>
<td>Values</td>
<td>2</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion Statement</td>
<td>3</td>
</tr>
<tr>
<td>Residence Hall Life &amp; Respectful Community Living</td>
<td>3</td>
</tr>
<tr>
<td>• Your Room</td>
<td>3</td>
</tr>
<tr>
<td>• Roommate Guide</td>
<td>4</td>
</tr>
<tr>
<td>Hall Staff</td>
<td>4</td>
</tr>
<tr>
<td>• Resident Assistant (RA)</td>
<td>4</td>
</tr>
<tr>
<td>• Assistant Hall Director (AHD)</td>
<td>4</td>
</tr>
<tr>
<td>• Hall Director (HD)</td>
<td>4</td>
</tr>
<tr>
<td>• Administrative Assistant</td>
<td>5</td>
</tr>
<tr>
<td>Student Hall Organizations</td>
<td>5</td>
</tr>
<tr>
<td>• Community Council</td>
<td>5</td>
</tr>
<tr>
<td>• National Residence Hall Honorary (NRHH)</td>
<td>5</td>
</tr>
<tr>
<td>• Residence Hall Association (RHA)</td>
<td>5</td>
</tr>
<tr>
<td>• Fire</td>
<td>5</td>
</tr>
<tr>
<td>• Hall Security Guidelines</td>
<td>5</td>
</tr>
<tr>
<td>• Release of information</td>
<td>6</td>
</tr>
<tr>
<td>• Missing Student Protocol</td>
<td>6</td>
</tr>
<tr>
<td>• Security Cameras</td>
<td>6</td>
</tr>
<tr>
<td>Residence Hall Services and Information</td>
<td>6</td>
</tr>
<tr>
<td>• Accessible Residence Halls for Students with Disabilities</td>
<td>6</td>
</tr>
<tr>
<td>• Air-conditioning and Heating</td>
<td>6</td>
</tr>
<tr>
<td>• Bicycle Storage</td>
<td>6</td>
</tr>
<tr>
<td>Break Housing Information</td>
<td>7</td>
</tr>
<tr>
<td>Facility Policies &amp; procedures</td>
<td>7</td>
</tr>
<tr>
<td>• Cleaning Services/Housekeeping</td>
<td>7</td>
</tr>
<tr>
<td>• Furniture Storage</td>
<td>8</td>
</tr>
<tr>
<td>• Internet &amp; Computing Policy</td>
<td>8</td>
</tr>
<tr>
<td>• Kitchens</td>
<td>8</td>
</tr>
<tr>
<td>• Mail Services</td>
<td>8</td>
</tr>
<tr>
<td>• Maintenance Requests</td>
<td>9</td>
</tr>
<tr>
<td>• Personal Property Retrieval</td>
<td>9</td>
</tr>
<tr>
<td>• Pest-Control Service</td>
<td>9</td>
</tr>
<tr>
<td>• Room &amp; Access Keys</td>
<td>9</td>
</tr>
<tr>
<td>• Student ID Card</td>
<td>9</td>
</tr>
<tr>
<td>• Telephone Services</td>
<td>10</td>
</tr>
<tr>
<td>• Television Services</td>
<td>10</td>
</tr>
<tr>
<td>• Use of Residence Hall Facilities</td>
<td>10</td>
</tr>
<tr>
<td>Residence Hall Standards for Student Conduct</td>
<td>10</td>
</tr>
<tr>
<td>• Alcohol &amp; Drugs</td>
<td>11</td>
</tr>
<tr>
<td>• Animals</td>
<td>12</td>
</tr>
<tr>
<td>• Cooking &amp; Electrical Appliances</td>
<td>12</td>
</tr>
<tr>
<td>• Damage Assessments Policy &amp; Vandalism</td>
<td>13</td>
</tr>
<tr>
<td>• Decorating Your Room</td>
<td>13</td>
</tr>
<tr>
<td>• Disruptive or Abusive Behavior</td>
<td>14</td>
</tr>
<tr>
<td>• Failure to Comply</td>
<td>14</td>
</tr>
<tr>
<td>• False Reports</td>
<td>14</td>
</tr>
<tr>
<td>• Fire Safety Regulations</td>
<td>14</td>
</tr>
<tr>
<td>• Gathering/Parties</td>
<td>15</td>
</tr>
<tr>
<td>• Hall Sports Policy</td>
<td>15</td>
</tr>
<tr>
<td>• Harassment, Intimidation, Threats, Assault or Use of Force</td>
<td>15</td>
</tr>
<tr>
<td>• Knowingly Present</td>
<td>15</td>
</tr>
<tr>
<td>• No Contact Order</td>
<td>15</td>
</tr>
<tr>
<td>• Posting Information in the Halls</td>
<td>16</td>
</tr>
<tr>
<td>• Proper Use of Room Furniture</td>
<td>16</td>
</tr>
<tr>
<td>• Quiet Hours Guidelines</td>
<td>16</td>
</tr>
<tr>
<td>• Residence Hall Room Entry</td>
<td>16</td>
</tr>
<tr>
<td>• Smoke-Free Residence Halls</td>
<td>17</td>
</tr>
<tr>
<td>• Solicitation Policy</td>
<td>17</td>
</tr>
<tr>
<td>• Student Room Responsibility</td>
<td>17</td>
</tr>
<tr>
<td>• Theft</td>
<td>17</td>
</tr>
<tr>
<td>• Unauthorized Areas</td>
<td>17</td>
</tr>
<tr>
<td>• Visitation, Guest &amp; Ban Policies</td>
<td>17</td>
</tr>
<tr>
<td>• Weapons</td>
<td>19</td>
</tr>
<tr>
<td>Contract Information and Assignment Policies</td>
<td>19</td>
</tr>
<tr>
<td>• Administrative Relocation</td>
<td>19</td>
</tr>
<tr>
<td>• Administrative Room Cancellation</td>
<td>19</td>
</tr>
<tr>
<td>• Assignment Process</td>
<td>19</td>
</tr>
<tr>
<td>• Contract</td>
<td>20</td>
</tr>
<tr>
<td>• Liability &amp; Property Insurance</td>
<td>20</td>
</tr>
<tr>
<td>• Non-Registered &amp; Part-Time Students</td>
<td>20</td>
</tr>
<tr>
<td>• Room Consolidation and General Policies &amp; Procedures</td>
<td>20</td>
</tr>
<tr>
<td>• Room/Roommate Changes</td>
<td>20</td>
</tr>
<tr>
<td>• Room Check-Out Procedures</td>
<td>21</td>
</tr>
<tr>
<td>• Withdrawal Procedures</td>
<td>21</td>
</tr>
<tr>
<td>Residence Hall Mail Addresses</td>
<td>22</td>
</tr>
<tr>
<td>VCU Residential Life &amp; Housing Directory</td>
<td>22</td>
</tr>
</tbody>
</table>
Dear Resident,

Welcome to Residential Life & Housing (RLH)! There is no better way to become immersed in the VCU experience, meet your academic goals, and experience daily a lifestyle that allows for personal exploration and development. Living on-campus allows a special inter-connectedness with fellow students and the larger University community. Our chief concern is your academic success and providing opportunities for you to impact your community.

Students who live on-campus are more likely to interact with faculty outside of the classroom, attend cultural events, seek employment on campus, and participate in clubs and organizations. Being involved allows for a deeper University experience, personal development, strong social networks, and increased opportunities for intellectual, physical, and academic growth.

I invite you to be an active member of your residential community, benefitting personally and impacting positively your numerous communities you interact in. We have high expectations for student success in our communities and know your leadership, civility, and personal responsibility will enhance this learning and living environment. We provide a living experience that values our community connections, rich diversity, discussion of ideas, and celebration of our individual differences and commonalities.

There is an entire community of staff who are here to support you so do not hesitate to reach out and contact us with questions, noticing something we did well, or something that we can do better to support you. Your safety, comfort, and opportunities for growth and success are facilitated by numerous student and professional staff who are more than willing to assist in your on-campus experience.

Welcome to VCU residential living!

Sincerely,

Dr. Curt Erwin
Executive Director of
Residential Life & Housing
MISSION

Residential Life & Housing at VCU provides safe, inclusive, and well-maintained facilities where we build intentional communities to empower residents in their academic excellence, citizenship and personal growth.

VISION

Residential Life & Housing at VCU will be a premier urban, public on-campus community providing a one-of-a-kind residential experience.

VALUES

Guiding this mission is a set of departmental values, which complement the core values of the institution:

Collaboration
We value the exchange of ideas and solutions through internal and external partnerships. This value is exemplified through the enhancement of the residential experience through training, community building, policy development, and integration of services.

Inclusion & Diversity
We value celebration, exploration, and understanding among people, ideas, and culture. This value is exemplified through creation of a safe environment for all students to explore identities of self and others; and promoting a lifelong commitment to successful living in a global community; and ensuring that policies, programs, and services are inclusive and reflect the diversity of our community.

Resident-Centered
We value and recognize that our residents are at the core of our mission and practices. This value is exemplified in our commitment to encouraging and promoting the student voice and providing opportunities for comprehensive student learning, student development, and student leadership.

Learning
We value academic and personal success for all students. This value is exemplified through our emphasis on engagement and education outside the classroom and ensuring a dynamic residential setting where discovery, innovation, challenge and support, and respectful discourse are paramount to the on-campus experience of the student.

Excellence
We value the individual and collective pursuit of exceptional practice in our work and relationships. This value is exemplified through high expectations of our staff and students in the residential community. Staff and students are continually seeking ways to contribute to the future of the department, division, institution, and profession.
DIVERSITY & INCLUSION STATEMENT

We, as individuals and as a collective, are committed to building communities that are welcoming for all cultures, backgrounds, beliefs, and abilities. We create exceptional residential learning communities that value all of our members regardless of race, color, religion, national origin, age, gender, political affiliation, veteran’s status, sexual orientation or disability. These communities provide a safe space for students and staff to explore their multiple identities while learning and growing with others.

We demonstrate our commitment to diversity and inclusion in tangible ways, including:

• Training staff in areas of multicultural competence during fall, winter, and spring trainings and ongoing professional development opportunities
• Providing gender neutral housing through the Open Housing program
• Implementing programs that promote social justice, the exploration of culture, personal growth, and community development
• Mediating conflict between students in shared living spaces
• Collaborating with the Office of Multicultural Student Affairs and other campus and community partners to further promote understanding, learning, growth, and celebration
• Engaging students in challenging and purposeful dialogues about diversity;
• Developing and maintaining facilities that are accessible for all members of our community
• Encouraging students to explore identities outside of their comfort zones
• Creating intentional opportunities through the RA position, Community Councils, RHA, and NRHH for student leadership and peer education

RESIDENCE HALL LIFE & RESPECTFUL COMMUNITY LIVING

Living in the residence hall is a unique experience. It is unlikely, after you leave the halls, that you will ever find yourself surrounded by approximately 35 floor mates sharing all aspects of a common living space. Living in a group setting requires some adjustment in personal habits and attitudes. All residents have a role to play in establishing a positive community environment.

It is our belief that behavior demonstrates one’s commitment to respecting individual differences. We are individually and collectively responsible for our behavior and accountable for our actions. We must each take the initiative and responsibility for learning about and becoming aware of the rich culture that exists in our residence hall communities. We can best learn from each other in an atmosphere of positive encouragement and mutual respect. Before you act, think about how your behavior supports the rights and freedoms of those who live around you.

Your Room
You were assigned a room according to your housing preferences in your housing application. Your room may be furnished with the following: bed, mattress, desk, desk chair, closet, chest of drawers, Ethernet connection port, and wireless cable access. With some creativity and little effort, you can quickly and inexpensively transform your room into “your space,” a “home away from home.” Talk to your Resident Assistant (RA) or other residents for ideas. Painting your room is not permitted. Lofts, bedframes and mattresses not provided by the university are prohibited.
Roommate Guide
While having a roommate may or may not be a new experience for you, for most students, it is the first step in meeting a whole group of people who will be friends and colleagues throughout their lives. Even so, you don’t have to be best friends to be roommates. Everyone is an individual, and the differences among us are usually more interesting than troublesome. Roommates who learn compromise and consideration for one another will develop a valuable supportive relationship with respect to each other’s needs and rights.

Experience has shown that discussing the following issues will help prevent misunderstandings:

• Use of personal items
• Food in the room
• Study time in the room
• Sleeping schedules
• Visitation and guests
• Cleanliness/tidiness of room
• Use of stereo/TV/telephone/computer
• Time for socializing

Consider all of these items when you complete your roommate agreement with you roommate. These agreements must be completed and turned into your Resident Assistant.

HALL STAFF

Residence hall staff live in the residence halls so that they can assist students.

Resident Assistant (RA)
The Resident Assistant (RA) living in your community is a student who has been selected for the position because of their leadership skills, concern for others, ability to communicate, knowledge of university resources, and willingness to accept responsibility. RA’s receive extensive training and are your primary source for information and assistance during the school year.

Residential Life & Housing is looking for students with the interest and skills to become an RA. Talk with your current RA or your Hall Director if you would like to learn more about this dynamic student leadership position.

Assistant Hall Director (AHD)
The Assistant Hall Director (AHD), a graduate student working toward a master’s degree, lives in the hall. AHD’s may advise community council, coordinate building repairs, supervise RA’s, and coordinate activities in the residence halls. AHD’s are responsible for the operation of the hall in the Hall Director’s absence.

Hall Director (HD)
The Hall Director (HD) is responsible for the overall operation of the residence hall. The HD is a full-time professional with a master’s degree and considerable experience in residence hall work. The HD is responsible for and supervises all the other staff members in the residence hall. They are responsible for seeing that the residence hall is a supportive environment for students.
Administrative Assistant
The Administrative Assistant is available in every residence hall during the regular working hours, 8:00 a.m.-5:00 p.m. The Administrative Assistant, a full-time staff member that assists with the replacement of keys, room changes, and processing of maintenance and repair requests.

SSTUDENT HALL ORGANIZATIONS

Community Council
You will find that the quality of your residence hall experience is directly related to your efforts to get involved in your floor and hall community. Community Councils are the primary source for changes made in residence hall life and operations. Community Council representatives work in conjunction with University administration on issues such as room and board rates, policies and procedures, improvement of the buildings, educational programs, and leadership development opportunities.

The camaraderie that develops among the residents is unequaled by any other living option. Residents who take advantage of this kind of community living environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for you to get involved in numerous activities and programming. A great deal of this is through your community council. Though the types of governing bodies may vary from hall to hall, there is always a way to ensure your voice is heard. Please speak with your RA, AHD or HD about how to get involved.

National Residence Hall Honorary (NRHH)
The VCU Black and Gold Chapter of The National Residence Hall Honorary (NRHH) is an organization comprised of the top 1% of student leaders on campus. NRHH has two core values: recognition and service. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. NRHH prides itself on advocating for the interest and welfare of residence hall students, while also providing opportunities for their personal growth and development.

Residence Hall Association (RHA)
RHA is comprised of students interested in improving their total living environment within the university residence halls. RHA is an organization of representatives from all eleven community councils on campus, and it also serves as an umbrella organization for subgroups within the residence hall structure. The organization is committed to the development of students—both academically and personally. RHA is also consulted regarding the interpretation and review of residence hall policies. RHA has been a leader in the Virginia Association of College and University Residence Halls (VACURH) and has been in the forefront as a residence hall government group. RHA has also been actively involved in providing students living in the residence halls opportunities to participate in both the regional and national level organizations and conferences.

SAFETY PROCEDURES, HALL SECURITY, AND SAFETY EMERGENCY PROCEDURES

Fire
Review the emergency fire evacuation information that is posted on the interior door of your residence hall room. Whenever a fire alarm sounds in any residence hall, you are required to evacuate the building immediately. Failure to evacuate is a violation of the Richmond city ordinance and subjects you to arrest, possible fine, and/or disciplinary action through the Student Code of Conduct. Every attempt should be made to close and lock your door and turn off your lights. State fire laws prohibit the use of elevators for fire evacuation. In case you cannot evacuate in the event of an emergency in the residence halls, please go to the nearest residence hall room, shut the doors and windows, and then call 911 so that emergency response teams are aware of your exact location.

Hall Security Guidelines
As a student attending Virginia Commonwealth University, you are extended the privilege of self-regulated hours to enter and leave your residence hall. Residence hall security ultimately depends on the responsible actions of each resident. Security begins
with you. Your room door should be locked at all times. Do not prop open stairwell or outside doors.

University IDs must be presented when entering any of the university residence halls. University ID cards must be carried at all times and must be presented when requested by any university official (including RAs and security guards). Failure to produce proper identification upon request will be considered a violation of the failure-to-comply policy. The loaning of VCU Cards is strictly prohibited. Entry and exit must occur through designated doors.

Residents who do not have possession of their VCU IDs upon entry of the building will be issued temporary passes. Residents will be permitted two temporary passes per semester at no initial charge; however, upon receipt of the third temporary pass, residents will be charged and will be charged for each subsequent pass that is issued. Residents are not permitted to be registered as guests into their own building. Residents should take immediate action to recover their VCU ID. It is a violation of policy to prop external doors with any item.

Release of information
Students living in the residence halls are presumed to be dependent students. The residence-hall staff will, at its discretion, contact dependent students’ emergency contacts, parents, or guardians in circumstances involving serious accident, illness or other emergency or crisis situation.

Missing Student Protocol
We offer each student the opportunity to provide missing person contact information. Providing this information is optional. This information is confidential, accessible to authorized campus officials and only disclosed to law enforcement personnel in furtherance of a missing persons investigation.

All students have the right to indicate a specific contact (different from emergency contact) related to missing-person notification. This can be done through the MyVCUHousing portal.

Security Cameras
For the safety and security of residents and guests, security cameras may be placed throughout the residence halls. It is a violation of residence hall policy to tamper with safety equipment, including security cameras.

RESIDENCE HALL SERVICES AND INFORMATION

Accessible Residence Halls for Students with Disabilities
VCU has made a conscientious effort to make the campus as accessible as possible. Any resident that needs residential accommodations should visit the VCU Disability Support Services section of the website found at housing.vcu.edu/resources.

Air-conditioning and Heating
All halls are equipped with air-conditioning and heating. When the air-conditioning or heating is on, keep windows closed so that equipment can operate efficiently. If you believe that your room temperature to be outside of the normal range, please submit a work order in quikfm (quikfm.vcu.edu).

Bicycle Storage
Bikes are permitted to be stored in residence hall personal spaces (bedrooms, suites, apartments), only if all residents of that space agree to its storage and the bike does not impede egress from the space. Bikes are not to be stored in public spaces within the residence halls, courtyards, lobbies, or sidewalk, with the exception of designated bike racks.

Bikes are not permitted to be ridden in the residence halls. Residents who have lost their bike lock key and wish to receive help in retrieving their bike should place a work order in quikfm (quikfm.vcu.edu). Residents should expect to provide some documentation to prove the bike belongs to them prior to the lock being cut. Residents should register their bikes with VCU Police upon arriving to campus in order to expedite this process and help protect their property.

Motorized vehicles are prohibited in courtyard areas and inside the residence halls, and are not to be parked or chained anywhere in the residence halls, courtyard, lobbies or sidewalks. Non-motorized vehicles may be parked/chained in designated areas only. Vehicles chained to
windows, gates, lights/sign posts or poles and other non-designated areas will be confiscated immediately and disposed of if not claimed from VCU Police or Facilities Management within thirty days. The university is not responsible for damage to locks or vehicles that are confiscated.

**BREAK HOUSING INFORMATION**

Brandt Hall, Cabaniss Hall, Cary & Belvidere, Gladding Residence Center Phase 3, Johnson Hall, The Honors College, and Rhoads Hall close during the Thanksgiving holiday and winter and spring-term breaks. All other residence halls remain open. Please note that the dining halls and other services may not be in regular operation during term breaks and holidays. Please see individual department websites for more information.

Residents should look for more specific information regarding hall openings and closing within their residence hall.

*Thanksgiving Holiday:* Nine-month residence halls close on Wednesday, November 23, 2016, at 1:00 p.m. and reopen on Sunday, November 27, 2016, at 10:00 a.m.

*Winter Holiday:* Nine-month residence halls close on Wednesday, December 21, 2016, at 10:00 a.m. and reopen for returning students on Friday, January 13, 2017, at 10:00 a.m.

*Spring Break:* Nine-month residence halls close on Saturday, March 4, 2017, at 10:00 a.m. and reopen on Sunday, March 12, 2017, at 10:00 a.m.

*May Closing:* All residents in nine-month housing must vacate their residence halls no later than 24 hours after their last final exam as stated in their housing contract. Nine-month residence halls close officially at 10:00 a.m., Saturday, May 13, 2017.

*Dates and times subject to change*

For each closing, residents should turn off all lights and close all windows, along with unplugging appliances and removing perishable food and trash from the room. Resident assistants will enter each room during each closing for health and safety checks to be sure that residents are living in healthy and safe environments.

Each closing will be strictly enforced by residence-hall staff. No residents may return early from any breaks without prior written permission from the department. Residents may be fined if they leave after the closing times indicated above.

**FACILITY POLICIES & PROCEDURES**

**Cleaning Services/Housekeeping**

The housekeeping staff are responsible for cleaning and maintaining the public area of the residence halls, including laundry rooms, recreation areas, special study areas and public restrooms. Students are responsible for maintaining a clean room. Access to facilities may be restricted during daily cleaning or periods of maintenance.

Excessive housekeeping is defined as any situation requiring cleaning that is not part of the custodian’s normal daily routine. This includes cleaning items such as fire-extinguisher powder; clumps of mud; food; bodily fluids in public areas, rooms, or
apartments; and trash that has not been disposed of in the designated receptacles (e.g., dumpsters, trash rooms). Residents may be billed individually or as a group for excessive housekeeping. These fines are imposed on rooms/floors/buildings on an escalating basis.

Furniture Storage
Due to a shortage of storage space, extra furniture will not be removed from double rooms converted to single occupancy or triple rooms converted to double occupancy. The university does not provide storage for personal property or university property removed from rooms.

Internet & Computing Policy
Residence-hall students are expected to comply with university, federal and state policy, particularly regarding copyright laws. Personal wireless routers are prohibited for being used in the residence halls. Failure to comply will result in disconnection of internet service, university sanctions and possible legal action.

Kitchens
All residence hall apartments have kitchens, which are each equipped with sinks, dishwashers, refrigerators, and stoves with ovens. Kitchens in Ackell Residence Center and Broad & Belvidere Apartments are also equipped with garbage disposals and above-stove microwaves. Residents are expected to keep their kitchens clean, by removing trash, routinely cleaning out the refrigerator and freezer, and wiping up microwave and stove/oven spills. Garbage disposals should be used for soft foods only, and should be used only while running water through the disposal to avoid mechanical failure and damage to the equipment. Dishwashers should only be run with full loads, in order to save water. Residents are responsible for cleaning kitchens and common areas within apartments in preparation for new roommates, and should arrange a cleaning schedule agreement with roommates.

Some of our 9 month residence halls have community kitchens. Community kitchens located in residence halls must be cleaned by the resident after each use.

Laundry
Laundry facilities must be cared for properly. Lint must be removed after each dryer cycle, and clothes and lint that fall behind dryers must be removed to reduce fire hazards. All residence hall apartments are equipped with laundry machines, which are free to use for the residents within that apartment. All 9 month residence halls are equipped with public laundry machines, which are free to use for the residents within that building. Dryer ducts are cleaned on an annual basis by a professional contractor; residents living in apartments are expected to allow contractors access to laundry machines for cleaning purposes. It is recommended that all residents use High Efficiency (HE) laundry detergent.

Mail Services
The USPS delivers mail in bulk to either residence halls or to VCU Mail Services who then, in turn, deliver to the residence halls. Residential Life
Housing staff members place letters and package-notification slips into individual mailboxes. Students who receive notification or delivery of a package in error should notify their area mailroom immediately.

No mail is delivered to the halls on weekends or university holidays. Students who are moving and wish to have their first-class mail forwarded must leave a VCU forwarding order with the mailroom of the residence hall in which they live. Mail will be forwarded for a 60-day period, beginning on the students’ separation date. Students who have special orders mailed to them, such as medications and perishable items, should alert their area Housing Office.

Maintenance Requests
Requests for maintenance service can be completed at quikfm.vcu.edu. Charges for maintenance and repairs determined to be beyond normal wear and tear may be billed to the student. Except in the case of emergencies, the reported problem should be addressed within 48 business hours. Some repairs may be delayed if the housing maintenance staff needs to order parts or use a repair service from outside the university.

When a repair is needed immediately to protect the safety of students or the facility, call the operations center at 804.828.9444.

Personal Property Retrieval
Any property left behind after a student moves or checks out will be donated to charity. Students may be billed for furniture missing from their room after they move or check out and for items that need to be moved and disposed of.

Pest-Control Service
If a resident notices pests of any kind in their room or anywhere in the residence hall, they should report the problem immediately by completing an online work order at quikfm.vcu.edu.

Typically, the pest-control contractor will respond within two business days of notification of the problem. Students are encouraged to keep food in sealed containers and empty trash regularly to prevent pest problems.

Repeated treatment response or need for pest control due to resident lack of care and/or cleanliness will be billed to the resident.

Room & Access Keys
Residence-hall keys are the sole property of Virginia Commonwealth University and may not be duplicated under any circumstances. Possession of residence-hall keys is limited to students with valid housing contracts.

Residents who lose keys should report this loss immediately to his or her area office and may be charged a fee of at least $65 for a lock change and new key.

Students who are locked out of their rooms may be assisted by staff to gain entrance. Students should contact the area office during the business day and the security desk or the RA on duty after hours for assistance. Students may be billed for this service. After hour lock outs are free the first two per semester, but the third lockout is $30, each lockout after this is $10. In addition, student disciplinary action may be taken against students who habitually abuse this service.

Student ID Card
Your student identification card is a VCU issued card with your picture on it. It identifies you as a currently
GUIDE TO RESIDENTIAL LIVING

enrolled student and entitles you to various services and privileges on campus. You will use your ID to gain access to the residence halls, use the university library and the Rec Center. You should carry it with you at all times while you are on campus.

**Telephone Services**
Landlines are available for student use in each building, but not in each room. In order to place a call to a University number, dial the last 5 digits of the phone number. To place a call to a non-University number, dial 9 before dialing the full number. Long-distance calls can only be placed with a student-provided calling card.

**Television Services**
All halls have internet television services, which are streamed via the VCU network. Television programming may be viewed on any computer or mobile device with access to the internet. TVs may view television programming with the assistance of a Roku 2, 3, or 4 device. Residents can borrow a Roku 2 device from Residential Life & Housing while they live on campus, by filling out the form found at [http://housing.vcu.edu/facilities/stream-tv/](http://housing.vcu.edu/facilities/stream-tv/). Rokus are free to borrow on a one per bedroom basis; however, if the items borrowed are not returned in full upon move out or are damaged, residents will be charged the full replacement cost of the Roku ($65).

Residents will need to log in using their eID and password to view programming, and will have the ability to save up to 20 hours of DVR recordings on their student account. Residence hall television programming is only viewable while on campus, with the exception of HBOGO and MAXGO, which can be viewed anywhere on or off campus on residents’ mobile devices and laptops.

The residence hall channel lineup can be found at [housing.vcu.edu/resources](http://housing.vcu.edu/resources). If residents have problems with the service, a ticket should be placed at [philo.com/support](http://philo.com/support).

**Use of Residence Hall Facilities**
Residence hall facilities are reserved for the exclusive use of residence hall students and residence hall-related groups. These facilities are not intended for use by outside groups. The only groups that can use the facilities are staff, community councils and the Residence Hall Association (RHA).

**RESIDENCE HALL STANDARDS FOR STUDENT CONDUCT**
Residential Life & Housing is based on the concept of community living. This concept implies that all members of a community have a responsibility for the community and the behaviors in it. Residential Life & Housing is committed to educational and personal growth for residence-hall students, and the policies allow members of the community to take an active role in regulating behavior of students within the residence halls.

Residential Life & Housing provides an outline, which can be found in the student contract, in this publication, and Virginia Commonwealth University’s Student Code of Conduct, of prohibited items and unacceptable residence-hall behaviors. Each resident will be held responsible for the knowledge of prohibited items and behaviors listed in these policies and, in accordance with the terms and conditions of their housing contract, may be sanctioned through the university’s Student Code of Conduct if found to be in violation.

Several university-wide policies have direct application to the operation of the department. Examples include the AIDS Policy, the Posting Materials Policy, Prohibition
of Sexual Harassment, Student Sexual Misconduct Policy, VCU Alcohol and Drug Policy, Computing Ethics Policy, and the Student Code of Conduct. Students are advised to be familiar with these and other VCU policies such as the VCU honor system, grade-review procedure, guidelines for demonstrations, and computer- and network-resources use policy. The full texts of several university policies are published in this guide and may also be found online.

Residence-hall students are subject to federal, state and local laws and ordinances as well as regulations prescribed by Virginia Commonwealth University, including the university bulletins, VCU Student Code of Conduct, this handbook, and the terms and conditions of the housing contract. Contract cancellation and removal from the residence halls and/or university may result from the violation of any one or combination of policies. Violations that endanger the safety and welfare of others or cause disruption of the residence community can result in fines and/or removal from the residence halls.

Each resident is responsible for knowing and abiding by all of the policies, guidelines and expectations set forth in the University Student Code of Conduct and their housing contract. Violations of rules and regulations occurring in or on the premises of Virginia Commonwealth University residence halls will be handled through the university student conduct process, which is guided by the Office of Student Conduct & Academic Integrity. Responses to violations include actions by the Office of Student Conduct & Academic Integrity and the Department of Residential Life & Housing.

Should a student be involved in an incident, a member of the staff will document the incident and an incident report is completed detailing the incident, including a description of the pertinent events, the policy that was violated and the person(s) involved. After a review of the incident report, the department will determine the appropriate route for resolving the incident and the student will subsequently receive a notification regarding the documentation. The student will be scheduled an appointment to meet with either the Department of Residential Life & Housing or The Office of Student Conduct & Academic Integrity.

In seeking to resolve incidents, the Department of Residential Life & Housing seeks to ensure the process is a learning experience for the student; to prevent future violations; to demonstrate the department’s and the university’s position regarding the behavior; where appropriate, to provide opportunity for the student to make restitution; and also, as appropriate, to provide the opportunity for other students to learn from the incident.

**Alcohol & Drugs**

Residents are subject to state law; therefore, possession and/or use of alcohol by persons under the age of 21 is prohibited. This prohibition also includes persons who are obviously under the influence of alcohol within the residence halls. An underage student in the presence of alcohol may constitute a violation of the Alcohol Policy. Residents under the age of 21 found violating this policy and/or the VCU Alcohol and Drug Policy will be subject to action through the university’s Student Code of Conduct and parental notification.

Residents of legal drinking age (21 years) may legally consume alcohol in their rooms. Persons (residents and guests) of legal drinking age may not serve or obtain alcohol for someone who is underage.
Open containers of alcohol are prohibited in all public areas of the residence halls, including walkways, lounges and any area located behind card access. Kegs and other large quantity containers are prohibited in all university residence halls. Residents are not allowed alcohol-container collections in the residence halls.

No public notices promoting or advertising alcohol are permitted. Violations of this policy will result in a range of sanctions, from educational interventions up to and including removal from the residence-hall community.

The university prohibits the use of drugs and/or controlled substances that are illegal, that may involve psychological or physiological hazards or that may lead to interference with the rights and privileges of others. It is unlawful to use, manufacture, possess or sell illegal drugs and controlled substances within the residence halls, on any university property or as part of any university activity. In addition, students who violate this policy—or any other policy—while under the influence of illegal drugs or controlled substances, will be subject to Residential Life & Housing and/or university disciplinary action(s) and action by law enforcement agencies.

Paraphernalia is not allowed. This includes but is not limited to roach clips, bongs, pipes, blow tubes, hookahs, bowls and any type of water pipe or any object filled with water through which smoke is drawn.

Students found in violation of this policy and/or the VCU Alcohol and Drug Policy are subject to action through the university’s Student Code of Conduct and parental notification. Violation of this policy may result in contract cancellation from the residence halls.

Animals
Pets and other animals are not permitted in residence halls, with the exception of fish and registered service animals. One 10-gallon tank with fish is permitted per bedroom. Utilization of guide or service animals is allowed to assist the resident and must be approved by the Office of Disability Support Services. Proof of required vaccinations for guide/service animals must be given to Residential Life and Housing area staff. All students must meet with a Residential Life & Housing professional and sign "Policies and Procedures on Service/Companion Animals Agreement" before the animal may be present in any residential facilities. Service animals in residence should be kept clean, groomed and restrained at all times.

Cooking & Electrical Appliances
The use of cooking appliances (toaster ovens, hot plates, electric frying pans, toaster ovens, sandwich cookers and electric grills such as the George Foreman grill and other similar cooking appliances) in student bedrooms is prohibited. Items that require an open flame to operate or that produce heat (e.g. Bunsen burners, alcohol burners and grills); air conditioners, window fans (floor fans are permitted) and heating units including space heaters are also prohibited. Prohibited/illegal items may be confiscated at the discretion of the department.

Possessions of these items in the residence halls are violations of the Virginia Statewide Fire Prevention Code. Underwriter’s Laboratory-approved sealed-
unit coffee makers, toasters, and rice cookers are permitted if used on a non-combustible surface. Cooking is permitted only in designated residence-hall areas and in apartment facilities.

Microwaves are permitted in VCU residence halls under the following conditions: Microwaves must be of a compact size, no more than 0.8 cubic feet and use a maximum of 750 watts. Only one microwave is allowed per student room, and no other cooking devices can be used.

Refrigerators must be of a compact size, UL-approved and must meet the following specifications, which can be obtained from the data plate: 120 volts AC, 60 hertz with a maximum running current of 2.0 amps (240 watts). The power cord must be grounded and not exceed a length of six feet. Only one 4.2-cubic-foot refrigerator is allowed per room. Refrigerators may not be stored in closets or other areas not providing adequate ventilation.

**Damage Assessments Policy & Vandalism**
Residents are responsible for any and all damage to their assigned room, apartment or suite and will be assessed by the University for the Cost of the repair or replacement. Damage to common living areas such as hallways, lounges and bathrooms will be divided equally among the residents assigned to that living area unless the individual responsible for the damage can be identified. Students should fill out a room-condition report in cooperation with their RAs upon check-in. Any damage or needed repairs should be indicated on the form to avoid a charge when checking out.

Vandalism and destruction of university or residence-hall property or the destruction of personal property of others is prohibited. Students found in violation of this policy may have to make restitution to the appropriate parties in addition to other student conduct sanctions. Graffiti likewise is prohibited and will be considered vandalism and referred to the VCU Police and the Office of Student Conduct & Academic Integrity for action through university Student Code of Conduct. Residents should be aware that they may be billed either individually or as a group for excessive damage to their living and/or common space.

**Decorating Your Room**
While you may decorate the inside of your room to suit your tastes, the outside of your door and window are considered available to public view. The University will not allow the posting of items inside and outside of the room that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature.

Windows and the exterior of student room doors are both part of a building that complements the total campus ambience. Residential Life & Housing policy prohibits anything from being attached, hung or displayed by any means on the inside/outside of residence halls. The use of neon signs in residence hall windows is prohibited.

The exterior of student room doors provides a forum for personal expression via the message boards. The inside of a student’s room provides a forum for personal preferences and expression provided that expression does not violate the University Student Code of Conduct. The residence life staff reserves the right to ask a student to remove any material incompatible with the Residence Hall philosophy, mission and values.

The following decorative items are prohibited: candles for burning or for decoration, incense and incense burners, fishnets, parachutes and large wall or ceiling coverings; electric blankets and halogen lamps/lights; plug in air fresheners;
combustible decorations on doors, in hallways and elevator lobbies, including live-cut trees; non-flame-retardant curtains; lighter fluid; gasoline, motor and engine oil or propane; electrical cords attached to a ceiling or wall that run under carpet or are taped to floor, string or theme lighting is prohibited. Communication cords (cable, telephone) running across the floor must be secured to avoid tripping hazards. Floor areas must remain uncluttered to avoid tripping hazards.

Extension cords and adapters are prohibited. Multi-plug power strips with overcurrent and surge-protection properties and reset switches must be used instead of extension cords but must not be plugged into each other (they must be plugged directly into a wall outlet).

Disruptive or Abusive Behavior
Residential Life & Housing prohibits behavior that disrupts the community. This behavior may include but is not limited to creating disturbances (either emotional or physical in nature), pranks, threats of physical harm to self or others, demonstrated inability to live with another resident and threats of property damage. Students found in violation of this policy may be sanctioned. These sanctions may range from referral to various university resources for assistance to contract cancellation from the residence halls.

False Reports
Residents are responsible for not knowingly filing false reports. Examples of false reports include but are not limited to: falsely accusing another student of a violation in an effort to have another student moved; falsely reporting the presence of an unlawful explosive or incendiary device with intent to mislead, deceive or disrupt the operation of the residence halls; falsely reporting a fire or other emergency; or falsely activating the fire alarm system. False reports could result in disciplinary action from the university. Those found in violation of this policy may experience housing-contract cancellation and referral for action through the university’s Student Code of Conduct.

Fire Safety Regulations
Tampering with or misuse of fire-safety equipment is a violation of state and federal law and is prohibited in the residence halls this includes the act of setting items aflame; and wrongfully discharging a fire extinguisher. Fire safety equipment includes but is not limited to: alarms, extinguishers, signage, smoke detectors, heat sensors, door closures and sprinklers. Fire extinguishers are located in designated locations in the hallways and walkways outside your rooms, suites and apartments. Students should take a moment to locate the fire extinguisher nearest the egress door to their residence. Students are allowed to bring their own fire extinguisher for their room, suite, or apartment if they choose to do so.
If a resident determines that they require a battery for their smoke detector, replacement 9 volt batteries will be installed by maintenance upon submitting a residence hall work order form, which can be filled out online at quikfm.vcu.edu.

The state fire marshal will make periodic inspections throughout the year. Violations of state code will result in the confiscation of prohibited items, conduct action and a fine. Approved decorative items may not be used in, on or around lighting, sprinkler heads, conduit lines, pipes or electrical fixtures. Only UL approved lights may be used as decorations. No items can be closer than 18 inches to the ceiling/sprinkler heads.

If prohibited items are found in the residence halls, the items will be confiscated until the end of the contract term as possession of these items in the residence halls are violations of the Virginia Statewide Fire prevention Code. Violation of the fire safety equipment policy may result in contract cancellation from the residence halls and action through the university’s Student Code of Conduct.

Gathering/Parties
Each residence hall area has specific guidelines regarding gatherings and parties within student rooms and common areas. All residence halls must comply with state and federal laws. The number of guests is limited according to fire code regulations. Residents should contact their area office for specific guidelines and responsibilities before planning any event.

Hall Sports Policy
Athletic activities are prohibited in and around residence halls including courtyard areas. Propelling objects including but not limited to footballs, softballs, baseballs, Frisbees and snowballs in and around residence halls and courtyards is prohibited. Additionally, throwing objects at cars (including snowballs) is a violation of residence-hall policy and state law.

Hover-boards, pools, hot tubs, water balloons and the use of water guns, pistols or tanks are prohibited in the residence halls. Skateboarding, bicycling, roller skating and rollerblading are prohibited in residence-hall lobbies, rooms, lounges, public areas, hallways, courtyards and other designated areas.

Harassment, Intimidation, Threats, Assault or Use of Force
Residential Life & Housing prohibits any person, either singly or in concert with others, from willfully causing injury to another, willfully threatening the well-being of another, verbally abusing others and/or intimidating others (including university officials and student staff acting in accordance with their duties) regardless of who initiates these actions. This includes all threats in person, nuisance and/or prank calls, via white boards, via third party, via telephone, letters, emails, instant messages, text, Twitter, Facebook, Tumblr, Instagram or any other means. Further, this includes any action that may fall under VCU’s Student Sexual Misconduct Policy.

Knowingly Present
In cases where specific behavior is not identified, residents and guests are expected to conduct themselves with courtesy and respect to individuals and the community. Students also are responsible for notifying the proper authorities if they observe or have knowledge of other students violating these expectations and regulations. Students should not passively remain in the presence of policy violations.

No Contact Order
A no contact order might be issued for disruptive or abusive behavior conducted by a resident or their guest. The no contact order will be issued by the Department of Residential Life & Housing staff or other university official. A no contact order places no blame on involved individuals at the time it is issued. It seeks to prevent any future disputes from occurring while an incident is investigated by university staff. When a no contact order is issued it includes contact in person, via third party (i.e. friends, relatives, other residents), via telephone, letters, email, Facebook, instant messages, or any other means. A no contact order can only be lifted by the Senior Associate Director of Residential Life or a designee.
If credible information is received that a No Contact Order has been violated (including off campus interactions), it will be handled as a student conduct matter, which may lead to administrative relocation or housing contract cancellation.

Posting Information in the Halls
University departments and registered student organizations may request to have information posted in the residence halls. Departments and registered student organizations should make their request at least 10 business days in advance to provide enough time for the approval process. To make a request the department and student organization should submit an email to vcuhousing@vcu.edu. Once received the department or organization will receive written instructions.

Any submissions promoting alcohol, drugs, etc. will be denied approval for distribution. There is to be no posting in the elevators. Residential Life and Housing reserve the right to turn away any posting that they feel does not connect to the mission and vision of the Residential Life & Housing department.

Proper Use of Room Furniture
University property, including room and lounge furniture, is inventoried according to its location and is not to be moved without the written permission of the department. Water furniture, including water beds and chairs, is prohibited. Residents are prohibited from painting rooms and/or common areas. The use of double-stick tape or any adhesive to hang pictures, posters, etc. on walls, doors or ceilings that causes damage to the surface is prohibited. The stacking of beds or other furniture on the tops of desks and dressers is prohibited. Residents should contact the area office before bunking beds as a safety precaution.

Students may not alter or add attachments to their rooms. Prohibited attachments include but are not limited to: locks, outside radio and television antennae, additional wiring, window shades or awnings. Removing screens from windows is prohibited. Students will be charged for re-installation and subject to sanctions through the student conduct process.

Students are responsible for damaged or missing property. In situations where no one student claims responsibility for room damage and/or missing property, the cost of repair/replacement will be divided between roommates. Damage to common areas on each floor or within each apartment will be divided among all floor or apartment residents respectively if no one claims responsibility.

Quiet Hours Guidelines
Excessive noise in and around residence hall areas is prohibited. Quiet hours are generally 9:00 p.m.-8:00 a.m. Sunday through Thursday and 11:00 p.m. - 8:00 a.m. Friday and Saturday. Sounds are not to be heard outside rooms during these hours. Each floor or area may vote to extend these hours. At all times, “courtesy hours” are in effect and residents should comply with requests from other residents and/or staff members to lower their volume.

Residents are responsible for ensuring that their behavior does not violate another’s right to sleep or study. Quiet hours may be extended by hall staff before and during examination periods and/or as necessary. Musical instruments and amplifiers are not to be played in the residence halls.

Residence Hall Room Entry
All guest must be escorted by their host at all times while inside of a residence hall.
Residential Life & Housing reserve the right to enter student rooms, suites, or apartments without prior notice to the student.

**Smoke-Free Residence Halls**
Smoking is prohibited in any residence hall bedroom, common area, hallway, stairwell, outdoor walkway, balcony, and courtyard or within 25 feet of any hall entrance. This includes any non-tobacco and aromatic smoking products, including clove cigarettes, herbal cigarettes, bidis, electronic cigarettes, and any other electronic devices that produce vapor containing nicotine and/or other substances etc.

**Solicitation Policy**
For residents’ protection from fraudulent sales and annoyance, door-to-door solicitation is prohibited in the residence areas. Registered student groups must receive approval through the area office for sales or and must request this approval at three days prior to such events. All student groups must follow area regulations for space usage. Student Government Association and Homecoming candidates may solicit votes only if they receive prior approval from University Student Commons and Activities and the Senior Associate Director of Residential Life or designee.

**Student Room Responsibility**
Living conditions that could adversely affect residents’ health and safety are prohibited. Residents are responsible for maintaining reasonable standards of cleanliness and safety in their rooms or apartments, hallways, lounges, bathrooms and lobby areas, including proper garbage/trash disposal and securing of cable, telephone and electrical wiring. Residential Life & Housing staff reserves the right to inspect rooms to ensure that residents comply with health and safety regulations.

The university has eminent domain and can enter any room if necessary. Upon vacating a room or apartment, the resident must ensure that the space is clean and in condition for the next student to occupy. Violation of this policy may result in a fine of at least $50 per person and possible conduct action, including contract cancellation.

Throwing objects and pouring liquids from windows is prohibited and grounds for contract cancellation from the residence halls. Residents of a room from which objects are thrown will be held responsible for this conduct and subject to arrest by the VCU Police. Objects may not be placed on window sills as they may fall out or be knocked out accidentally, causing harm and/or damage to persons or property. Sitting on window ledges and leaning out of windows are violations of state and campus fire-safety regulations and is prohibited. If window screens are found damaged the residents of the room will be billed for the repair. Entering or exiting through a window is expressly prohibited.

VCU does not assume any obligation or liability for loss or damage to items of personal property, which may occur in its buildings or on its grounds, prior to, during or subsequent to the terms of the Housing Contract. This list includes but is not limited to damage, loss, fire, water damage, theft, and flooding. Residents are encouraged to purchase renter’s insurance for protection against loss or property damage or refer to their parent’s/legal guardian’s homeowners/renters insurance to see if they are covered while living on campus.

**Theft**
Theft and/or possession of stolen property is a violation of state law and prohibited by residence hall and university policy. Students are encouraged to report any thefts to the VCU Police. The RA should be notified so that the student may complete and submit a theft report to Residential Life & Housing. Residents are reminded to keep their doors locked at all times.

**Unauthorized Areas**
Students are not permitted in unauthorized areas including but not limited to maintenance rooms, boiler rooms, mechanical rooms, elevator rooms/shafts, roofs, balconies, ledges and storage rooms/areas.

**Visitation, Guest & Ban Policies**
Residents must always provide their VCU issued student identification card from the VCU Card Office to gain access to the residence halls as well as when requested by university officials. Guests...
must have a picture state-issued identification card to be registered and gain access into the residence halls. The residence-hall community requires that resident students have responsibility to other residents. As such, residents who bring guests into the living environment shall assume responsibility and will be held accountable for the behavior of their guests. Only residents and their guests are permitted in the residence halls.

A guest is defined as any person who is not assigned by the department to live in that room or apartment, even if that person is a VCU student. The definition of a host will not be limited solely to the individual who signed in the guest, but may also include other residents who the guest has come to visit, or those individuals accompanying the guest at the time of the violation.

Guests will be expected to register at the security desk during visits. Residents must provide proper identification and follow stated instructions when signing guests in and out of the halls. Guests must have a valid, current photo ID to register. The use of identification that does not belong to the guest will result in the guest being banned from VCU’s residence halls and conduct action against the resident. Identification will not be accepted if it is cracked, bent or expired. Guests without a valid ID will not be granted admittance into the building and will be unable to sign in unless granted permission from the Hall Director.

Residents are to accompany their guests at all times while they are in the building. Residents may not leave the building for any reason without signing out their guests. Residential Life and Housing and security staff will monitor guest visitation so as to maintain safety and security in the facilities.

Residents of Cabaniss Hall, GRC Phase III, Johnson Hall, Rhoads Hall, Brandt Hall and The Honors College may have up to two guests signed in at one time. Residents of Ackell Residence Center, Broad and Belvidere Apartments, Cary and Belvidere Apartments, Grace and Broad Residence Center, West Grace North, and West Grace South may have up to three guests signed in at one time.

Resident students must have their roommate(s)’ consent to invite a guest(s) (meaning any non-resident of that unit) into the room or shared-living space. The guest(s) must not pose an unreasonable burden or unreasonable infringement on the privacy and privileges of the roommate(s). In cases where an agreement is not reached regarding guest(s), the right of the resident to occupy their room without the presence of an overnight visitor has priority over guest privileges. Residents should make sure their guests are knowledgeable of all university and departmental policies before they are signed into a building. Generally, an overnight visit is defined as a stay of six or more consecutive hours between 11:00 p.m. and 8:00 a.m. However, these and other visits not meeting these criteria may also be considered overnight.

Overnight guests may not remain longer than three consecutive nights, not to exceed six total nights in one calendar month. A person may not be an
overnight guest of more than one resident per two-week period. Residents are responsible for the behavior of guests and guests’ adherence with all residence hall and University policies. Guests who become disruptive or who violate policy during their stays will be asked to leave immediately and may not be signed back in until a meeting has been completed with the host and a designated departmental member.

Residents wanting to register guests under the age of 18 must receive special permission from the department at least 24 business hours in advance of the guest’s arrival.

There may be certain times of the year, such as breaks, final exams, emergencies, when the guest policy may be revised. Guests and residents who attempt to circumvent any part of the guest policy or the spirit of such in any way will be subject to disciplinary action.

Any individual may be banned from one or all residential buildings if an individual is deemed disruptive or dangerous to the residential community or an individual within the community. When an individual is banned, no resident may sign in the individual. If this order is disregarded, VCU Police will be contacted, and the individual could be arrested for trespassing in a state building.

It is the resident’s responsibility to notify their guest if they have been banned. If the guest is a non-VCU student, their letter can be provided if requested by emailing vcuhousing@vcu.edu. If the individual is a VCU student, the letter will be sent to them via their VCU email.

A ban can only be lifted by the Senior Associate Director of Residential Life or a designee.

**Weapons**
The use or possession of fireworks, explosives, firearms or other dangerous weapons or material is prohibited. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, air, paintballs or shot regardless of propellant used. Firearms, other weapons or explosives are not allowed on university property (including residence halls) regardless of whether a license to possess the same has been issued. Prohibited weapons include but are not limited to knives, razors, metal knuckles, hatchets, bows, arrows, nunchakus, swords, foils or any explosive or incendiary device. Items used for a class which can be considered a weapon are not allowed within the residence halls. Presence of weapons may result in immediate removal from on-campus housing.

**CONTRACT INFORMATION AND ASSIGNMENT POLICIES**

**Administrative Relocation**
A resident may be administratively relocated to another residence hall room on campus for disruptive or abusive behavior conducted by a resident or their guest. The administrative relocation will be issued by the Department of Residential Life & Housing staff or other university official. Residents who are administratively relocated may face disciplinary action through the Student of Conduct process. Administrative relocation may also be issued as a sanction through the Student Code of Conduct process depending on the policy violation(s).

**Administrative Room Cancellation**
A student whose contract is terminated for any reason—including violation of the terms and conditions of the housing contract, as a university sanction, or reasons deemed sufficient by the department—must check out properly and vacate the residence hall within 24-48 hours of the notification. Refunds will not be issued when a contract is terminated. Only the Department of Residential Life & Housing may cancel a housing contract. Requesting that a contract be canceled does not guarantee that action.

**Assignment Process**
In the spring semester, students currently living in VCU residence halls participate in a room-signup process for the subsequent academic year. Students who do not receive a residence-hall assignment at that time may participate in the ongoing room sign-up process. On-campus housing is not automatically guaranteed for
returning resident students. Students who do not meet the eligibility requirements for returning resident students, including remaining in good standing, will not retain priority assignment.

**Contract**
The housing contract is a binding contract. Housing charges are assessed by the Residential Life & Housing Office. Please refer to the details of your current contract with Residential Life & Housing via the Terms and Conditions listed on the Residential Life and Housing website at housing.vcu.edu.

**Liability & Property Insurance**
The university is not responsible for personal property that is lost, stolen or damaged at any time. This includes property left when the student vacates the residence hall. Students are encouraged to carry personal renter’s insurance for their property or have coverage through their guardian’s homeowners/renters insurance.

**Non-Registered & Part-Time Students**
Assignment priority in the residence halls is reserved for full-time students. Residence-hall housing is first assigned to full-time students taking at least 12 or more credit hours. After all full-time students have been accommodated, housing is assigned to part-time students taking nine-credit hours. Students taking fewer than nine-credit hours will need special permission to live or remain in university housing.

Students living in the residence halls must be currently registered while living on campus, carry a designated credit load, and make progress towards an academic degree. If a student is no longer registered, has graduated, or is academically separated, he or she may not live on campus.

**Room Consolidation and General Policies & Procedures**
The university reserves the right to assign a student into a vacant space at any time, unless the student residing in the room has contracted and paid for a single room.

Residents with vacancies in their room, suite or apartment are prohibited from moving into the vacant space. Vacant spaces may be allocated to new residents at any time. Residents should make every effort to keep the space neat, clean and orderly. Roommate/apartmentmate spaces may be randomly inspected by department staff to ensure the room is prepared for a new resident. If vacant areas in a room and/or common areas in a suite or apartment are not move-in ready for new residents, conduct action may be taken and each resident of the assigned area may be billed at least $50 for housekeeping staff to clean the area.

Intentional deterrence of new roommates, suite-mates and apartment-mates by any means is not permitted. Residents who engage in this practice could face conduct action including but not limited to administrative relocation and/or loss of housing privileges.

**Room/Roommate Changes**
Requests for room changes may be made approximately three weeks following the term’s start. Please refer to the housing contract for more information on changes in occupancy or rates. Residents wishing to make a room or hall change must first contact their RA to discuss their living situation. During this meeting an attempt will be made to discuss all problems that relate to the room change request. Residents are encouraged to resolve conflicts and to learn from the different lifestyles and living habits of others. Students also are encouraged to have discussions as soon as possible with their roommates concerning lifestyle and living habits.

Residents should complete a living agreement upon moving in. If alternatives to roommate problems cannot be reached with the assistance of the RA, the resident will be referred the building’s hall director. The hall director will further seek to help the students resolve any outstanding issue. In
the event that a compromise cannot be reached, the hall director may assist the student in the room change process. Residential Life & Housing reserves the right to move residents who refuse to participate in the mediation process.

Room changes are based upon current availability and assessed need. Residents requesting a room change should be prepared to be flexible about room location and style.

Residential Life & Housing reserves the right to move a resident to another space on campus to accommodate maintenance emergencies or if deemed to be in the best interest of the residential community.

**Room Check-Out Procedures**

Gladding Residence Center Phase 3, The Honors College, Brandt Hall, Rhoads Hall, Johnson Hall, and Cabaniss Hall all close at the end of final exams for the summer. All residents are required to vacate their residence halls no later than 24 hours after their last final exam as stated in their housing contract. Ackell Residence Center, Broad & Belvidere Student Apartments, Cary & Belvidere Student Apartments, Grace & Broad Residence Center, West Grace North and West Grace South residents should view their contracts online to verify contract end dates. Failure to vacate the residence halls at the proper time may result in additional charges.

All residents are encouraged to begin moving belongings out of the halls early, to ease the burden of moving when contracts expire and/or exams are finished.

Residents should make an appointment to meet with staff in their residence hall prior to moving out to check the Room Condition Report. The staff member will tell the resident where to turn in their keys in order to avoid lock change charges.

Additional information regarding proper move out procedures will be sent to all residents prior to closing and contract end dates.

**Withdrawal Procedures**

Any student who withdraws from the university for any reason automatically terminates his or her housing contract and must check out and vacate the residence hall within 24 hours of the withdrawal date. Extensions must be approved by the department. A student who has withdrawn from VCU, one whose enrollment at VCU is terminated for any reason or one who is suspended from the residence halls must vacate at the time specified by the department. In the event the student cannot vacate their room in the allotted time, every attempt to work with the student will be made. In extreme cases the lock will be changed and the student’s belongings removed. The VCU Police may be involved in such instances.

Information in the 2016-2017 Guide to Residential Living is subject to change. The most up to date Guide to Residential Living can always be found at housing.vcu.edu.
GUIDE TO RESIDENTIAL LIVING

RESIDENCE HALL MAIL ADDRESSES

Monroe Park Campus
(Room No.) Ackell Residence Center
1100 W. Broad St.
Richmond, VA 23220

(Room No.) Brandt Hall
710 W. Franklin St.
Richmond, VA 23220

(Room No.) Broad & Belvidere Apartments
700 W. Broad St.
Richmond, VA 23220

(Room No.) Cary & Belvidere Residential College
301 W. Cary St.
Richmond, VA 23220

(Room No.) Gladding Residence Center Phase 3
722 W. Cary St.
Richmond, VA 23220

(Room No.) Grace & Broad Residence Center
Building 1
1000 W. Grace St.
Richmond, VA 23220

(Room No.) Grace & Broad Residence Center
Building 2
1010 W. Grace St.
Richmond, VA 23220

(Room No.) Johnson Hall
801 W. Franklin St.
Richmond, VA 23220

(Room No.) Rhoads Hall
710 W. Franklin St.
Richmond, VA 23220

(Room No.) The Honors College
701 W. Grace St.
Richmond, VA 23220

(Room No.) West Grace North
830 W. Grace St.
Richmond, VA 23220

(Room No.) West Grace South
835 W. Grace St.
Richmond, VA 23220

MCV Campus
(Room No.) Cabaniss Hall
615 N. 8th St.
Richmond, VA 23298

VCU RESIDENTIAL LIFE & HOUSING DIRECTORY

Main Housing Office
Cary & Belvidere Residential College
301 W. Cary St, first floor
Phone: 828-7666
Fax: 828-2466
Email: vcuhousing@vcu.edu

Monroe Park Housing Area Offices
Ackell Residence Center Area Office
1100 W. Broad St.
Phone: 827-0383
Fax: 827-0382
ARC Mailroom: 827-0383
ARC Security Desk: 827-0386

Broad & Belvidere Apartments Area Office
700 W. Broad St.
Phone: 827-2444
Fax: 827-2447
BB Mailroom: 827-2444
BB Security Desk: 827-2790

Cary & Belvidere Residential College
301 W. Cary St.
Phone: 828-7666
Fax: 827-9804
CB Mailroom: 827-9801
CB Security Desk: 827-9802

Gladding Residence Center Area Office
301 W. Cary St.
Phone: 828-7666
Fax: 827-9804
GRC Phase 3 Mailroom: 827-9801
GRC Phase 3 Security Desk: 828-1552
Johnson Hall Area Office
801 W. Franklin St., suite 107
Phone: 828-1431
Fax: (804) 828-0994
Johnson Mailroom: 828-1394
Johnson Security Desk: 827-0265

Grace & Broad Residence Center Area Office
1000 W. Grace St.
Phone: 827-5323
GBRC Mailroom: 827-8246
GBRC1 Security Desk: 827-7477
GBRC2 Security Desk: 827-4695

Rhoads Hall, Brandt Hall, and
The Honors College Area Office
710 W. Franklin St.
Phone: 827-0974
Fax: 827-0970
Rhoads/Brandt Mailroom: 828-8143
The Honors College Mailroom: 827-0979
Rhoads/Brandt Security Desk: 828-8442
The Honors College Security Desk: 827-0678

West Grace North Area Office
830 W. Grace St.
Phone: 828-7848
Fax: na
WGN Mailroom: 828-7864
WGN Security Desk: 828-7847

West Grace South Area Office
835 W. Grace St.
Phone: 827-1759
Fax: 828-0588
WGS Mailroom: 827-8239
WGS Security Desk: 827-8249

MCV Housing Area Office
Cabaniss Hall
615 N. 8th St., suite 123
Phone: 828-1800
Fax: 828-6037
Cabaniss Hall Mailroom: 828-0535
Cabaniss Hall Security Desk: 827-0504

For more specific contact information and a listing
of area staff, please see the Residential Life &
Housing website at housing.vcu.edu.