



**Department of Residence Life**  
Tips for a Successful Stay

1. **Have a cotton mop, straw broom and dustpan for use in room/bathroom**
  2. **Sweep and mop all floors regularly**
  3. **Use glass cleaner on mirror**
  4. **Keep toilet clean, inside and out**
  5. **Remove bagged trash daily to the outside dumpster**
  6. **Report any problems with your room to the office immediately**
  7. **Keep room doors locked**
  8. **Keep beds made and belongings in order**
- **All roommates are responsible for keeping the room clean and in order. Residents are responsible for the cleanliness of the room/bathroom whether they live in the room daily or not.**
  - **The university is not responsible for lost, stolen or damaged property.**
  - **Residents are encouraged to insure personal property.**
  - **THINK SAFETY: Do not allow anyone to be in your room unattended. also, do not loan your key or student id card to others.**

Residents are responsible for following all rules and regulations set forth in the campus living guide found at:

[www.tnstate.edu/housing/CampusLivingGuide.aspx](http://www.tnstate.edu/housing/CampusLivingGuide.aspx)

**Common Housing Charges**

*Please see the Residence Life website for a complete listing of Assessment for Damages*

Unofficial Checkout	\$150 (If the Room Occupancy/Clearance Form is not completed with a staff member)
Lost Key	\$58 for Residence Halls or \$275 for Residence Apartments
Lost Student ID*	\$10
Dirty Room	\$25 and up, per item for each resident
Excessive Noise	\$15 after one (1) Warning
Lockouts	\$10

\*-The ID Center manages ID production and ID replacement; however, the Students' IDs are used to access the doors of their assigned residence halls or the community building at their assigned Residence Apartments.



**Department of Residence Life**  
**Some Rules and Regulations**

- 1. All visitors are required to check in at the front desk.**
- 2. Quiet hours are in effect from 7 pm to 7 am. In addition, residents are expected to show consideration for others at all times by avoiding excessive noise (“excessive” defined as disturbing your neighbor).**
- 3. Smoking is not permitted in University Housing.**
- 4. Alcohol or alcoholic beverage containers will not be permitted or be found in the residence hall environs, including rooms, hallways, lounges, lobbies or other areas of the residence hall.**
- 5. Keeping pets of any kind in University housing is prohibited with the exception of goldfish or guide dogs.**
- 6. Residents’ rooms will be inspected periodically by the residence hall director for cleanliness and should be kept clean and orderly at all times.**
- 7. The use of sound producing equipment in any manner which disturbs other residents may result in disciplinary sanctions.**
- 8. The possession of explosives, fireworks, flammable materials, bullets, firearms or other dangerous weapons is prohibited in University housing.**
- 9. The use of electric blankets, hotplates, popcorn poppers, coffee makers, or other heat-producing devices is prohibited in residence hall rooms. Residents will not use or possess any cooking appliances other than microwave ovens.**
- 10. Any damage to residence hall property will not be tolerated. Students guilty of defacing or destroying University property will be charged with the cost of repairs and disciplined according to the offense. If the person(s) who defaces or damages property in a room or common area is not identified, the cost of repair will be levied against all occupants of the room, floor or residence hall as a Community fine.**
- 11. Gambling in any form or paraphernalia (i.e., dice) is prohibited in University housing.**
- 12. Paper and trash should not be swept into the central hall or out the front door but should be placed in the proper containers.**
- 13. Ignoring the fire alarm or refusing to evacuate the premises when an alarm is sounded or tampering with fire alarm mechanisms or fire extinguishers is prohibited in University housing. The emergency exit doors should only be accessed during emergency evacuations; otherwise disciplinary sanctions will be imposed.**

**In all cases of last resort or emergency you should contact Tennessee State University Police at 615-963-5171!**



**CONTRACT CONCERNING LIABILITY**

I, \_\_\_\_\_, T# \_\_\_\_\_, will not hold Residence Life, Student Affairs, Tennessee State University or the State Board of Regents liable for any injury or the loss of or damage to any of my personal items in the Residence Halls/Apartments or elsewhere on TSU's campus. Tennessee State University and the State of Tennessee assume no responsibility, person injury or for conduct by any person, whether a program participant or not, for personal property loss, including loss of clothing, shoes, eyeglasses, backpacks luggage, purses, wallets, cameras, cell phones, pagers, computers, tablets, video game systems, digital planners or PDA's or other electronics, books, jewelry, money or any other thing of value.

**Room/Apt Number:** \_\_\_\_\_

**Description of items(s) stores:**

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\_\_\_\_\_  
Hall/Apt. Director or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Student Printed Name



**TENNESSEE STATE UNIVERSITY  
RESIDENCE LIFE ROOM OCCUPANCY AND CLEARANCE FORM**

<b>Check-In: Description of Room &amp; Equipment</b>	<b>Room &amp; Equipment</b>	<b>Check-out: Description of Room &amp; Equipment</b>
	Door (Corridor Side)	
	Door Number	
	Door (Room Side)	
	Door Lock	
	Closet/Clothing/Shelf	
	Closet Door	
	Mattress	
	Bed Frames	
	Mirrors	
	Desk	
	Desk Chair	
	Book Shelves	
	Wood Surface Areas	
	Chest of Drawers	
	Window Screens	
	Windowpanes	
	Blinds/Shades/Curtains	
	Ceiling	
	Walls	
	Stove/Refrigerator	
	Room Left Excessively Dirty	
	Floor	
	Heating/Ceiling Units	
	Bathroom Door	
	Bathroom Sink	
	Toilet	
	Shower/Bath Tubs/Shower Curtains	
	Smoke Detector	
	Cabinet Under the Sink	
	Cabinets (Siding)	
	Ceiling Light Cover	
	Lights (Ceiling)	
	Switches/Outlets	