

Residential Living Housing Contract

Living on Campus

Residential Living Personnel

Director of Residential Living: A full-time professional staff member who oversees all aspects of the department, residential facilities, and staff.

Associate / Assistant Director: A live-in, full time professional staff member who oversees a community of residents and Resident Assistants.

Resident Assistant: A student staff member that assists in the community they are assigned through community engagement, intentional interaction, and serving as a resource for the department and residential student population. Resident Assistants have lived on campus for a minimum of one academic year.

Requirements to live on Campus

Contract and Application:

All students seeking to live in university owned housing are required to complete a housing application, as well as read and agree to all terms within the Residential Living Housing Contract. All housing contracts are binding for the students' period of residency at Piedmont University. This period of residency is for one academic year, with the exceptions of Winter Break and December Graduates. Early or late check-in / move-in and any extended stays will need to be coordinated with the Department of Residential Living, and any prohibited or unapproved early or extended stay students may receive a fine of no less than \$50.00. The University reserves all rights in regard to the housing assignment of students and the termination of occupancy. Those rights include the authority to terminate the Housing Agreement of any student who violates the Residential Life policies specified herein or in the Student Handbook. Students whose housing is terminated by the University will not receive a Housing refund, unless stated by Administration of the University.

Housing Deposit:

All residential students, or students seeking to live in university owned housing are required to pay an annual Housing Deposit. This deposit is non-refundable and is instead put towards the cost of attending the University.

Enrollment Status:

All students seeking to live in university owned housing are required to be enrolled full-time at Piedmont University. Full-Time is defined as; Undergraduate students maintaining a minimum of 12 credit hours per semester. Graduate students maintaining a minimum of 9 credit hours per semester.

Meal Plans:

All students who live in university owned housing are required to purchase a meal plan.



19 meals per week with \$150 Declining Balance/semester*
250 Block meals with \$100 Declining Balance/semester
170 Block meals with \$235 Declining Balance/semester
7 meals per week with \$300 Declining Balance/semester**

*19 meals per week plan is required for all first-year students and students under 25 credit hours.

**7 meals per week plan is only available to residents at the Student Village or residential students who are enrolled in clinicals or student teaching

Declining Balance is available for use throughout the semester and can be spent at the Market, located in the Commons. A Declining Balance dollar is equivalent to one US dollar and can be reloaded.

Student Health Insurance Program (SHIP) and Vaccinations:

All students must provide proof of current vaccinations including Meningitis. Meningitis vaccinations expire after five years. A student may need to be revaccinated during their residential stay at Piedmont University. A recent Tuberculosis (TB) test is also required prior to living on campus.

All students are required to have and show proof of health insurance. Health Insurance can also be provided through the University's Student Health Insurance Program (SHIP).

On-Campus Residency Requirements:

All full-time students with a scholarship are required to live in University owned housing. Students must be 17 years of age by Welcome Week, Move-In day. Additionally, any student under the age of 18 require parental / legal guardian consent to reside on campus. These requests must be submitted to the Director of Residential Living for approval and will be reviewed on a case-by-case basis by a Housing Committee.

Students who are under the age of 17 or are over the age of 24 must request permission in writing to reside on campus. A formal request must be sent to the Director of Residential Living for review by committee.

Exceptions:

Exceptions to the residency requirement are: Married students, Students with dependents, Students declared financially independent by the Financial Aid Office, Part-Time students, or students who receive special permission from the Vice President of Student Life and Leadership.

All students living at the primary residence of their parents or legal guardian in Habersham, Banks, Hall, Rabun, Stephens, Towns or White counties. (With the exception of student athletes.)

Students who are 21 years of age or older on the first day of registration for the Fall term. (With the exception of athletes.)

Mail:

While a residential student at Piedmont University any mail should be sent to the local post office which is located directly across the street from the main campus entrance. The local USPS location can be found at 550 Georgia Street, Demorest GA. 30535. For more specific information regarding the purchase of a P.O. Box, and services visit the website; <https://www.usps.com/>

Period of Occupancy

August – December (Fall Semester) and January – May (Spring Semester)

The Residential Living Housing Contract is binding for all students who live on campus. Charges for housing will be assessed with tuition prior to the beginning of the semester. The period of occupancy for each semester is dependent on the academic calendar and liable to change based on published dates from the University. Should a student not vacate their housing assignment at the end of the academic year, end of Spring semester, and not be approved to remain on campus by the Director of Residential Living, the University reserves the right to remove the student's belongings from the unit and change the access for the building and/or unit.

Winter Break

Students who remain in University owned housing during this time will need to receive prior approval from the department of Residential Living and pay a weekly rate for housing. During this time all University and department policies are in place, and the University will be operating at a reduced capacity at times.

May – August (Summer)

Students who remain in University owned housing during this time will need to receive prior approval from the department of Residential Living and pay a weekly rate for housing. During this time all University and department policies are in place, and the University will be operating at a reduced capacity at times.

Move-In / Check-In

Fall and Spring:

Residential students will be notified of their move-in / check-in date and time by the Department of Residential Living prior to the beginning of the Fall semester. These times are set to ensure that students have adequate time to get settled prior to the start of the academic year, as well as take part in mandatory meetings with representatives of Residential Living. Students should check their Lions email regularly for updates, changes and expectations for move-in.

Renters Insurance:

Each student is strongly encouraged to purchase renters / personal property insurance for the duration of their time as a residential student. The University is not liable for lost or stolen property, harm to personal belongings, situations beyond the University's control, as well as any damage caused by students to school property. Acquiring a renters insurance policy would be beneficial in the case of burglary, larceny, damage, etc. Piedmont University has partnered with the company GradGuard to help offer affordable, comprehensive renters insurance for students. Students can opt into insurance anytime; students will receive information from GradGuard after completing their housing application and students will have the option to then to opt in or out of coverage. GradGuard will add residential students to their mailing list for updates and information. For more details students can go to; <https://gradguard.com/>.

Improper Check-In:



Students who do not appropriately check-in with Residential Living staff will be held responsible for an improper check-in fine of \$50.00.

Room Condition Reports and Assessment:

Prior to the residence halls opening for students, members of the Department of Residential Living will conduct Room Assessments of all residential facilities. While these reports are deemed accurate, it is highly encouraged that residential students upon arriving to campus in the Fall, complete their own Room Assessment through the Housing Portal/eRezLife software. This will allow for any previous damages, that may have been missed, to be documented and not charged to the student moving into the space. Room Condition Reports / Room Assessments will open for students at the beginning of the semester, and communication will be sent to all residential students when they are available for completion.

Move-Out / Check-Out

At the end of each semester residential students will be required to complete a check-out / move-out process with members of the Department of Residential Living. All residential students are responsible for making their own travel arrangements off campus. Any concerns or issues with vacating the residential facility will need to be communicated to the professional staff member of the community as soon as the concern or issue is known.

Fall Check-out / Move-out:

Students who are checking out / moving out at the end of the Fall semester will need to complete a checkout process with a member of the Residential Living staff. Some students, who are approved by a committee, will be allowed to remain on campus over Winter Break. Those checking out should expect to complete the requirements listed below prior to departing campus. **This is not an all-inclusive list of requirements to checking out.*

- All residential students, with the exception of graduating Seniors, are required to vacate their housing assignment within 24 hours of their last final.
- All residential students will be required to sign up with a member of the Residential Living department to complete a check-out. Any improper check-outs will result in a fine being assessed to the students' account. These arrangements should be made no less than 48 hours prior to the time in which the student departs campus.
- All residential students will be required to return the University issued room key and student ID prior to departing campus. These will be returned to the student during Spring move-in.
- All residential students will need to ensure that upon checking out of their unit, as each student is responsible for the condition and cleanliness of their unit:
 - o All electronics are turned off and unplugged, except for University provided refrigerators.
 - o All trash is to be removed from the unit.
 - o All food or perishable items are to be disposed of or taken off campus.
 - o Floors are to be swept and vacuumed.
- Any damages, or cleaning requirements found during closing assessment will be billed to the student's account.



- Residential students not returning to Piedmont University for the Spring semester will need to complete all applicable documents and follow the Spring Check-out / Move-out process below.

Spring Check-out / Move-out:

Students who are checking out / moving out at the end of the Spring semester will need to complete a checkout process with a member of the Residential Living staff. Some students, who submit a Summer Housing contract and are approved by a committee, will be allowed to remain on campus over Summer Break. Those checking out should expect to complete the requirements listed below prior to departing campus. **This is not an all-inclusive list of requirements to checking out.*

- All residential students, except for graduating Seniors will be required to vacate their housing assignment within 24 hours of their last final.
- All residential students will be required to sign up with a member of the Residential Living department to complete a check-out. Any improper check-outs will result in a fine being assessed to the students' account. These arrangements should be made no less than 48 hours prior to the time in which the student departs campus.
- All residential students will be required to return the University issued room key and student ID prior to departing campus.
- All residential students will be required to have all personal belongings removed from the unit prior to their check-out time.
- All residential students will be required to ensure all University furniture has been returned to the appropriate room, and in the same condition as when they moved in.
- All residential students will need to ensure that upon checking out of their unit, as each student is responsible for the condition and cleanliness of their unit:
 - o All electronics are turned off and unplugged, except for University provided refrigerators.
 - o All trash is to be removed from the unit.
 - o All food or perishable items are to be disposed of or taken off campus.
 - o Floors are to be swept and vacuumed.
 - o Common areas are cleaned
 - o Bathrooms are cleaned
- Any damages, or cleaning requirements found during closing assessment will be billed to the students' account.

Damages and Assessments

It is the responsibility of the student to report any damages within the unit when they check-in and complete the Room Condition Report / Room Assessment available through the Housing Portal / eRezLife software. This report / assessment will be made available to students and must be completed by the end of the Add/Drop period. Each student claims responsibility for the condition and cleanliness of their unit during their time of occupancy. Upon vacating a unit, the Department of Residential Living will conduct another Room Assessment, and any damages, cleaning charges, etc. will be billed to the students' account. These charges will include the cost of repair and/or replacement, as well as the cost of labor.

Items that could result in charges include, but are not limited to:



- Paint missing from walls / ceilings – Wall / ceiling damage
- Floor repairs or cleaning
- Broken, missing or damaged University provided furniture
- Broken, missing or damaged University facilities (i.e., doors, mirrors, windows, light fixtures, etc.)
- Replacement of University provided furniture
- Lost key and/or Student ID
- Improper checkout
- Trash
- Cleaning (minor or major)
- Odor removal
- Pest Control
- Abandoned property
- Residential facilities being physically altered.

Any student assessed and charged for damages, repairs, cleaning, or any other charge associated with checking out will be able to complete an appeal process. Appeals must be completed within 30 days of the charge being placed on the student's account. To submit an appeal the student must email the Director of Residential Living at; residencelife@piedmont.edu.

Summer Housing

Piedmont University offers limited Summer Housing for students enrolled in summer courses, employed by the University or students who may be housing insecure. Summer housing locations will change each year, and all residential students who take part in summer housing will be required to relocate to the designated facility.

For students to live on campus during the Summer, a Summer Residential Living Housing Contract will need to be completed. Summer Housing is charged based on a weekly rate, and there will not be on-campus dining options available for students.

Storage

Piedmont University does not store or maintain storage for students' personal belongings. Residential students who leave abandoned property within their unit will be communicated with in regards to retrieval of their belongings.

Abandoned Property:

Items left behind after a student vacates a space will be considered abandoned property, with some exceptions, Trash, Food, Perishable items, Toiletries, etc. Abandoned property will be collected by Residential Living staff and stored on campus up until the start of the next academic semester, or 30 days whichever provides more time for retrieval.

The student will receive an email within 24 hours with information of the property being collected from their unit, as well as how the student can retrieve the property. If no communication is received or the property is not retrieved within the aforementioned timeframe all items will be donated. Exceptions to



donations include medications, documents with personal information, etc. such items will be shredded or discarded.

Items that are left behind such as, but not limited to: fabrics and bedding that have been “soiled” will be removed from the unit and discarded. Students who are returning, Fall semester to Spring semester, and have left items that are ‘soiled’ will be contacted by Residential Living about removal of the item.

Leaving Housing / Piedmont University Closing Housing

Total Withdrawal: This process can begin with either the student or the University. A student who completes a total withdrawal will have 24 hours from submission of the form to schedule a checkout time and vacate their residential unit.

Change of Residential Status: Students who change their residential status will have 24 hours from the time the form is submitted to schedule a checkout and vacate their residential unit.

Medical Withdrawal: The University has the option for a medical withdrawal that students can utilize should there be any medical condition or concern that would interfere with the ability to attend classes. Medical Withdrawals are reviewed by a committee on a case-by-case basis and are subject to approval. Should a medical withdrawal be denied students have the option to complete a Total Withdrawal from the university. Students who medically withdrawal will have to schedule and complete a checkout with the Department of Residential Living.

Conduct / Judicial: The University reserves the right to cancel a student’s housing should it be determined that the students’ actions pose a risk to self, person or property and/or disruptive to the residence hall community. Should such cancellation of housing occur the University will arrange for the student to vacate the residential facility with reasonable time.

Special Circumstances: Such things as global pandemics, loss of facilities, damage due to inclement weather and more may result in the University or Department of Residential Living to close some or all residential facilities on campus.

Accommodations

Residential Living and Piedmont University seek to accommodate all students within University owned housing. While spaces can be limited, staff will work with students needing or seeking special accommodations. Should a student need or be seeking special accommodations an email should be sent to residencelife@piedmont.edu and oars@piedmont.edu.

Room Changes

Room change requests will only be considered after the first 3 weeks of the semester and will only be available for a set period. Approved room changes may be accompanied by adjustment in the resident’s charges based on the published room rates. Any and all room changes must be approved by the Department of Residential Living, and at no time does the department guarantee that space will be available to accommodate any request. Students may also be relocated and/or consolidated should the University need to make adjustments based on occupancy.

Students who occupy a space which is not designated as a ‘single’ by Residential Living and do not have a roommate, may be required to accept other housing or a new roommate should occupancy require, or

if consolidation occurs. Any exceptions will be approved by request to the Director of Residential Living. Any consolidation decisions will be communicated by Residential Living at the direction of the Director of Residential Living.

Safety and Security

Parking and Campus Police

Campus Police

Piedmont University has a campus police department that is located on the main floor of Getman-Babcock Hall. These officers are sworn Georgia Peace Officers and assist students on campus with needs as they arise. Campus Police also assist with lost and found, key concerns, student ID's, parking services and more.

Parking on Campus

All students are required to have a parking permit provided by campus police. These are free to all students, and only require the submission of a form that details the vehicle information. Students who bring a car to campus and receive a parking permit must adhere to the parking regulations of Piedmont University. Parking on campus can be limited at times and based on the location. Students who need assistance with parking should contact Campus Police, or review the information provided online at; <https://www.piedmont.edu/wp-content/uploads/2021/05/PARKING-REGULATIONS-2015-2016appended.pdf>. Students who do not register their vehicle can face up to a \$100 fine, along with parking citations. All parking permits must be displayed from the rear-view mirror.

Should students elect to bring an electric car such as a Tesla to campus for personal use, it is important to understand there are no charging stations on campus, and charging of the vehicle via the use of an extension cord from within the Residential Facilities is strictly prohibited.

Should students elect to bring an electric, motorized vehicle such as a; bike, skateboard, hoverboard, etc. These items are not to be stored within the residential facilities, and students found storing or charging these items in the Residential Facilities are subject to fines. Such items will need to be secured in a personal vehicle or locked to an exterior bike rack. Charging of such items follow the same policy of not being charged within, or through the window / door of any Residential Facility.

Keys and Student ID's

Residential students are required to carry their room key and student ID with them at all times while on campus. Access to residential facilities, the library, fitness center, dining hall, student activities, etc. will not be permitted without these items.

Keys:

Residential students are issued a key at the beginning of each semester / term, with the exception of residents living in Mystic Hall. The student will sign an electronic document stating that they have received the key and acknowledge responsibility for the key. This key is to the students' room, and if



applicable, front door. At no time should a student share or lend their key to another individual; doing so may result in conduct proceedings and charges to the student account.

A key that becomes damaged due to use or University property such as breaking in a lock will be replaced by the University at no cost to the student.

A key that becomes damaged or lost and is done so by the student on purpose or by accident will be replaced by the University at a cost of \$75 to the student.

Any key that is lost or damaged should be reported to a member of Residential Living or Campus Police immediately as to avoid safety and security concerns.

Lockouts:

Students who are locked out of their unit or residential facility should contact a member of the Residential Living staff for assistance. On the first lockout, a student will not be charged for gaining entry into their unit, all subsequent lockouts will result in a charge of \$15 per lockout.

A student who is locked out and let into the unit must show the responding Residential Living staff member their student ID and key once access is granted. A student who cannot show their student ID for verification of occupancy to the space will not be granted access. A student who cannot show proof of the key being in the room will be charged \$75 for a key replacement.

Student ID's:

Residential student IDs allow residential students access into their residential facility, communal spaces, etc. Student IDs are an official form of identification while at Piedmont University. These IDs can also be used at the Dining Hall and Market located in the Student Commons for meal swipes and Declining Balance purchases.

A student ID that becomes damaged or lost will be replaced by the University at a cost of \$25 to the student.

Should the ID not allow access to the Dining Hall, or the students assigned residential facility the student should contact a member of Residential Living or Campus Police to address the issue. ID cards needing programmed or replaced based on this will be done so at no charge to the student.

Room / Suite Entry

The University reserves the right for University authorized representatives to enter a student room and suite during any academic or break periods. The University reserves the right for authorized representatives to enter rooms and suites for reasons such as, but not limited to; housekeeping, maintenance and repair, health and safety, wellness checks, potential policy violations and to determine occupancy and vacancies on campus. All other entries will be limited to those approved by the Director of Residential Living where there is reason to believe that the University policies and regulations are being violated or have been violated. This includes but is not limited to safety drills conducted by authorized University representatives.

The department of Campus Police reserves the right to enter a unit and search the unit for possible violations of the law without a warrant, based on probable cause, or due to reasonable suspicion.



Health and Safety Inspections

The Department of Residential Living will conduct at least one Health and Safety inspection per semester. These inspections will be made known to all residential students with a minimum of 48 hours' notice. Health and Safety inspections can also occur based on the direction of the Offices of Student Life and Leadership and be completed by a designated University official.

Health and Safety Inspections are intended to ensure that the residential facilities and units do not require maintenance repairs that have gone unreported, cleanliness of the unit to ensure a healthy and safe living environment and check that University owned property is undamaged and working.

Students who fail a health and safety inspection due to cleanliness, policy violation, etc. may receive a fine of \$50.00 or more, and potentially be required to meet with a conduct hearing officer. Students who fail a health and safety inspection will have up to five business days to appeal to the Director of Residential Living.

During the Health and Safety Process, if any policy violations are found, students have the opportunity to appeal being held responsible for such violation. Students need to email the Director of Residential Living at residencelife@piedmont.edu, with appropriate justification as to why the violation/ charge should be appealed from their account.

Fire and Inclement Weather Policies

Piedmont University utilizes an electronic alert system for students, staff and faculty in case of emergency, closures, delays, etc. This system is free of charge for all students and can be found at; <https://piedmont.omnilert.net/subscriber.php>.

Fire:

Should a fire alarm sound, all students are required to evacuate the building. Students found to not evacuate with the sounding of a fire alarm may have charges placed on their student account and meet with a conduct hearing officer. Fire Drills do take place on campus to ensure the alarms are working and students are able to understand what the siren sounds like in order to know an evacuation is required.

Tornado:

Should a tornado warning occur, students are to move to interior rooms and corridors without windows, and shelter in place until an all clear is given by University personnel. Students should not travel outside or remain in an area that could result in harm should a tornado strike campus.

Snow / Ice:

Should snow or ice accumulate on and around campus, the University will work towards ensuring as safe a campus as possible such as utilizing salt and shovels to attempt and clear sidewalks. Students should use caution in travelling on and/or off campus as even with efforts to clear build ups of snow and ice, conditions can remain dangerous.

Flood:



Should a flood occur conditions on and around campus will be heavily impacted leading to diminished resources available to students. Students should use caution in traveling on and/or off campus, as the area could be heavily impacted by damage and standing/rushing water.

Power Outage:

Should a power outage occur, Residential Living staff will conduct 'fire walks' every 30 minutes through all residential facilities. Students should avoid opening refrigerators and unplug / turn off any items not connected to a surge protector.

Prohibited Items: Main Campus

Air Fryer**

Blenders larger than 24 fluid ounces

Coffee Pots (exception of Keurig style)

Crock pots/Instapots/Rice Cookers**

Electronic indoor griddles (waffle maker, panini press, etc.)*

Grills (charcoal, propane, gas)

Hotplates, electric cook tops, burners, etc.

Microwaves

Mini-Fridges

Toaster Ovens*

Toasters**

All Firearms, including but not limited to; real firearms, airsoft, paintball, bow and arrows, Splatter Guns etc.

Explosives

Fireworks

Knives with a blade length over 4 inches

Bug Zappers

Candles with used wicks

Dartboards

Drugs and Alcohol (including paraphernalia)

Home Devices such as, but not limited to; Alexa's, Google Home, WiFi Routers, etc. *(please contact IT with questions)*

Halogen Lamps

Items with open flame

Items with open heat sources *(please contact Residential Living with questions)*

Personal / Window HVAC Units

Tattoo Guns

Items marked with an asterisk (*) are approved for residents living in Ipswich Hall. For a list of more approved cooking appliances in Ipswich Hall, see the Permitted Items: Village section below.

Items marked with two asterisks (**) are approved for residents in Mystic Hall and Ipswich Hall with specific use requirements for Mystic Hall., as these items are permitted to be used in the Lounge spaces provided on each floor only.



For a list of permitted items for The Village, see the section: Alcohol and Permitted Items: Village.

It is important to note that this is not an all-inclusive list of prohibited items. Students who are unsure if an item is prohibited should contact the Department of Residential Living at residencelife@piedmont.edu to learn if the item is approved or prohibited.

Exterior Doors, Room Doors, Windows

Exterior Doors:

The propping of exterior doors is strictly prohibited unless explicit permission has been obtained by a member of the Department of Residential Living. Such actions cause for safety and security concerns as individuals can access the buildings without the escort of residential student to that facility. Exterior doors found to be propped will result in a conduct meeting and potential fine for the individual responsible. All residential facilities are equipped with card readers and standard key locks for the safety of students of the facility. Access to a residential facility is based on their housing assignment.

Room Doors:

Students should ensure that their room doors are locked and closed when not in the unit. Students can, should they choose, leave their room doors unlocked while present in the unit. It is highly recommended that students should ensure doors are locked when leaving their unit, going to bed, and any other time in which they will not be present in their room.

Windows:

Residential facilities have windows to allow for natural light and a point of egress in case of emergency and exit through the room door is not possible. Windows should not be used for entrance and exit to the room or unit. Students found climbing through windows will be subject to a conduct meeting and potential fines.

Wellness Checks

The Department of Residential Living in coordination with other campus partners may be asked to perform what is known as a Wellness check. These checks are performed when a concern has been raised by an individual on campus or off campus about a residential student. Wellness checks can take place at any time and may require staff to enter a unit to check if the student is present in their unit.

Medical Transportation

Should a student receive an injury or require transportation to a medical facility, Campus Police or Residential Living staff may contact emergency services to transport the student. Should a student be transported to a medical facility, it will be asked that the student contact their emergency contact (if possible). Should the student be unable to contact their emergency contact for any reason, Residential Living staff or Campus Police will contact the individual listed as this contact.

Bed Lofting

Main Campus (Ipswich, New Bedford, Plymouth, Swanson, Johnson, Mayflower, Wallace, Purcell)



Bed lofting is limited based on the style of bed within the Residence Hall. Students are not permitted to utilize cinder blocks, bed risers, or other apparatuses that can be purchased to raise the height of the bed.

Mystic

Beds in Mystic Hall are able to be raised or lowered based on their design. Students are not permitted to utilize cinder blocks, bed risers, or other apparatuses that can be purchased to raise the height of the bed. Students seeking to have their bed raised or lowered should contact Residential Living staff for the submission of a work order. This request should include the desired height the bed is to be set at, so facilities staff can complete the work order.

Mystic Hall beds are adjustable to a height in which students are provided with a guard rail to assist with the safety of not falling out of the bed while asleep. Each bed is provided with this guard rail free of charge and attached to the bedframe upon arrival to campus. Students in Mystic Hall will need to digitally sign a waiver stating that the guard rail was provided upon arrival to campus, and that the student has the option to use, or not use the provided guard rail.

Students who have their beds raised and want a ladder can submit a request to residencelife@piedmont.edu with the room number and location of the bed in the room for a work order to be submitted. Ladders are limited and therefore not guaranteed for all students. Should a ladder be present in the room at the time of arrival, and the student would like it removed the student can use the same process for a work order to be submitted and the ladder removed.

Village

Beds in the Village are able to be raised or lowered based on their design. Students are not permitted to utilize cinder blocks, bed risers, or other apparatuses that can be purchased to raise the height of the bed. Students seeking to have their bed raised or lowered should contact Residential Living staff for the submission of a work order. This request should include the desired height the bed is to be set at, so facilities staff can complete the work order.

Maintenance, Cleaning, Work Orders

Piedmont University employs skilled individuals in their facilities department. Within this department are those who perform maintenance and repairs across campus, as well as those who assist in maintaining a clean campus through ongoing cleaning processes. This department works closely with Residential Living to assist in responding to any concerns or issues within the residential facilities.

Maintenance:

The maintenance personnel are trained to respond to concerns and issues on campus ranging from a light needing replaced to replacement and repair of electrical, plumbing and HVAC systems. Should a student have a concern or issue within their unit or notice something on campus that is in need of repair they can submit a Work Order by contacting a member of Residential Living for assistance. Response to work orders vary depending on the nature of the concern, other issues taking place on campus, time, and day of the week. The University does have maintenance personnel on call for emergency situations



and can respond when contacted by Campus Police or Residential Living staff. Students are requested to communicate with members of Residential Living about their Work Orders and inform staff if their request has been completed or not.

Cleaning:

The University partners with a third-party company, BUDD Group, to assist in the cleanliness and sanitation of campus and the buildings. This group works in cleaning common areas across campus and in the residential facilities. These individuals will not clean a student's personal room, living room etc. during the academic year, and while the space is occupied. Students are responsible for the cleanliness of their spaces during their time of occupancy. Cleaning during breaks may take place in residential spaces, but only for those rooms that have been completely vacated, and bathrooms within a unit.

Work Orders:

All students at Piedmont University have the ability to submit a work order for maintenance personnel to address. A submitted work order does not mean that the request will be completed during the same day as many factors can impact the completion of a work order.

Residents can contact a member of the Residential Living staff to have a work order be submitted. Work Orders submitted between 8AM and 3PM (Monday – Thursday), 8AM – 1PM (Friday) may allow for the work order to be addressed same day. Work Orders submitted after 3PM (Monday – Thursday), after 1PM (Friday) or on weekends may not be addressed until the next business day. If a student is encountering an emergency maintenance issue, i.e., flooding, fire, structural damage, the student should contact Residential Living staff or Campus Police immediately.

It is imperative that students who face an emergency maintenance issue contact Residential Living staff rather than completing a work order. Residential Living and maintenance have 24/7 on-call personnel to assist in emergency response.

Residential Living Policies

Piedmont University and the Department of Residential Living have policies, in place for the safety, security and health of all students. Some of these policies can be found below, all policies can be found in the Student Handbook located online.

Guests, Visitors, Co-Habitation

Students are responsible for the actions of any guests and visitors they allow access to the residential facility. At no time should the number of guests or visitors exceed three times the room's occupancy at any time.

Students may entertain guests of the opposite gender in their rooms and suites from 10AM to 2AM daily. For Sophomores, Juniors, and Seniors these visitation hours are extended on Friday and Saturday nights. The University reserves the right to alter visitation for any residential facility, section of a residential facility, or individual in the interest of health, safety, security discipline, improvement of the

educational environment, or general welfare of the residential community. A student who hosts a guest in the residential facility is ultimately responsible for their guest actions.

A guest is defined as Piedmont University student who is currently enrolled at the institution. Guests are permitted in the residential facility so long as their presence is within the approved guest hours, they are not causing a disruption to the residential community, and are 18 years of age and older, unless accompanied by a legal guardian. Guests are not permitted to stay overnight for more than 3 consecutive nights. Any overnight guests must be over the age of 18.

Co-Habitation is defined as an individual not assigned to a residential space living in that space with the current occupant for longer than the guest policy permits. Co-Habitation can lead to conduct concerns and disruption to the residential community. Students are not permitted to cohabitate or have another individual cohabitate with them that would exceed the guest / visitor policy.

Room Decorations

Walls

Students are encouraged to decorate their spaces that is healthy, safe and allows for the student to feel at home while living on campus. The walls of a residential space must be maintained. Students who wish to hang things from the walls should use care and not use nails, screws or other objects that will put holes in the wall. Adhesive strips, hooks, etc. are permitted within the residential facilities, however students are responsible for any damages that occur when these items are removed from the wall. Damages can result in charges being assessed to the students' account. For more information check online at; <https://www.piedmont.edu/campus-life/residence-life/>, or email residencelife@piedmont.edu.

Floors

Throughout the residential facilities there are different styles of flooring. Damage to the flooring, stains, or removal of the flooring will result in charges to the students' account. Students are permitted to utilize rugs brought from home or purchased from a store however these items will need to be removed upon the student vacating the unit.

Ceilings

Students should avoid hanging items from the ceilings, specifically from the lights, smoke detectors, sprinkler heads, etc. Items found hanging from or covering lights and safety equipment will result in charges being applied to the students' account.

Windows

Students who choose to hang items that can be visible from the window should seek prior approval from Student Life and Leadership / Department of Residential Living. Items hung in rooms that are visible through the window deemed inappropriate, offensive, illegal (stolen signs), inflammatory are prohibited and must be removed immediately when directed by a member of the Student Life and Leadership staff. Windows, unless in the case of emergency, are not to be used as a way to enter or exit a room.



LED Lights

LED light strips are permitted within the residential facilities however it is important to note that applying the light strips to the walls often leads to damages and peeling of paint from the walls. Such damages will result in charges being assessed to the students' account.

Posting within Residential Facilities

Students or registered student organizations must receive prior approval from a member of the Residential Living Professional Staff prior to posting any signage or advertisements. Promotion of a personal business is strictly prohibited.

Alcohol – Main Campus

Alcohol and alcohol paraphernalia is prohibited on Main Campus. Alcohol paraphernalia can be, but not limited to; funnels, empty containers, shot glasses, wine glasses, pong tables, neon lit signs, etc.

Alcohol Policy and Permitted Cooking Appliances – Village

Village Alcohol Policy:

Alcohol is permitted in the Village so long as the apartment receives an Alcohol Permit signed by the Director of Residential Living and Associate/Assistant Director of the Village. Alcohol permits are allowed for apartments in which all occupants are at least 21 years of age or older, there has not been recent conduct concerns around alcohol, and all parties of the apartment meet with the Associate/Assistant Director to read, review, and sign the Alcohol policy and Alcohol Permit.

Alcohol is not permitted in apartments where students under the age of 21 live. Apartments with alcohol permits found to be engaging in underage drinking, providing to minors, etc. will lose their Alcohol permit for the academic year and meet with a conduct hearing officer.

Permitted Cooking Appliances:

Toaster Ovens
Keurig style coffee makers
Crock pots / Instapots / Rice Cookers
Air Fryers
Electronic indoor grills (panini press, waffle maker, etc.)
Electronic Griddles
Blenders under 24 fluid ounces

Drugs and Illegal Substances

The possession, use, or sale of illegal substances such as, but not limited to marijuana while on campus is strictly prohibited. Students found to be in possession of illegal substances may face criminal charges, as well as going through the University Conduct process.

Medical marijuana, while legal in Georgia and other states is strictly prohibited on campus even if the student is in possession of a medical marijuana card.

Tobacco



Piedmont University is a smoke and tobacco free campus. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic smoking devices in all facilities and on all University property, including University-owned vehicles, and in any privately-owned vehicle parked or operated on University property.

Smoking of Electronic devices and accessories include but are not limited to e-cigarettes/vapes such as blu, Vuse, Tanks, Juul, V2, etc. are prohibited, however the possession of these items to smoke off campus is allowed as long as the student, staff, faculty or visitor is 21 years of age.

Quiet and Courtesy Hours

Courtesy Hours:

Courtesy hours are 24/7 in all residential facilities. This does not mean students must remain quiet during all times of the day however, it should be known that students should be courteous of their neighbors and community. Students may be asked to lower the noise level at any point during the day, however, this is rare before Quiet Hours.

Quiet Hours:

From the hours of 11PM to 8AM daily, students are required to lower the volume and amount of noise as much as possible to allow for neighbors and others in the community the opportunity to study, sleep, etc. Quiet Hours are 24 hours during final weeks, information will be posted with dates prior to the start of finals week. Violation of Quiet Hours can result in charges to the students' account, and/or a conduct meeting.

Furniture (removal, personal, etc.)

University furniture may not be removed from any room, suite, or common area. All furnishings that are provided by the University must remain in the room, suite, or common area to which they were assigned. Should university furniture not be present in the room, suite, or common area at time of checking out, a charge will be assessed to the student's account.

Non-University provided lofts, bed risers, boards, cinder blocks, decks and other similar bed rising items, as well as waterbeds are not permitted in any room or suite.

Non-University provided bed frames, box springs and mattresses are not permitted in University Housing unless an accommodation has been made through the Office of Accessibility Resources and Services. Students who bring these items to campus will be held responsible for any pest control or damages caused to university property, the student will receive a minimum of \$250.00 fine.

Students who bring furniture such as couches, futons, bean bags, etc. will be held responsible for any pest control or damages caused, as well, should students bring such items they are responsible for properly disposing of these items off campus or in roll off dumpsters that the university provides at the end of the academic year. Students found to have violated this will receive a minimum of \$250.00 fine.

Pest

Residents should seek to maintain a healthy, clean-living environment to reduce the concern of pests entering the Residence Halls. Dirty dishes, trash, food, and cardboard boxes can attract pests as they



search for food and water left out within the halls. Should a resident notice pests or believe pests to be present, i.e. ants, wasps, spiders, bed bugs, etc. within their room or Residence Hall, they should contact a member of the Residential Living staff for a work order to be submitted, and if available pest spray to be used in the interim.

Pets

Pets are not permitted in any residential facility, with the exception of fish. The policy regarding fish, is listed below. Students who as of the 2022-2023 academic year had on file a registered pet that did not have fur or feathers will be grandfathered and allowed to bring this pet to campus until they complete their time at Piedmont University. Students who meet the grandfather clause of having their pet on campus, must continue to register their pet annually with the department of Residential Living. Any student wishing to bring, for the first time a pet such as a reptile or amphibian must follow the ESA policy to gain prior approval before bringing them to campus.

- Fish are permitted within the residential facilities once registered with Residential Living.
- Pets, that are grandfathered, and fish must remain in their enclosure that cannot be larger than 20 gallons.
 - o Students can utilize up to 2 tanks, that do not exceed 20 gallons.
 - o 1, 20 gallon tank
 - o 2, 10 gallon tanks
- Students are responsible for cleanliness and care for all approved pets.
- Students are responsible for relocating the pet over breaks as the University will not care for pets while students are off campus.
- Students are not permitted to breed animals while living in University provided housing.

Students who wish to bring a pet to campus must register their pet prior to arriving on campus and ensure that the pet meets the above requirements. All students are required to register their pets every year. The registration form will be made available to students by Residential Living.

Should an unapproved pet, or pet that does not meet the following requirements be found, the resident will need to remove the pet off campus to family, friend, or boarding facility / local shelter within 24 hours, and the resident may be charged \$150 per day that the unapproved pet remains on campus and is documented by Residential Living Staff.

Emotional Support Animals (ESA's):

Emotional Support Animals (ESA's) must be approved through the Office of Accessibility Resources and Services and Director of Residential Living. ESA's are not permitted on campus until official approval has been granted, and students found with an unapproved ESA will receive charges to their student account and meet with a conduct hearing officer. The process for receiving approval for an ESA can be found by emailing the Office of Accessibility Resources and Services, oars@piedmont.edu. ESA's must be registered annually with the Office of Accessibility Resources and Services.

Service Animals:



RESIDENTIAL LIVING
PIEDMONT UNIVERSITY

For information on registering a Service Animal contact the Office of Accessibility Resources and Services at; oars@piedmont.edu

Therapy Animals:

For information on registering a Therapy Animal contact the Office of Accessibility Resources and Services at; oars@piedmont.edu

For questions please email residencelife@piedmont.edu.