

## **Tennessee State University Residence Life Campus Living Guide**

Greetings,

I would like to take this opportunity to welcome you to the Residence Life Department at Tennessee State University. The Residential Halls that you will be residing in are home away from home. Because of this we provide more than a place to sleep. This continuation of the educational process from the classroom makes your Residence Hall a living learning community.

We endeavor to make this community a safe and comfortable living environment. Your safety and security is important to the University as well as the Department of Residence Life and Housing, as a result we have live in staff that will respond quickly to the needs of our residents.

To maximize your learning experience I encourage you to investigate the programs and services offered to you. It is our desire to help you achieve academic success and social maturity during your stay with us. Your success depends on your willingness to engage in the campus experiences. Your willingness to be successful depends on you taking an active role in your development.

We are the compass to assist you in having a triumphant college experience.

Working together,

William P. Hytche Jr., Ed.D.  
Dean of Students/Director of Residence Life and Housing

## **Residence Life Living**

The Department of Residence Life is a part of the Division of Student Affairs. Through this department, University living opportunities are available. Students attending Tennessee State University are encouraged to live in the University Housing until all campus housing assignments are depleted. The University recognizes the many advantages that living in residential housing affords. It therefore maintains single sex, co-ed, and apartment-style living for men and women.

Students are required to comply with all Tennessee laws, rules, regulations, policies and procedures of the Tennessee Board of Regents, as they relate to the Code of Student Conduct and Housing. The provision of this policy shall be incorporated by reference to each student's residence agreement.

There are several advantages to University Housing at Tennessee State University. Living in a residence facility costs less than comparable off campus housing. Statistics have shown that for residence life students, a substantial portion of their college education will take place outside the classroom through formal and informal participation in campus activities and events.

This booklet will provide you with information that will make your living accommodations and your matriculation at Tennessee State University successful.

## **Community Bill of Rights**

The community bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of that right.
2. The right to sleep without undue disturbance from noise, guests of a roommate, etc.
3. The right to expect that one's roommate and suitemates will respect one's personal belongings.
4. The right to a clean environment in which to live. This includes room or apartment, bathroom, or kitchen.
5. The right to free access to one's room and facilities without pressure from a roommate or suitemate.
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host.

8. The right for redress of grievances. Residence Life staff members are available for assistance in settling conflicts and negotiating differences.
9. The right to be free from fear of intimidation, physical and emotional harm.
10. The right to expect reasonable cooperation in the use of “room shared” appliances, etc. and a commitment to honor agreed upon living standards.
11. The right to expect reasonable cooperation in the cleaning of rooms, apartments, and bathrooms.
12. The right to be free from peer pressure or ridicule regarding one’s beliefs, interests and behavior.

### **General Information**

Information and changes to policies, procedures, deadlines, etc. produced by the Office of Residence Life are published on the TSU Website and in University media outlets. A student who has signed a housing contract is charged with staying informed of such changes and compliance, as necessary, with any changes that affect his or her housing privileges.

### **Eligibility** **Contract Terms and Conditions**

All full-time students are eligible for occupancy in University Housing. Part-time students may be approved for occupancy at the discretion of the Director of Residence Life based on the availability of space. All students shall have an equal opportunity to reside in the University Housing facilities regardless of race, sex, marital status, creed, color, national origin, or disability. It should be pointed out that the University reserves the right to cancel or refuse admission to the residence facility of any person(s), and to reassign, or terminate the residence life agreement. If a resident finds it impossible to live with a roommate or makes it impossible for someone to live with him/her, both people may be reassigned to new rooms if available, or if the resident has violated any rules, procedures, or university directives the resident may be required to vacate the residence halls and is subject to additional action.

### **Housing Agreement**

1. The term of the housing application is binding from the date of assignment until the end of the academic year.
2. Opening and closing dates and times for room occupancy must be observed. Residents may not move into their rooms early nor will they deliver personal property to their rooms before the residence opens. Residents must follow established guidelines when checking in or out of housing. Failure to do so will result in additional charges to student’s accounts.

3. A resident shall not move out of the residence facility during the term of the agreement without approval of a completed License Cancellation Agreement form.
4. A resident who vacates the residence facility prior to the end of the term of the application shall forfeit all pre-paid rent and room and fees except in the specific circumstances defined under Fees, Cancellation, and Refund Policies.
5. Transfers from one residence facility to another must be approved by the Office of Residence Life.
6. Room and/or apartment changes within University Housing must be approved by the Residential Facility Director.
7. Individual occupants of double/triple rooms shall be required to consolidate in accordance with consolidation
8. Students residing in University Housing are required to participate in the Meal Plan during the Fall and Spring Semesters.
9. Residents submitting the contract electronically accept the terms and conditions elaborated in this contract. Once it is submitted, it is a legal and binding document.

### **Housing Reservation Fee**

1. A \$100.00 non-refundable application/reservation fee is required of all students who apply for University housing. All fees are subject to change without notice. Tennessee State University and the Tennessee Board of Regents reserves the right to charge rates listed here-in or to add new fees whenever such increase or additions are necessary.
2. The non-refundable fee is paid once a year to reserve an on-campus housing space for the upcoming academic year. The \$100.00 is deducted from the housing fees for the Fall Semester or whichever term is applicable.

### 3. **Refund of Residence Facility Room and Board**

Refunds will be pro-rated on a weekly basis when a student is forced to withdraw from a residence hall/apartment (a week is to consist of at least three (3) days).

1. Because of personal medical reasons confirmed in writing by a licensed physician.
2. At the request of the university other than disciplinary.
3. 100% percent of fees will be refunded in the death of a student.
4. No refund shall be made if the student withdraws from the University or University Housing for disciplinary reasons.

Withdrawals for other reasons will be subject to the same 75%/25% amounts and time periods as described in the class schedule booklet under the “Student Fees Policy.”

### **Roommate(s)**

If you desire a specific roommate(s) all parties must request the assignment on or near the same date. The request must be clearly noted on both applications. Roommate requests must be mutual. Every effort will be made to comply with your request. However, the University cannot guarantee specific roommates. For those not making special requests, the University will make assignments without regard to race, color or creed.

A University Housing facility is a densely populated community of citizens having diverse interests and habits. Tennessee State University is committed to the concept that residential facilities should provide an atmosphere conducive to both living and learning, wherein exist a spirit of cooperation and consideration for others, and where students may live, study and relax together.

### **University Housing Staff**

The Residential Facility Director seeks to provide a living/learning environment for all residents. The Assistant Director/Graduate Assistant assists the Residential Facility Director by encouraging programming and being available for individual needs and concerns. The Security Officer serves as security personnel helping to ensure safety of the on campus students. The Resident Assistant is responsible for assisting with administrative duties in the office, as well as assisting in planning and promoting residence facility activities, and the enforcement of University policies and procedures.

### **Community Style Housing**

Regarding community style housing, there are two residential facilities for women and two residential facilities for men located on campus. A lounge and guest reception areas are provided in each hall with a telephone for communication between guest and residents. Each hall is provided with a color television, study room, vending machines, laundry, barbershop/beauty salon, kitchen/kitchenette, and computer lab. The two facilities for women are Mary Wilson Hall and Mere R. Eppse Hall. The two facilities for men are Lena B. Watson Hall and Henry Allen Boyd Hall. Internet, telephone and cable services, beds, desks, chairs, window blinds, bathrooms with showers are provided. Individuals are responsible for pillows, linen, mattress covers, study lamps, flashlights, toiletries, etc.

### **Suite Style Housing**

Wilma Rudolph Residence Center and Harriet Hodgkins Hale Hall provide suite style living for students. Wilma Rudolph center is a female facility and Hale Hall is a co-ed facility. Each hall is provided with a color television, study room, vending machines, laundry, barbershop/beauty salon, kitchen/kitchenette, and computer lab. Internet, telephone and cable services, beds, desks,

chairs, window blinds, and bathrooms with showers are provided. Individuals are responsible for pillows, linen, mattress covers, study lamps, flashlights, toiletries, etc.

### **University Apartments**

There are two co-ed apartment style facilities located on the campus. Each are equipped with the following: lounge areas, computer lab, exercise room, barbershop/beauty salon and laundry facilities. The two apartment facilities are Ford Residential Complex and the New Residence Center which are located on Heiman Street. Each apartment is equipped with a kitchen, stove, refrigerator and dinette set. The living room area is furnished with chairs and a couch while the bedrooms are furnished with a bed, chest of drawers and a closet. Window blinds are provided for each window.

### **Extension Cords**

Only UL-approved extension cords of the correct size are allowed providing outlets are not overloaded. Cable television cords are not provided.

### **Smoking in Residence Halls/Apartments**

**SMOKING IS PROHIBITED IN ALL BUILDINGS ON CAMPUS**

### **Pornography**

Posting pornographic materials is prohibited in all residents rooms/and or apartments.

### **Clothes Drying**

Residents are provided with a laundry facility for the drying of clothes. Other public displays of laundry including hanging items out of windows and balconies are inappropriate and not permitted.

### **Car Maintenance and Car Washing**

Residents are not allowed to perform car maintenance in University housing parking areas or access water from their residence hall rooms or apartments for the purpose of washing vehicles.

### **Incense, Candles and Open Flame Items**

Items which require the use of flammable liquids or an open flame to operate or which produces heat (lighted candles, Bunsen burners, incense, etc.) obnoxious odors or toys of choice (water guns/balloons) are not allowed in residents rooms/apartments. **The burning of incense, incense paraphernalia, and candles are not allowed. The use of halogen lamps and bulbs are prohibited.**

### Student Parking

Parking permits are issued through the Tennessee State University Police Department. The parking permit fee is included in the general Access Fee and can be picked up during registration.

### Children

Small children are not permitted to visit in University Housing/Apartments. The University assumes no responsibility nor does it make provisions for childcare. Students are not permitted to use their assigned room/apartment to babysit visitors.

### Order of Rooms

Resident's rooms will be inspected periodically by the residence facility staff for cleanliness. Resident's rooms should be kept clean and orderly at all times. Notice will be given 24 hours prior to the inspection. The following suggestions will help maintain a livable area that is conducive to study, relaxation and evaluation.

- a. Beds should be neatly made with clean linen.
- b. All clothes should be neatly hung in closets with the closet floor neat and orderly.
- c. Floors and mirrors should be cleaned. Furniture, woodwork and windowsills should be dusted, wastebaskets should be emptied and books on shelves in order.
- d. Paper and trash should not be swept in the hallway, out of the front door, or out of the windows, but should be placed in the proper container. **Students are required to take their trash to the outside dumpsters.**
- e. Toiletry items left unattended in bathroom or public areas will be discarded.
- f. All residents must be responsible for discarding all personal hygiene items and cleaning basins, showers and commodes after use.
- g. Stoves, ovens, closets, balconies and bathrooms in the apartments should be clean and orderly at all times.

### Residence Life/Policies and Services

All general university regulations are binding with regards to University Housing students. Residents shall be responsible for the condition of the room furnishing(s). Damages should be reported to the Residence Hall Director.

1. Lounges, study rooms, lobbies and other common areas are provided for the comfort and convenience of residents. Furnishings in common areas may not be removed. Furniture and

equipment shall not be altered or removed from a residence facility or lounge areas. Window blinds or screens shall not be removed without the authorization of the Residence Facility Director. Students who take these items to their rooms or elsewhere on or off-campus are subject to disciplinary sanctions and/or arrest.

2. Students identified as being responsible for damage to University Housing furnishings and equipment will be charged the appropriate labor and material fees to correct/repair/replace. **Damage to the public areas in the residence hall/apt. will result in a group assessment when the individual(s) responsible is/are not identified.**

### **Alcohol**

The use and/or possession of any alcoholic beverages are prohibited on campus. Empty alcoholic beverage containers either on one's person or in room/and or apartment will constitute a violation

### **Inspection of Rooms/Apartments during Check In and Check Out**

All rooms and apartments will be inspected by the Director/Resident Assistant prior to occupancy. The condition of the room/apartment will be noted on the Room Occupancy and Clearance Form. Students are advised to review carefully the condition of the room/apartment indicated on the form. A completed room inspection form must be signed and returned to the office prior to moving into the room.

When a student vacates the room/apartment, any damages or discrepancies from the original inspection will be noted and the student will be charged for the damage(s). The University reserves the right to inspect rooms/apartments for health, safety and maintenance at any time.

### **Defacing Property**

In attaching objects to room doors, walls and/or ceilings, residents shall not use any device which leaves a permanent mark including, but not limited to, nails, screws, staples, thumbtacks or stickers. A charge will be assessed for leaving an assigned room in such condition as to require undue time for cleaning the premises. Conditions which demand repairs, including painting, shall result in a damage assessment against the residents.

### **Residence Facility Property Damage/Vandalism**

Any damages to the residence facilities 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 the University Housing facility. Students in the University Housing facility units may be assessed on a pro-rata basis for damage in corridors, bathrooms, lounges and other common areas within or around a facility by floor or by the entire facility. A charge shall be assessed for leaving an assigned room in such condition as to require undue time for cleaning the premise. Conditions



which demand repair, including painting shall result in a damage assessment against the resident(s). Please refer to Assessment for Damage in University Housing for cost. All fees are subject to change.

### **Custodial Services**

The University's custodial service is responsible for cleaning bathrooms, corridors, public areas, hallways, kitchens, vending and laundry facilities. Proper disposal of garbage is the responsibility of the individual resident. All disposal of garbage must be taken to the outside dumpster.

### **Pest Control**

The University has a contract with a certified pest control company. The contractor regularly treats the residence halls/apartments for pests. Any problems must be reported to the Residence facility office. Properly dispose of trash and garbage to reduce pest problems. Residents play an important role in pest control. A fee will be assessed to rooms that are not in compliance with the room inspection policy.

### **Maintenance**

All maintenance problems and repairs are to be reported to the residence facility office. The University's Facilities Management Department schedules the necessary repairs as needed based upon the work orders submitted. Maintenance requests are prioritized and scheduled.

### **Personal Property and Theft**

It is suggested that students obtain **insurance protection** against loss, damage or theft of personal property. The University assumes no responsibility and shall not be liable for any damages due to theft of personal property of students, or injury to any student or the occupants of student residence facilities or to guests of such occupants except as authorized by the Tennessee Claims Commission Act (Section 9-8-301, et seq.) If property is damaged or individuals injured, a claim form must be completed with a report of the incident and filed with the Tennessee Board of Claims. The State of Tennessee will make the final determination for reimbursement and legality of claim. Students who suffer a loss through theft in the residence facility should report it to the Office of Campus Police and the University Housing Staff.

### **Room Inspection and Search**

Tennessee State University recognizes and respects the right of its students to have privacy with respect to their persons and personal belongings. The University also recognizes the responsibility to preserve the wholesome learning and living environment on campus, to provide adequate maintenance and protection of public property, and to protect the health and safety of all persons on campus. These fundamental assumptions are embodied in the following commitments and procedures concerning the entry or search of student's rooms.

The University reserves the right to enter University Housing rooms under any of the following circumstances:

1. Where there exists an immediate threat to the health or safety of the occupants or University property.
2. With a search warrant or with permission of the resident.
3. With permission of the President or designee, the Vice-President of Student Affairs or designee, when there is sufficient reason to believe University regulations or local, state and federal laws have been violated.
4. Facilities Management personnel and their designated agents only for repair, replacement or inspection of University property.
5. By University Housing staff members or officials of Residence Life on official business.

The University also reserves the right of entry to rooms by authorized University Officials for the purpose of search and seizure if there is, a reasonable cause to believe that a student is using a University Housing facility for purposes which are illegal, or which seriously interfere with campus discipline or constitute a hazard. A search will be authorized by the Vice-President of Student Affairs or designee. The University also has the right to elect the use of a search warrant by Campus Police or the City Police.

A copy of the authorization form will be provided to the student(s) whose room is being searched, and a receipt will be given for any property confiscated. The University assumes no responsibility for the theft, destruction or loss of confiscated property except as may be authorized or allowed pursuant to TCA section 9-8-207.

### **Solicitation**

Except as otherwise permitted by Tennessee Board of Regents Rule 0240-1-1, use of campus property and facilities, solicitation for purely commercial purposes is prohibited on all property owned or used by the University.

### **Keys/FOBS (Keyless Entry Device)**

Each resident in University Housing is issued a key at the beginning of the semester. FOBS are assigned upon entering University Housing and will remain in your possession during your matriculation in University Housing. Each resident will be responsible for the cost of replacing lost keys/fobs. A charge of \$58.00 to re-key the room will be imposed if room key is lost or not returned during check-out for residence halls. In university apartments there is an additional cost for re-keying the lock for all doors, including entrance and patio doors for all occupants of the apartment. A charge of \$50.00 will be imposed if a FOB is lost or not returned during check-out. Unauthorized duplicated residence hall/apartment keys will not be accepted.

### Lockouts

A student who is locked out of his/her room may request to be let into his/her room from \*;00 a.m. to 12 midnight in the Residential Facility Office or after 12 midnight by contacting the Resident Assistant on duty. A \$10.00 fee will be assessed for all lockouts.

### Windows

Windows should remain closed when the air or heat is operating. This is done for the security of personal property and the safety of the occupant(s) of the room. Windows are not for the use of discarding trash, drying personal belongings or engaging in conversation (i.e. shouting out of the window), throwing objects or displaying food and drink items on the window sills. No type of decorations, signs, etc., may be posted or hung between the window and blinds or directly on the window (inside or out). All violators will be disciplined and/or fined. Repeat offenders will be subject to suspension from University Housing.

### Residence Hall Meetings

All Freshmen and New students are required to attend a mandatory hall meeting on the official move in day. Time will be announced by the hall Director. University Housing facility meetings are held periodically during the semester. Residents are held responsible for all information which is disseminated during the meeting. Therefore, all meetings are mandatory.

### Pets

Pets are not allowed in the residence facility, with the exception of a fish aquarium not exceeding 20 gallons, and guide dogs for the disabled. Fish aquariums may only be used for **fish**. **This means that no other species may reside in your room.**

### Small Business

Residents are not permitted to operate businesses out of University Housing (i.e. hair salons, manicurists, barber shops, etc.). Violators will be disciplined.

### Intercoms

**Intercoms are not to be used for private conversations. Permission must be secured from a member of the residence facility staff before making an announcement on the intercom (Official Business Only). No announcements will be made between 10:00 p.m. and 8:00 a.m. unless it is an emergency.**

### Holidays

With the exception of the apartments, all University Housing facilities will be closed during the Christmas Holiday and Spring Recess. At the end of the Spring and Summer Semesters all students are required to vacate University Housing immediately. Students who are not returning

to the University for the Spring Semester must officially check out of the University Housing facility at the closing of the Fall Semester. It is recommended that residents take all their valuables home. Personal belongings left in the room will be the responsibility of the student.

### **Quiet Hours**

University Housing facilities should be reasonably quiet at all times for the benefit of those studying and sleeping. Stereos, televisions and radios are to be used quietly. The University reserves the right to confiscate and store any audio device that is determined by the University Housing facility staff to be disturbing to other students attempting to study and sleep. While quiet hours are in effect at all times, these hours are emphasized from 7:00 p.m. to 7:00 a.m. During mid-term and final exams, “quiet” hours are in effect 24 hours a day.

### **Illness in Residence Facilities**

The University provides certain services to the health of the student. If the student’s illness exceeds the University’s ability to provide medical care, the cost of hospitalization must be borne by the student. The University provides information for hospitalization which can be obtained from the University Health Center or Residence Life. The following suggestions should be adhered to when illnesses occur in the residence facility:

- a. If the student is in need of medical care (illness or accident) during the night; contact should be made with your Residential Hall Director or Tennessee State University Police Department.
- b. The University Health Center is located on the North side of the campus and operates from 8:00 a.m. to 4:30 p.m., Monday through Friday.
- c. In the event a student is hospitalized on an emergency basis or sent home because of illness, the Residential Hall Director should be notified immediately as well as the Dean of Students.

### **Appliances and Cooking**

Cooking appliances are not permitted in the residence facility rooms. Food in the rooms must be kept in closed containers. Each of the housing facility contains kitchens or kitchenettes and should be left clean after use. Failure to use sensible cooking and cleaning habits in the kitchen areas may result in revocation of the privilege, and may be grounds for disciplinary action.

According to the Metro Fire Prevention Code adopted January 1, 1995, Tennessee State University prohibits the use of charcoal, electric and propane on balconies. Grills are allowed on the grounds where there is free circulation, at least 10 feet away from buildings and openings such as windows and doors and at least 20 feet away from air intakes of air conditioning and ventilating systems.

## Special Safety Regulations

For reasons of safety, at no time should the exit doors of the residence facility be propped open. Residents are required to use only the main entrance 24 hours a day. The safety and security of the residents cannot be insured if any other doors are used. Failure to comply will constitute a major violation of residence facility regulations.

- A. Students are advised not to leave the University Housing facility alone after dark. It is advisable for students not to stay alone in classrooms, music practice buildings and other buildings.
- B. Fire in the University Housing facility should be reported to the Residential Facility Director, or to his/her assistant if the Director is not available. Students should then activate the nearest fire alarm and exit immediately. Residents are advised to become familiar with the location exits, fire extinguishers and alarms. **Tampering with life supporting equipment is a serious matter and is a misdemeanor. Intentionally pulled false fire alarms and/or discharged fire extinguishers is a misdemeanor according to the laws of the State of Tennessee.** Violators will be charged a fee if the fire department has to respond and the student(s) will absorb the cost.
- C. Residents are to never drop any not and/or burning item in trash receptacles.
- D. Bicycles, motorcycles, other vehicles shall not be stored in rooms, on patios, in hallways, in stairways or other areas of the residence facility.
- E. The use of exercise weights in the University Housing facilities is prohibited unless authorized by the Residence Facility Director.
- F. If a resident is not going to be in his/her personal room for more than three days, the resident should contact his/her RA or Residential Facility Director to provide a telephone number. If the Residence Facility Staff does not know a student's whereabouts after four days, the staff is required to contact the Director of Residence Life who will contact the Vice President of Student Affairs and TSU Police Department.
- G. Students should leave expensive clothing and jewelry at home. The University will not assume any responsibility for items stolen in the Residence Facility.
- H. It is recommended that residents avoid borrowing. It helps to discuss feelings about borrowing or lending to roommate(s) and/or friend(s) to avoid conflict.

## Tornados

The present or alert warning system by our University will consist of Campus Police making a sound of blowing horns and police vehicle horns. Every facility should also establish an in-house warning system. Intra-campus telephone communication will be used where possible.

For “**watch**”, listen for non-continuous sounding of police vehicle or blowing horns.  
For “**warnings**”, listen for continuous sounding of police vehicle or blowing horns.

During the “**watch**”: (means weather conditions are such that a tornado may develop)

- A. Prop open vents and doors between classrooms and hallways.
- B. Open all windows slightly.
- C. Store portable equipment, breakable items, etc., inside building away from shelter areas.
- D. Generally, buses may continue to operate, be watchful.

During the “**warning**”: (means a tornado has been sighted and/or has touched down on the ground)

- A. Open and secure exterior glass doors; otherwise they may shatter and add to flying debris within the building. Leave outside doors closed.
- B. Secure or store articles which may act as missiles indoors.
- C. Buses should not operate. Transportation personnel should be instructed in tornado procedures. If a driver sees a tornado approaching, he/she should:
  - 1. Drive away from the tornado’s path at right angles, if possible.
  - 2. Evacuate the bus and take shelter in a pre designated building or other substantial building along the route.
  - 3. Evacuate the bus and direct students to a ditch or hollow and have them lie down, hands over head. Keep students far enough from the bus so it cannot turn over on them. (Be careful of flooding)
- D. If there is sufficient time to take shelter:
  - 1. Evacuate rooms quickly, quietly and orderly.
  - 2. Check restrooms or nearby vacant rooms for students, staff and visitors.
  - 3. Take personal belongings only if they are at a desk and will provide extra protection (large books, notebooks or coats may be held over head and shoulders)
  - 4. Professors should take roll book and take attendance.
  - 5. Once in a shelter, report missing students. (Directors and principal administrators should take similar accounting)

6. Take position for greatest safety by crouching on knees, head down, with hands placed at back of neck.
  - a. In multi-storied buildings:
    1. Use identified fallout shelters.
    2. Use basement
    3. Use first floor interior hallways
    4. Use restrooms or other enclosed small areas away from large glass areas and large open rooms
  - b. In one-storied buildings:
    1. Use identified fallout shelters.
    2. Use basement
    3. Use first floor interior hallways
    4. Use restrooms or other enclosed small areas away from large class areas or large open rooms.

If hallways are not suitable, use the inside wall of a room or rooms on the opposite side of the corridor from which the storm is approaching. End rooms generally should not be used. In either type, one or multi-storied buildings, restrooms are usually suited for small groups, especially if the room is generally located. Auditorium, gymnasium, cafeteria or other large rooms are least suitable as shelters. Free-span roofs will usually be blown away from this type of room and the walls may collapse. Rooms having large glass areas should not be used for shelters.

### **Bomb Threat**

If you observed a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call Campus Police at 963-5171.

1. Any persons receiving a bomb threat over the telephone should ask the caller the following questions:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What does it look like?

- d. What does it look like?
- e. Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following information:
  - a. Time of call
  - b. Age and sex of the caller
  - c. Speech pattern: accent, possible nationality, etc.
3. **IMMEDIATELY** notify the Campus Police at 963-5171 of the incident.
4. Campus police officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their areas for suspicious objects and to report the location to Campus Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets or turn lights on or off.
5. If an emergency exists, **ACTIVATE** the building alarm. **CAUTION: The building alarm rings only in some buildings; you must ALSO report the emergency by telephone.**
6. When the building evacuation alarm is sounded an emergency exists: walk quickly to the nearest marked exit and ask others to do the same.
7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE.**  
**DO NOT PANIC!**

#### Fire Drills

1. Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information is available through the Facilities Management Department at 963-5668.
2. If a minor fire appears controllable, **IMMEDIATELY** contact Campus Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, **ACTIVATE** the building alarm. **CAUTION: The building alarm rings only in some buildings; you must ALSO report the fire by telephone.**
4. For large fires that do not appear controllable, **IMMEDIATELY** notify the Fire Department and the Campus Police, then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**



5. When the building evacuation alarm is sounded, an emergency exists: walk quickly to the nearest marked exit and ask others to do the same.
6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic. **DO NOT PANIC!**
7. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews; if there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!!!**

**IMPORTANT:** After an evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

### Visitation Policy

**University Housing Visitation.** The term **“University Housing Visitation”** refers to the visitation of men and women students, family and friends in residence facility common areas and resident’s rooms during regularly scheduled days and hours. Residents living in the building may not visit after established visitation hours without the consent of their roommate(s). If there is a conflict as a result of a visitor (inclusive of residents in the building) the method of resolution will be at the discretion of the Residence Facility Director.

At the beginning of each academic year, residents of each University Housing facility will gather at a general house meeting to select days and hours for the University Housing facility visitation and to develop policy and procedures for visitation in the hall. The policies and procedures shall not be effective, however, unless and until ratified by two-thirds of the residents of the hall/apts. and approved by the Director of Residence Life. University Housing visitation is a privilege and is not mandatory. The Office of Residence Life has established guidelines for suggestions and recommendation.

University Housing Visitation shall be conducted under the following regulations:

A. **Residence Halls**

1. Visitation hours may not extend past 10:00 p.m., Monday through Thursday, or 12:00 midnight, Friday through Sunday.
2. Visitation hours: Freshmen – Friday through Saturday from 4:00 p.m. to 12:00 midnight, Sunday from 4:00 p.m. to 10:00 p.m.; Sophomore, Junior, Senior – Monday through Thursday 4:00 p.m. to 10:00 p.m.; Friday through Sunday 4:00 p.m. to 12:00 midnight.
3. **Visitation shall not be scheduled during the weeks of Thanksgiving Recess, Spring Break, Mid-Term or Final Examinations.**
4. A parent of the opposite sex is permitted to visit a resident's room at times other than visitation periods provided that other residents on the floor are notified and permission is granted by a residence facility staff member. Room visitations by persons of the opposite sex in conjunction with check-in and check-out must be approved by a member of the residence life staff.
5. Guests shall be defined as those persons not residing in the residence facility of the host student.
6. Roommates must consent in writing for visitation in their room.
7. All guests must leave a Tennessee State University ID Card, driver's license, or other satisfactory identification at the desk prior to leaving the lobby area. Guests must be escorted from the lobby to the room to be visited and back to the lobby by the host or hostess. Non-residents are prohibited from being in the residence facility unescorted by their host or hostess.
8. In each residence facility lobby, a sign-in sheet will be maintained requiring the signature of the host/hostess prior to leaving the lobby area. Upon leaving, the guest must sign out and be counter-signed by the host/hostess.
9. Residents shall be responsible for the conduct and behavior of their guests.
10. Non-students found in violation of the residence facility policies could be subject to arrest.
11. A resident found in repeated gross violation of University Housing visitation regulations which would threaten the health, safety and welfare of others is subject, at the discretion of the appropriate Residence Life Official, to suspension or termination of his/her privilege of living in University Housing facilities coupled with other disciplines. Such action shall be followed by the initiation of appropriate disciplinary procedures.

12. Non-resident students in violation of visitation regulations may be subject to disciplinary actions by the Dean of Students.
13. Room checks may be made at any time during a visitation period.
14. Children are not allowed to wander in University Housing facilities unsupervised at any time.
15. An overnight guest of the same sex of the resident are permitted, provided space is available with the following provisions and may not exceed two (2) nights.
  - a. Permission to have a guest must be obtained from the Residence Facility Director, prior to the guest's arrival on campus.
  - b. One resident of the room must be present.
  - c. Guest must be registered with the Residence Facility Director.
  - d. Residents must inform guest of University Housing rules and accept responsibility for his/her (their) conduct.
  - e. University Housing visitation will be considered a residence facility academic/social activity. The act of intromission (sexual acts) is not permitted in the residence facility nor is intromission (sexual acts) permitted in or around the University owned facilities or property.

**B. Apartments**

1. Visitation hours may not exceed 12 (midnight) Sunday through Saturday.
2. Non-resident students in violation of visitation regulations may be subject to disciplinary actions, but not limited to suspension of University Housing, by the Dean of Students.
3. Residents and guests must be in proper attire suitable for class or street wear during visitation.
4. Residents shall be responsible for the conduct and behavior of their guest.
5. Non-students found in violation of the University Housing facility policies shall be subject to arrest.
6. A resident found in repeated gross violation of University Housing facility visitation regulations which would threaten the health, safety and welfare of others is subject, at the discretion of the appropriate Residence Life Official, to suspension or termination of

his/her privilege of living in University Housing facilities. Such action shall be followed by the initiation of appropriate disciplinary procedures.

7. Room checks may be made at any time during a visitation period.
8. Residence Facility visitation will be considered a residence facility academic/social activity. The act of intromission (sexual acts) is not permitted in the residence facility nor is intromission (sexual acts) permitted in or around the University owned facilities or property.
9. Children are not allowed to wander in University Housing facilities unsupervised at any time.

#### Residence Hall Conduct and Disciplinary Sanctions

Students residing in University Housing facilities or any other form of University Housing will be subject to all rules and regulations of the University and Tennessee Board of Regents including, but not limited to, the Board of Regents Rules of Student Conduct, (Chapter 02402-3) and Tennessee State University Student Disciplinary Rules, (Chapter 0240-3-5) and all rules and regulations included herein. Violations of University and Tennessee Board of Regents rules and regulations may subject the resident to disciplinary action and the imposition of sanctions related to the resident's status as a student as well as a resident.

1. Conduct in University Housing which may subject a resident to sanctions related to his/her status as a resident, shall include, but not limited to the following:
  - a. Failure to cooperate with or comply with directives of University Housing staff members and other University officials acting in the performance of their duties.
  - b. Possession or use of alcoholic beverages and empty alcohol containers.
  - c. Unlawful possession or use of any drug, controlled substance and paraphernalia.
  - d. Gambling in any form.
  - e. Possession of explosives, fireworks or flammable materials, such as gasoline.
  - f. Possession of bullets, firearms or other dangerous weapons.
  - g. Possession or use of any device which produces an open flame or obnoxious odor.
  - h. Use of electric blankets, hot plates, popcorn poppers, coffee makers or other heat producing devices. Irons and electric curling irons are exceptions.
  - i. Possession or use of any cooking appliance – other than microwaves.

- j. Allowing unauthorized students to reside in the resident's room, without permission from the Residence Facility Director. The student is subject to a monetary fine and/or housing suspension.
  - k. Disturbing other residents by rowdy, boisterous, disorderly behavior.
  - l. Using sound producing equipment in any manner which disturbs other residents.
  - m. Ignoring a fire alarm or refusing to evacuate the premises when an alarm is sounded.
  - n. Tampering with fire alarm mechanism, fire extinguishers or sprinkler systems.
  - o. Disorderly conduct or misbehaving by any resident or guest. Residents shall inform their guest of University Housing rules and regulations and shall be responsible for their conduct.
  - p. Propping open stairway doors or exit doors.
  - q. Dropping, throwing or hanging objects from the window.
  - r. Subletting or permitting any unauthorized person in the University Housing facility.
  - s. Changing or modifying room locks or installing additional locks.
  - t. Property damage to any University Housing facility, equipment or furnishings.
  - u. Violation of any University housing rules and regulations published in the Student Handbook. The disciplinary offenses contained in the **Code of Student Conduct** are incorporated herein by reference (Chapter 0240-3-5).
  - v. Loaning out or borrowing room key/fob is a gross violation of University Policy and Procedure.
2. Any violations will subject student(s) to housing suspension or termination.
3. University Housing Disciplinary Sanctions. Under determination that a violation of any regulation has occurred; the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate University Official:
- a. Restitution. A student who has committed an offense against property may be required to reimburse the University or other owner for damages to or misappropriation of such property. Any such payment is restitution shall be limited to actual cost, repair or replacement. Students may be assessed by the group basis for damages to common areas.

b. Impoundment. Any equipment, appliance or device, the possession or use of which is prohibited in University housing, or any sound producing equipment which is used in a manner disturbing to other residents, may be impounded.

c. Warning. The appropriate University official, including University Housing staff members, may notify the student in writing that continuation or repetition of specified conduct may be cause for other disciplinary actions.

d. University Housing Suspension and Forfeiture. A student suspended from the University Housing may not reside, visit or make any use whatsoever of a residence facility activity during the period for which the sanction is in effect. A suspended University Housing student will be required to forfeit fees (including any unused portion thereof).

e. University Housing Probation. A resident placed on University Housing Probation is deemed not to be in good standing with the residence facility community and continued residence is conditional upon adherence to the rules, regulations and provisions of the Code of Student Conduct and the University Housing contract.

**The disciplinary sanctions contained in the Code of Student Conduct are incorporated herein by reference. Violation of any regulations is considered Breach of Contract, which may result in dismissal from University Housing.**

**Assessments for Damages in University Housing**

**Bathrooms**

Stall Petitions	\$200.00
Remounting Commode	\$50.00
New Commode	\$185.00
Shower Curtain	\$10.00
Shower Hooks	\$2.00
Toilet Paper Holder	\$25.00
Commode Seat	\$30.00
Soap Dispenser	\$30.00

**Cleaning of Bathrooms**

Tile/Wall	\$25.00/resident
Tile/Floor	\$25.00/resident
Tub	\$25.00/resident
Commode	\$25.00/resident
Shelves	\$25.00/resident
Stalls	\$25.00/resident
Showers	\$25.00/resident
Walls	\$25.00/resident
Mirrors	\$25.00/resident

**Beds Regular Bed (Sled or Box)**

Missing	\$225.00
Missing Frame	\$140.00
Headboard	\$50.00
Repair Headboards	\$25.00
Mattress	\$125.00 each

**Buildings**

Graffiti (Interior)	Community fine per resident depending on damage
Graffiti (Exterior)	Community fine per resident depending on damage

**Window Blinds (Replacements)**

Boyd Hall..Size 79"x52"x2"	\$70.00 each
Eppse Hall..Size 80.5"x55"x2"	\$70.00 each
Hale Hall....Size 32"x70"	\$25.00 each
Watson Hall..Size 39"x53"x2"	\$35.00 each
Wilson Hall..Size 39"x52"x2"	\$35.00 each
FRC/NRC (BR Blinds) Size 34.5"x60"	\$25.00 each
Broken window glass	\$100.00

**Chairs**

Desk/Study Chair (Regular)	\$100.00 each
Blue Metal	\$108.00
Two Position	\$95.00
Lounge Chair	\$295.00
Cushion Repair	\$75.00

**Bulletin Boards**

Regular size (Room Doors)	\$25.00
Hallways/Lobbies (Cork)	\$75.00
Hallways/Lobbies (Maytex)	\$150.00
Exterior	\$915.00

**Desk/Dresser**

Desk	\$350.00
Burns	\$50.00
Contact Paper Removal	\$20.00
Paint Removal	\$20.00
Fingernail Polish	\$20.00
Laminate Top Replacement/Repair	\$100.00
Veneer Side	\$68.00
Drawer Front (Residence Hall)	\$35.00
Runner	\$10.00
Glides	\$0.25
Complete Drawer (Residence Hall)	\$75.00
Vanity (Apartments)	\$50.00
Night Stands	\$125.00
5-Drawer	\$300.00
3-Drawer	\$240.00

**Closet Doors**

Sliding Doors (Each)	\$200.00
Hinged (Hollow Core)	\$75.00

**Couches**

Lobby (Replacement)	\$600.00
Replacement Cushion	\$180.00
Repair Cushion	\$100.00
Arms Broken	\$50.00

Legs Broken	\$50.00
Back Broken	\$50.00
Bottom Broken	\$50.00
Burns	\$50.00

**Doors**

Room	\$300.00
Paint	\$50.00
Clean	\$25.00
Fill & Paint Nail Holes	\$40.00
Remove Plastic Hooks	\$10.00
Remove Paint	\$10.00 sq. ft.
Fill & Paint Dart Holes	\$20.00 sq. ft.
Replacement of Door Seal	\$30.00
Peep Hole Replacement	\$15.00 each
Unauthorized exit of	\$75.00

Emergency Doors

Building Doors (Exterior, fire, etc.)

Call Facilities Office for price quote

**Locks, Keys, and FOBs**

Re-key (Residence Halls)	\$58.00
Re-key (Apartments)	\$275.00
Lost or Stolen Key (Core change)	\$58.00
Residence Hall door knob/core	\$250.00
Apartment door knob/ core	\$175.00
Dead Bolts/Core (Apartments)	\$150.00
FOBs (Students)	\$50.00 ea
FOBs (Special programs)	\$75.00 ea
Entrance, Fire Doors, etc. (Facilities price quote)	

**Fire Extinguishers & Smoke Detectors**

Replacement	\$100.00
Repair	\$75.00
Recharge due to vandalism	Community
	Fine/res
Smoke Detectors	\$75.00
Pull Station Covers	\$100.00

**Floors**

Un-mopped Room	\$ 25.00/res
Un-swept Room	\$25.00/res
Stained	\$20.00
Shampoo Carpet-Spot Cleaning	\$25.00 ea
Re- wax	\$50.00
All Tape Removal and Painting	\$75.00

**Kitchen (Replacement Costs)**

Refrigerator	\$400.00
Stove	\$375.00
Stove hood	\$250.00
Dining room table	\$150.00
Dining room chairs	\$100.00

**Lights**

Exterior	\$50.00
Plastic Fixture/ bedroom light cover	\$35.00
Emergency battery pack	\$250.00
Ceiling Light cover	\$35.00
Fluorescent Fixture	\$50.00
Dining room light globe-Apt	\$50.00
Fluorescent bulbs	\$12.50
Bathroom Globes-apt	\$25.00
Emergency Lights	\$35.00

**Kitchen Cleaning (Apartment Residents)**

Refrigerator	\$50.00
Cabinets	\$25.00
Sink	\$25.00
Floor	\$25.00
Stove	\$50.00

**Mirrors**

Bathroom, Lobbies	\$55.00ea
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**Elevators**

Graffiti, Trash, etc. ....Community fine per resident depending on damage  
 Repair/ Replace Lights or Light covers.....Community fine per resident depending on cost



**Exit Signs**

Metal Casing or Damaged Plastic.....Community fine per resident depending on cost  
Exit Sign Plaque.....Community fine per resident depending on cost

**Smoking**

No smoking in the Residence Halls/Apt (Tobacco products).....\$75.00 fine

**TENNESSEE STATE UNIVERSITY**

**Department of Residence Life**

Central Office (615) 963-5361 Central Office Toll Free 1(877)737-5499

**Residence Halls**

Boyd Hall	(615) 963-7937	Watson Hall	(615) 963-7879
Eppse Hall	(615) 963-7888	Wilma Rudolph Center	(615) 963-7903
Hale Hall	(615) 963-2002	Wilson Hall	(615) 963-7960

**University Apartments**

Ford Complex (615) 341-2496 New Residence Center (615) 277-3808

**Important Telephone Numbers**

Academic Advisement (615) 963-5324	Developmental Studies (615) 963-5585
Academic Affairs (615) 963-5301	Financial Aid (615) 963-5701
Admissions (615) 963-5101	Graduate School (615) 963-5901
Bookstore/main campus (615) 963-7511	Health Center (615) 963-5291
Bookstore/Williams campus (615) 963-7221	Honors Program (615) 963-5731
Bursar's Office (615) 963-7521	Residence Life Programming (615) 963-1395
Campus Center Info. Desk (615) 963-5310	Library (615) 963-7579
Campus Call Center (615) 963-5000	Post Office (615) 963-5246
<b>Campus Police</b> (615) 963-5171	Psychologist (615) 963-5634
Campus Tours (615) 963-5301	Records (615) 963-5131
Cashier's Office (615) 963-7584	Shuttle Service (615) 963-5700
Computer Services (615) 963-7651	Student Activities (615) 963-5653
Counseling Center (615) 963-5611	<b>Student Affairs</b> (615) 963-5644
<b>Crime Prevention</b> (615) 963-5173	Student I.D. Cards (615) 963-5311
Day Care Cener/main campus (615) 963-7286	Testing Center (615) 963-7111

The address to the University is:

**Tennessee State University  
3500 John A. Merritt Blvd.  
Nashville, Tennessee 37209-1561**

This information and any additional information can be obtained by visiting the Tennessee State University webpage at: <http://www.tnstate.edu>