

Tennessee State University Residence Life Campus Living Guide

Greetings,

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

We strive to make this community a safe and comfortable living environment. Your safety and security are 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, we 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,

Director of Residence Life and Housing

Campus 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 provides. It therefore maintains single sex, co-ed, and apartment-style living for men and women, based on availability.

Students are required to comply with all Tennessee laws, rules, regulations, policies, and procedures of the Tennessee State University Board of Trustees, 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 guide 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, study, and sleep free from undue interference in one's room. Unreasonable noise, guests of a roommate, and other distractions inhibit the exercise of that right.
2. The right to expect that one's roommate and suitemates will respect one's personal belongings.
3. The right to a clean environment in which to live. This includes personal space and common areas.
4. The right to access one's room and facilities without pressure from a roommate or suitemate.
5. The right to privacy.
6. The right to host guests with the expectation that guests are to respect the rights of the host and roommate(s).

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

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 written discretion of the Director of Residence Life based on the availability of space. All students have an equal opportunity to reside in the University Housing facilities regardless of race, gender, marital status, creed, ethnicity, national origin, disability, or age. 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. If a 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, or until the end of the summer term when applying for summer housing. The Summer term is a supplemental term not inclusive 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 completing a License Cancellation Agreement or submitting a written cancellation via email to Department of Residence Life and Housing.
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 and Housing assignments personnel.
6. Room, suite, and/or apartment changes within the same university housing facility must be approved by the Residence Director.
7. Individual occupants of double/triple rooms shall be required to consolidate. It is during this time that students who are residing in university housing without a roommate must either move in with another individual occupant or be charged the single room rate for that facility if space permits or written approval from the assignments team is sought. Students who fail to consolidate within seven (7) days of notification will be charged a pro-rated daily rate for dual occupancy. The consolidation period occurs at the beginning of the semester, usually immediately after the final day of registration. A Residence Director may consolidate at any time to meet overall housing demand.
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 included in the Contract. Once it is submitted, it is a legal and binding document.

Application Prepayment

1. A non-refundable pre-payment is required of all students who apply for university housing. All fees are subject to change without notice. Tennessee State University and the Tennessee State University Board of Trustees reserve the right to charge rates listed here-in or to add new fees whenever such increases or additions are necessary.
2. The non-refundable pre-payment is paid once per application period to request university housing space for the upcoming academic year. The pre-payment amount is deducted from the housing fees for the first applicable term.

Refund of Residence Facility Room and Board

Forced Withdrawal

Housing charges will be pro-rated daily when a student is forced to withdraw from a residence hall/apartment under the following conditions:

1. If a student fails to register for courses by the fourteenth day of the semester
2. Personal medical reasons confirmed in writing by a licensed physician, and approved by the appropriate university official
3. At the request of the university other than disciplinary.
4. 100% percent of fees will be refunded in the death of a student.
5. No refund shall be made if the student withdraws from the University or University Housing for disciplinary reasons.

General University Refund Policy

Registered students asking for and receiving an exception to the cancellation policy will be eligible to receive an adjustment of room rental fees based on the university's 75% - 25% refund policy. Return of fees is based upon the university's refund policy, as follows (including weekends)

1. 100% before the first day of classes
2. 75% beginning the first day of classes through the fourteenth day
3. 25% beginning the fifteenth day of classes through the 28th day of the term
4. 0% after the 25% refund period

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, ethnicity, creed, age, religion, or sexual orientation.

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 Residence Director (RD) is a full-time professional staff member that provides a living/learning environment for all residents.
- The Assistant Residence Director (ARD) is a full-time professional staff member that assists the Residence Director by encouraging programming and being available for individual student needs and concerns.
- Graduate Assistant (GA) is a graduate level student/paraprofessional 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 and be available for individual student needs and concerns.
- The Resident Assistant (RA) is an undergraduate student/paraprofessional 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. Lounge and guest reception areas are provided in each hall. The two facilities for women are Mary Wilson Hall and Merl R. Eppse Hall. The two facilities for men are Lena B. Watson Hall and Henry Allen Boyd Hall. These facilities have community restrooms/showers which provide privacy. Shower curtains, bath tissue, paper towels, and hand soap are provided.

Suite Style Housing

Wilma Rudolph Residence Center and Harriet Hodgkins Hale Hall provide suite style living for students. Wilma Rudolph Residence Center is a female facility and Hale Hall is a co-ed facility. Rooms are shared with semi-private bathrooms shared Jack-and-Jill style with the room next door. Lounge and guest reception areas are provided in each hall.

University Apartments

There are three housing facilities on campus that have apartment style accommodations. Each is 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. New Residence Facility has a limited number of apartments on each floor of the residence hall and is located on Alameda Street on the immediate campus. Apartments in all three facilities are equipped with a kitchen, stove, refrigerator and dinette set. The living room area and bedroom is fully furnished. Window blinds are provided for each window.

Mixed-Use Housing

Tennessee State University has one mixed-use facility, New Residence Facility. This building has four room types: community shared residence hall rooms (double rooms), semi-suite rooms (double rooms with shared in-suite restrooms), and a limited number of apartment style and single community style rooms on each floor.

Amenities

All university housing facilities are furnished with the following basic items: beds, desks, chairs, wardrobes/closets, chest of drawers, in-house laundry facilities, computer labs with print capability, vending machines, and television/monitors in common areas. Most facilities, except for Wilson and Eppse Halls, also have a barbershop/beauty room and kitchen/kitchenette. (Eppse Hall has a kitchenette) Internet service is accessed via ethernet port(s) in each bedroom and wi-fi. and television/monitors in common areas. Television programming is available through each student's streaming tv account. Individuals are responsible for pillows, linen, mattress covers, study lamps, toiletries, etc.

Extension Cords/Surge Protectors

Only UL-approved extension cords of the correct size and surge protectors are allowed, providing outlets are not overloaded.

Smoking in Residence Halls/Apartments

SMOKING OF ANY KIND IS PROHIBITED IN ALL UNIVERSITY HOUSING, AS WELL AS ON ANY UNIVERSITY PROPERTY.

Pornography

Posting pornographic materials is prohibited in all resident 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 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 Parking Services Department. The parking permit fee is included in the general Access Fee and can be picked up during registration.

Children

Children twelve years of age and under 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 university housing facilities to babysit or care for a child(ren).

Order of Rooms

Resident's rooms will be inspected periodically by the residence facility staff for cleanliness. Resident's rooms should be always kept clean and orderly. Notice will be given at least 24 hours prior to the inspection and may be done with or without the resident's presence. 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/wardrobes 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. Residents residing in suite-style and apartment style facilities are responsible for ensuring the cleanliness of their own restroom areas.

- f. Toiletry items left unattended in bathroom or public areas will be discarded.
- g. All residents must be responsible for discarding all personal hygiene items and cleaning sinks, showers and toilets after use, where applicable.
- h. Stoves, ovens, closets, balconies and bathrooms in the apartments should always be clean and orderly.

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 area. 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/or equipment will be charged the appropriate labor and material fees to correct/repair/replace damaged items. Damage to the public areas in the residence hall/apt. will result in a community fine 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 in one's possession or in any residential facility will constitute a violation.

Inspection of Rooms/Apartments during Check In and Check Out

All rooms and apartments will be inspected by the Residence Facility Staff prior to occupancy. The condition of the room/apartment will be noted on the Room Inspection form. At check-in students will receive an email to inspect their room/apartment. Students are advised to carefully review the condition of the room/apartment indicated on the form and approve or update it within 48 hours of check-in otherwise the initial inspection by the staff will stand and the resident will forfeit the ability to contest or update the room status.

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 additional cleaning and/or repairs. Conditions which demand repairs, including painting, shall result in a damage fine against the residents.

Residence Facility Property Damage/Vandalism

Any damage to the residence facilities will not be tolerated. Students found in violation 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 fined on a prorated basis for damage in corridors, bathrooms, lounges, and other common areas. These prorated fines may be assessed to a floor/section and/or to an entire residential facility. Please refer to Assessment for Damages in University Housing page [page number] of this document for cost. All fees are subject to change.

Custodial Services

The University's custodial service is responsible for cleaning community bathrooms, corridors, public areas, hallways, kitchens, lounges, 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. Residents play an important role by properly disposing of trash and open food/drink items to reduce pest problems. A fee will be assessed to rooms that are not in compliance with that in the section, "Order of Rooms" noted in the *Campus Living Guide*.

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.

Damage to Personal Property, Theft, and Injury

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 damage or theft of students' personal property. If property is damaged or individuals (occupants

or guest) are 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 a filed 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/or personal belongings. The University also recognizes the responsibility to preserve a holistic 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. By 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 (i.e. search warrant) 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, or solicitation for purely commercial purposes is prohibited on all property owned or used by the University.

Keys/Proximity Identification Cards (PID)

Each resident in University Housing is issued a key at the beginning of the semester except in cases where their proximity ID badges grant them access. Each resident will be responsible for the cost of replacing lost keys/or ID badge. A housing fine will be assessed to rekey the room lock if the room key is lost, stolen or not returned during check-out for residence halls. In university apartments a fine will be assessed for re-keying the locks for all doors, including entrance and patio doors. These fines will be assessed to the responsible parties. See section Housing Fines and Charges for cost. Unauthorized duplication of residence hall/apartment keys are prohibited. A university fine will be assessed to replace proximity ID badges. See ID and Access Control for cost.

Lockouts

A student who is locked out of their room may request to be let into their room from 8:00 a.m. to 12 midnight in the Residential Facility Office or after 12 midnight by contacting the Resident Assistant on duty. A housing fine will be assessed to the student's account for all lockouts. See section Housing Fines and Charges for cost.

Windows

Windows should remain closed when the air or heat is operating. This is done for the security of personal property, safety of the occupant(s) of the room, and energy conservation. 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, are also prohibited. 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 sanctioned and/or fined. Repeat offenders will be subject to suspension from University Housing.

Residence Hall Meetings

All students in university housing are required to attend a mandatory hall meeting during the week of move-in. The specific date and time will be announced by the Residence 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, except for gold fish in an aquarium not exceeding five gallons. Fish aquariums may only be used for fish. This means that no other species may reside in your room. Service dogs, and emotional support animals approved by the Office of Disability Services are permitted.

Small Business

Residents are not permitted to operate businesses out of University Housing (i.e. hair salons, manicurists, barber shops, etc.). Violators will be sanctioned which includes but is not limited to the loss of university housing.

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 and Breaks

Except for FRC and NRC apartments, all University Housing facilities will be closed during the semester/winter break and spring break. 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 always be reasonably quiet for the benefit of those studying and sleeping. All sound producing electronic devices are to be used quietly. The University reserves the right to confiscate and store an audio device that is determined by the University Housing facility staff to be disturbing to other students attempting to study and sleep. Quiet 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 basic health services to students during normal business hours. If the student’s illness exceeds the University’s ability to provide medical care, the cost of outside health services is the responsibility of the student. The University provides information for hospitalization which can be obtained from the University Health Center and Counseling Center.

The following suggestions should be adhered to when illnesses occur in the residence facility:

- a. If the student needs medical care (illness or accident) outside of normal business hours; contact should be made with your Residence Hall Staff and/or Tennessee State University Police Department.
- b. The University Health Center is located on the 3rd floor of Kean Hall on the main campus. The University Counseling Center is located on the 3rd floor of the Floyd-Payne Campus Center. Both offices operate 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 Residence Hall Director should be notified immediately as well as the Dean of Students.

Appliances and Cooking

Cooking appliances except for a microwave oven are not permitted in the residence facility rooms. Food in the rooms must be kept in closed containers. Residence facilities kitchens or kitchenettes should be left clean after use. Failure to use sensible cooking and cleaning habits in the kitchens or kitchenettes areas may result in revocation of the privilege and may be grounds for disciplinary action.

Grilling

According to the Metro Fire Prevention Code adopted January 1, 1995, Tennessee State University prohibits the use of charcoal, electric and propane on balconies. For grilling on grounds, please see Tennessee State University's policy for grilling on campus through Events Management.

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 enter through ID access doors only. The safety and security of the residents cannot be ensured if any other doors are used other than for the purpose of emergency evacuation. Failure to comply will constitute a major violation of residence facility regulations.

- A. Fire in the University Housing facility should be reported to the Residential Facility Director, or to his/her Assistant Director. Students should then activate the nearest fire alarm and exit immediately. Residents are advised to become familiar with the location of exits, fire extinguishers and alarms. Tampering with fire safety equipment is a serious matter and is a misdemeanor. Intentionally activating false fire alarms and/or discharging fire extinguishers is a misdemeanor according to the laws of the State of Tennessee. Violators will be charged a fee if the fire department must respond, and the student(s) will absorb the cost.

- B. Residents are to never drop any hot and/or burning item in trash receptacles.
- C. Bicycles, motorcycles, and other vehicles shall not be stored in rooms, on patios, in hallways, in stairways or other areas of the residence facility.
- D. The use of exercise weights in the University Housing facilities is prohibited except for designated exercise rooms.
- E. If a resident is not going to be in his/her personal room for more than three days, the resident should contact his/her residence facility staff to provide a telephone number. If the residence facility staff does not know a student's whereabouts after 4 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.
- F. Students should leave expensive clothing and jewelry at home. The University will not assume any responsibility for items stolen from the residence facility.
- G. 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.
- H. It is recommended that residents avoid borrowing and lending. It helps to discuss feelings about borrowing or lending to roommate(s) and/or friend(s) to avoid conflict.

Bomb Threats/Tornados/Earthquake Procedures

Please refer to Emergency Management's Website at <http://www.tnstate.edu/emergency> or call 615-963-1246.

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 are available through the Facilities Management Department at 615-963-5668.
2. If a fire appears controllable, IMMEDIATELY contact Campus Police. Then promptly discharge the fire extinguisher toward the base of the flame.
3. If an emergency exists, ACTIVATE the building alarm by pulling the alarm at the nearest pull station.
4. For large fires that do not appear controllable, IMMEDIATELY notify the Campus Police, evacuate the room, and close the door to confine the fire and reduce oxygen. **DO NOT LOCK THE DOOR.**
5. When the building evacuation alarm is sounded, or a fire emergency exists walk quickly to the nearest marked exit and evacuate the building.
6. **ASSIST THOSE WITH MOBILITY ISSUES IN EXITING THE BUILDING! 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 or emergency response personnel.

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 assembly point. Stay there until an accurate head count is taken. The residence facility staff will take attendance and assist in the accounting for all building occupants.

Visitation Policy

University Housing visitation is a privilege and not a right. The term “University Housing Visitation” refers to the visitation of men and women students, family, and friends in the residence facilities. Visitation can take place in common areas and residents’ rooms during regularly scheduled days and hours. 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.

University Housing Visitation shall be conducted under the following regulations:

A. Residence Halls

1. Visitation hours may not extend past 12:00 a.m., daily.
2. Residents and guests must be in proper attire suitable for class or street wear during visitation.
3. Visitation hours: Monday through Thursday 4:00 p.m. to 12:00 midnight; Friday through Sunday 12:00 noon to 12:00 midnight.
4. Visitation shall not be scheduled during the weeks of Fall Break, Thanksgiving Recess, Spring Break, Mid-Term, and Final Examinations.

5. 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.
6. Guests shall be defined as those persons not assigned to the facility/room of the host student.
7. Roommates must complete the visitation consent form and agree in writing for visitation in their room.
8. All guests must provide 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. Guests are prohibited from being in the residence facility unescorted by their host or hostess.
9. 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 be signed out by the host/hostess.
10. Residents shall be responsible for the conduct and behavior of their guests.
11. Non-students found in violation of the residence facility policies may be subject to arrest.
12. 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 university housing privileges. This may also include additional student conduct sanctions.
13. Non-resident students in violation of visitation regulations may be subject to disciplinary sanctions by the Dean of Students.
14. Room checks may be made at any time during a visitation period.
15. Children are not allowed to wander in University Housing facilities unsupervised at any time.
16. An overnight guest of the same gender of the resident is permitted, provided space is available with the following provisions and may not exceed two weekends per semester, and weekends cannot be consecutive:

- a. Permission to have a guest must be obtained in writing from the Residence Facility Director, prior to the guest's arrival on campus.
- b. One resident of the room must be present.
- c. An approved Overnight Guest form must be on file with the Residence Facility Director.
- d. Residents must inform guests 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) nor start before 12:00 noon, 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 guests.
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 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 university housing privileges. This may also include additional student conduct sanctions.
7. Room checks may be conducted 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 Trustees including, but not limited to, Tennessee State University Student Disciplinary Rules, (**Chapter 0240-3-5**) and all rules and regulations included herein. Violations of University and Tennessee Board of Trustees rules and regulations may subject the resident to disciplinary action and the imposition of sanctions related to the resident's housing status as well as their standing as a student.

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. Garment 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 in the Student Handbook.
 - v. Loaning out or borrowing room key/ID card is a gross violation of University Policy and Procedure.
2. Any violations (of the abovementioned) 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 and 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 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

Those found responsible for damage to University property, whether intentional or unintentional, will be charged the cost of replacement/repair. The cost defrayed to the student or person responsible for the damage(s) will be determined by a quote provided by the appropriate facilities management representative and/or Judicial Officer in cases of Restitution. A list of housing violations and associated fines and sanctions can be found on the Housing website at <http://www.tnstate.edu/housing> and going to “Damages and Fines” in the left navigation menu, or going directly to http://www.tnstate.edu/housing/Assessment_for_Damages.aspx.

Some Important Contact Information

Department of Residence Life and Housing

3405 Alameda Street, Suite 1316

Nashville, TN 37209

(615) 963-5361

ResLife@tnstate.edu

<http://www.tnstate.edu/housing>

TSU Police Department

1120 37th Avenue North

Nashville, TN 32709

Hankal Hall

(615) 963-5171

(615) 963-1862 (Secondary)

Student Health Services

3401 John A. Merritt Blvd.

Nashville, TN 37209

Kean Hall 3rd Floor Suite 304

(615) 963-5291

StudentHealthServices@tnstate.edu

<http://www.tnstate.edu/healthcenter>

University Counseling Center

3501 John A. Merritt Blvd.

Nashville, TN 37209

Floyd-Payne Campus Center Suite 306

(615) 963-5611

counseling@tnstate.edu

<http://www.tnstate.edu/counseling>

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