

# Daytona State College Residence Hall

Student Housing Guide



## Daytona State College Housing Corporation

The Daytona State College Housing Corporation (DSCHC), the direct support organization formed to own and operate residential housing at Daytona State College (DSC), is dedicated to enriching your educational experience at DSC by providing safe, affordable, high quality, on-campus housing for students attending DSC.

### Mission

The mission of the DSC Residence Hall is to empower students to create safe, caring, and inclusive communities, and to encourage and support students in their academic, social and personal growth. To accomplish this mission, DSC Residence Hall will foster students' personal awareness, appreciation of others, and development of skills to succeed in a diverse, global society.

## I. Daytona State College Student Housing Eligibility

To be eligible to live in DSC residential housing, a student must be registered for a minimum of 12 credit hours for Fall and Spring semesters and a minimum of 6 credits for the Summer Session. Students must have, and maintain, a minimum 2.0 GPA, must be 18 years old as of December 1 of their freshman year, and must have completed all DSC Admission requirements and immunizations. All students living in on campus housing are subject to all Daytona State College student code of conduct rules, policies, and procedures.

### Staff

As part of its Personal Services Agreement with DSCHC, DSC employs part-time and full-time staff who work to provide a quality living environment for students residing in this facility. Residence hall staff enhance your academic endeavors by offering additional opportunities for growth and development as you pursue your educational goals.

#### Residence Life Assistant Director

The Residence Life Assistant Director (RAD) is a full-time, professional staff member who resides in your residence hall, and whose primary responsibility is the supervision of daily residence hall operations.

The RAD is responsible for development of community in the residence hall through programming, discipline, and general administrative duties based on a philosophy of student growth and development. The Residence Life office is located on the first floor of the residence hall and is open during normal College hours. You may contact your RAD on an as-needed basis.

#### Resident Assistants

Resident Assistants (RA) are current upper-level DSC student leaders. RAs are available to assist you with your residence hall living experience and are on duty after hours when the Residence Life office is closed on a rotating schedule. RAs report to the RAD and form a critical source of resources and support as a member of the community.

### Important Dates & Check-In/Check-Out

DSC has established important dates for students living on campus. You should pay close attention to the details provided to you as these dates are non-negotiable. Fall 2024 move-in will take place on Friday, August 23, 2024. Mandatory New Student Resident Orientation is Saturday, August 24, 2024. Fall 2024 Move-out will take place on Thursday, December 19, 2024 by 5pm. Spring 2025 Move-in and Mandatory New Resident Orientation will take place on Monday, January 20. Spring 2025 Move-out will take place on Friday, May 9<sup>th</sup> by 5pm.

In addition to the important dates above, please review the Daytona State College Academic Calendar for other important dates:

<https://www.daytonastate.edu/academic-calendar/academic-calendar-current.html>

Following room assignment, and well in advance of move in you will be provided a date and time for checking into your room. Staff will greet you on your check-in date to assist you by providing required information, room inspection, room keys and assistance as you move in.

In preparation for checkout at the end of your lease, students are required to remove all personal items and return their room to the condition as it was upon check-in. Staff will assist by completing a room inspection and Room Condition Inventory (RCI) form. If you withdraw from Daytona State College, you must complete the checkout process within 24 hours of your withdrawal.

### Break Periods

DSC residence halls will be closed to students for the break periods between semesters. The Residence Hall will be closed for all break periods including Thanksgiving Break, Winter Break, Spring Break, Summer breaks and between semesters. Residents must vacate their rooms by the date and time posted. Resident students who have signed a full academic contract (Fall and Spring Semester) must vacate the Residence Hall for the breaks but may leave their belongings during the Thanksgiving, Winter, and Spring breaks.

Resident students may request an exception to this policy. Students should submit the request to the Residence Life office at least six weeks before the end of the semester. It should not be assumed that approval of the request will be granted and additional fees may apply.

### Community Living Standards

Four Community Living Standards are minimum expectations for all student residents in the areas of Intellectual Environment, Facility Care, Civility, and Banned Substances. The Community Living Standards were developed to help provide a safe and secure community. Violations of these minimum Standards will not be tolerated and may result in disciplinary sanctions, contract termination and loss of annual lease payments.

Intellectual Environment - Each student resident is responsible for creating an environment that promotes the academic mission of the College. This includes upholding the noise and visitation policies in the residence hall and being held responsible for your visitors' and guests' behavior.

- Day Guest Policy: Residents are permitted to host two (2) guests at a time during normal guest hours (see below). Normal Guest Hours Sunday -Thursday: 8 a.m. to 11 p.m. (all non-overnight guests must leave the Residence Hall by 11 p.m.) Friday-Saturday: 8 a.m. to 2 a.m. (all non-overnight guests must leave Residence Hall by 2 a.m.).
- All guests must be 18 years of age or older (Students who are younger than 18 but are dual enrolled in both high school and DSC will be permitted as a guest if they have both a government issued ID and a DSC ID). Residents must remain with their guests while in the Residence Hall, NO EXCEPTIONS.
- Guests are responsible for conducting themselves in accordance with the DSC Student Code of Conduct. Residents will be held accountable for their guest's behavior which may result in educational and/or financial penalties.
- A room/suitemate's right to privacy, sleep, and study take precedence over the rights of a host to have a guest.
- Staff will ask guests to leave if they begin to pose a community disruption or the number of people exceeds fire safety requirements.
- Residents may not provide their ID Card to their guests.
- Failure to comply with the Day Guest Policy will result in possible disciplinary action and/or revocation of guest privileges for a determined amount of time.
- Fireworks and Weapons possession and/or use of firecrackers and/or fireworks are strictly prohibited. Violations of this rule include, but are not limited to: discharging, or in any way attempting to discharge, any type of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to

the Residence Hall.

The possession and/or use of firearms and other dangerous weapons (including firearm and dangerous weapon replicas) are strictly prohibited. This includes, but is not limited to, guns, pellet guns, BB guns, Air soft BB Guns, bows and arrows, clubs, hunting knives, shiv, and ninja stars. Individuals may not display or portray as real any object that resembles a dangerous weapon, including 3D printed weapons or likenesses of weapons.

*Possession of fireworks and weapons are cause for immediate dismissal from the College and immediate removal from the Residence Hall.*

### Identification

Residents must be able to produce appropriate identification when asked to do so by a staff member. Student ID cards may not be altered or used as false identification to impersonate another student. Students are encouraged to protect their ID card and handle it as a credit card or cash. If you lose your ID card, report it immediately to a member of the Residence Life Staff. You can get another ID card at the Q & A Center in Room 119 of the Wetherell Center. The replacement cost is \$25.

### Musical Instruments

Guidelines for playing musical instruments in your room follow the same guidelines as for noise; however, you should understand that some musical instruments, by their nature, are virtually impossible to play at a level that does not disturb others. These instruments include but are not limited to: amplified musical instruments (i.e., electrical guitars and keyboards), drums, and brass instruments. Plan on playing these instruments in the music practice rooms available on campus.

### Noise

Regardless of time of day, it is your responsibility to ensure that noise from you, your room, and your visitors/guests does not infringe on the living and learning environment of other community members. Your behavior should contribute to an environment conducive to studying and learning. Due to the widespread community impact, yelling and/or playing music out of windows is prohibited, regardless of time of day. Courtesy hours are in effect 24 hours a day. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that they will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken.

In addition to courtesy hours, specific quiet hours are as follows:

- 10:00 p.m. to 9:00 a.m. on Sunday-Thursday nights
- 12:00 a.m. (midnight) to 9:00 a.m. on Friday and Saturday nights

During quiet hours, residents are requested to refrain from congregating in the hallway or lobby areas; loud talking or laughing, pounding, running; playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and immediately surrounding areas of the residence hall. During posted final exams periods, quiet hours will be 24-hours a day.

## Overnight Guests

Guests may stay overnight in a resident's suite/room provided that each resident of the suite gives his or her permission. Guests may not stay in College housing for more than six (6) days in any thirty (30) day period (three (3) consecutive days at a time and not back-to-back). Cohabitation is not permitted in the Residence Hall.

### Approval

An "Overnight Guest Authorization Form" (found at the Residence Hall Lobby Front Desk) must be completed submitted to the Resident Assistant or Resident Life Assistant Director during normal office hours, Monday through Friday, 8:30 a.m. to 4:30 p.m., at least 24-hours prior to the guests' arrival.

- The "Overnight Guest Authorization Form" requires the signature of the resident (host) and the Resident Life Assistant Director.
- The Resident Assistant or Resident Life Assistant Director will reach out to the suitemate(s) for Approval/Disapproval of overnight guest request.
- If suitemate(s) disapprove, substantial reasoning will need to be provided for justification.
- If suitemate(s) do not respond to the Resident Assistant or Resident Life Assistant Director's request, then it will be defaulted as their approval.

### Things to Remember

- Any overnight guest must be at least 18 years of age or older. A valid Photo ID must be presented upon entry to the Residence Hall. Hosts must be with their guests at all times while in the Residence Hall, NO EXCEPTIONS.
- No double room can have more than two (2) overnight guests on any given night (one per resident). Students in single rooms may only have one overnight guest on any given night. Each resident is only allowed ONE overnight guest at a time.
- Guests are responsible for conducting themselves in accordance with the DSC Student Code of Conduct. Residents will be held accountable for their guest's behavior which may result in educational and/or financial penalties.
- The submission of an "Overnight Guest Authorization Form" will not guarantee that an overnight guest request will be approved.
- A room/suitemate's right to privacy, sleep, and study take precedence over the rights of a host to have a guest.
- Housing & Residence Life staff reserve the right to ask guests to leave if they begin to pose a community disruption or the number of people exceeds fire safety requirements.
- Residents cannot provide their — access card to their guest(s).

### Loss of Overnight Guest Privileges

- Failure to complete the "Overnight Guest Authorization Form" in a timely manner and comply with the Overnight Guest Policy will result in possible disciplinary action and/or revocation of guest privileges for a determined amount of time.

Overnight Guest Requests will be reviewed by Residence Life staff on a monthly basis to determine if students are "squatting" in the Residence Hall.

### Pets

All pets are strictly prohibited. There are no exceptions to this policy. Violation of this policy may lead to dismissal from College housing and/or loss of security deposit and additional fees incurred.

### Weapons

The possession and/or use of firearms and other dangerous weapons (including firearm and dangerous weapon

replicas) are strictly prohibited. This includes, but is not limited to, guns, pellet guns, BB guns, Air soft BB Guns, bows and arrows, clubs, hunting knives, shiv, and ninja stars. Individuals may not display or portray as real any object that resembles a dangerous weapon, including 3D printed weapons or likenesses of weapons.

*Possession of fireworks and weapons are cause for immediate dismissal from the College and immediate removal from the Residence Hall.*

## II. Facility Care

Residents are responsible for promoting a clean and well-maintained living environment. It is expected that students will not damage or vandalize Daytona State College property or remove property from its designated location in the residence hall. You are responsible for promoting and maintaining a safe and secure environment in the Residence Hall.

### Air Conditioning/Heating

Any problems with heating/cooling should be immediately reported to one of your Resident Assistants or the Residence Life Assistant Director in addition to submitting a work order to the Facilities Department.

### Appliances

Each suite contains one small microwave (.7 cu. ft. - 700 watts) and one mini fridge (3.2 cu. ft. or 2.6 cu. ft. for ADA compliant suites) without a freezer. Residents are permitted to bring one additional small refrigerator per room (not to exceed 3.2 cu. ft.).

### Arrangement and Decoration of Rooms

Furniture must be placed in a manner that allows room doors to open without obstruction. Changes may not be made to the walls, ceiling, or floor. Specifically, the level of the floor may not be raised and wall coverings such as mirrors, paneling, or wallpaper may not be added. Decorations deemed to be offensive or inappropriate are not allowed and may be required to be removed.

### Ceilings

Items may not be affixed to and/or hung from the ceiling. These items include, but are not limited to bottle caps, fishnet, flags, posters, clotheslines, and ceiling fans.

### Cleaning

Residents are responsible for cleaning their own rooms and maintaining appliances brought to the room. Bathrooms within suites will be routinely maintained by College staff, however residents are expected to maintain a clean environment for their fellow residents. Garbage and recyclables must be disposed of promptly in receptacles provided for this purpose. Resident rooms that are not well maintained and that require significant attention by the College staff will incur cleaning and maintenance fees commensurate with costs required to ensure proper hygiene and required repairs.

### Cooking

Cooking is not allowed in the Residence Hall rooms. All residents are required to purchase a meal plan through Metz Culinary Management. Students are allowed to use microwave ovens to warm food items, however any other cooking appliances (hot pads, rice cookers, crock pots, instant pots, etc.) are strictly prohibited. Residents found to be cooking in the rooms will face disciplinary action.

### Fire Equipment

Tampering with fire equipment such as fire extinguishers and smoke detectors is prohibited. Violations of this policy include removing a fire extinguisher from a prescribed location; discharging a fire extinguisher for any purpose other than putting out a fire; or tampering with smoke detector equipment. Persons violating this policy will face disciplinary action

## Furniture

Furniture provided by the college such as desks, chairs, dressers, beds, etc., may not be removed from the units that they were assigned. Residents may not drill holes in or disassemble any furniture. Any modular furniture provided must be returned to its original arrangement at the end of the year. Resident-provided furniture must be removed before checking out of the room. Waterbeds are not permitted.

## Hazardous Materials

Gasoline, lighter fluid, turpentine, dry cleaning fluid, and other highly flammable chemicals and dangerous chemicals such as hydrochloric or sulfuric acid, nitrous oxide, and liquid nitrogen, are prohibited in the Residence Hall. If in doubt, do not bring materials that might be considered hazardous into the Residence Hall.

## Painting

Residents may not paint rooms. If the walls or ceiling in your room are damaged and need repair/painting, contact one of your Resident Assistants or the Residence Life Assistant Director in addition to submitting a work order to the Facilities Department.

## Parking

All vehicles parked on campus must be properly registered with Campus Safety, which will be indicated with a parking permit issued in the Q&A Center located in the Wetherell Center Student Services and Administration, Building 100, Room 119. Plenty of parking is available close to the Residence Hall. Grassy areas, sidewalks or non-parking area(s) is prohibited and may result in towing. Parking in designated Handicap Parking spaces on campus will result in fines and vehicle removal.

## Theft

Removal of furniture or any property owned by the College from the Residence Hall is prohibited and will be considered theft. The removal of personal property belonging to your roommate or another community member without his/her consent is prohibited and will be treated as theft. Theft may result in dismissal from College.

## Vandalism

You may not damage, deface and/or destroy College property or property belonging to another resident or guest either deliberately or through negligence on your part. You will be expected to reimburse the College for any damage you or your guests cause. You may also face disciplinary action.

## Washers/Dryers

These items are provided for your use by the College. It is the responsibility of the student residents to use this equipment appropriately and to further clean the lint traps regularly to avoid fire risks.

## III. Civility

You are responsible for respecting the rights of all others in the Residence Hall community, and to always act with civility. Fighting, threats, and intimidation of any person for any reason will not be tolerated. You are responsible for developing and maintaining an atmosphere that promotes social awareness, social appreciation, and acceptance of those who may be different from you, and it is an expectation that you actively participate in conflict resolution.

## Assault

Assault/sexual assault/misconduct/battery against another individual is prohibited and may be grounds for immediate removal from the Residence Hall and expulsion from the College. Violations of this policy include threatening another person physical harm, verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive or threatening and any other act that may be considered assault. If an assault occurs between roommates or residents and the law enforcement officials are called, the State of Florida domestic violence laws require the police to

arrest the resident who committed the physical assault. Information regarding counseling services can be found at <https://www.daytonastate.edu/student-service-departments/counseling-accessibility/index.html>.

### Harassment/Sexual Harassment

“Harassment” is defined as verbal threats, intimidation, or conduct which: tend to cause or incite a breach of the peace or are severe or pervasive enough to substantially interfere with a reasonable student’s educational performance, opportunities, or benefits, or mental, emotional or physical well-being and which actually do so interfere. Harassment may be grounds for immediate removal from the Residence Hall and expulsion from the College.

The presentation of any idea, regardless of the idea’s nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.

Sexual harassment is conduct of a sexual nature or with sexual implications, which interferes with a student’s status or performance by creating an intimidating, hostile or offensive educational or working environment. This conduct may include inappropriate and unwanted touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity, as well as demands for sexual favors or physical assault. Additional information is available in the Daytona State College Student Handbook.

### Pepper Spray/Mace

The use of pepper spray or mace for situations other than self-defense when in imminent danger is prohibited.

### Pranks/Hazing

Pranks which are offensive, damage property, violate College policies, or put anyone in danger are prohibited and treated seriously. Hazing by any individual or organization is strictly prohibited and may result in removal from the Residence Hall and expulsion from the College.

### Staff Members

All residents and guests in the Residence Halls are expected to comply with requests from staff members whether or not they agree with the request. If you have a concern about the validity of the request, you should comply and then speak with the Residence Life Assistant Director. All residents are expected to comply with disciplinary sanctions issued through disciplinary hearings and meetings. The use of physical force of any kind against a staff member is prohibited. Verbal abuse, physical intimidations or menacing behaviors directed toward a staff member, the display of materials that demean a staff member, and/or interference with staff members engaged in the performance of assigned responsibilities is prohibited.

## IV. Banned Substances

Alcohol, tobacco use, vaping and other illegal drugs are not permitted by anyone on campus or within the residence hall.

### Alcohol

The negative effects from alcohol use and abuse impacts our Residence Hall community. Additionally, it is a clear violation of state law to consume alcohol if you are under the age of 21. It is also a violation of the Housing Code of Conduct to engage in this behavior. Housing staff will address residents who they believe may be violating alcohol policies or having trouble due to drinking.

### Drugs

The possession, use, or intent to deliver narcotics or other dangerous drugs, including marijuana, is strictly prohibited.



The possession, use, or intent to deliver, narcotics or dangerous drugs, including marijuana, on grounds adjacent to the residence hall is strictly prohibited. The possession of paraphernalia that is specific and unique to illegal drug use (such as bongs or pipes) is prohibited. The possession, use, or intent to deliver, narcotics or dangerous drugs, including marijuana, on grounds and/or in motor vehicles on the grounds adjacent to the residence hall is strictly prohibited. The misuse of prescription medication, including, but not limited to, sales and distribution, is prohibited. The misuse of over-the-counter medication is also prohibited. Information regarding drug-related services and counseling can be found at [www.daytonastate.edu](http://www.daytonastate.edu).

### Tobacco Free Campus

All Daytona State College campuses are tobacco free. Policy prohibits the use of any lighted tobacco or smokeless tobacco, including all vaping/e-cigarette products. Any use of tobacco products in the Residence Hall will result in disciplinary action and surrender of 100% of lease fees for the term of the lease.

### Code of Conduct, Student/Community Expectations

All housing policies with which students are expected to comply were created to maintain safe and healthy environments for all residents and guests of the community. We expect you to respect the rights of others by maintaining these policies. Please understand that if you are documented for possible violation of any of these policies, Resident Life staff will make a reasonable attempt to meet with you prior to making a decision regarding your Housing status. Housing Staff will also be happy to answer any questions you may have about any of these policies.

All residents are expected to comply with the following:

- DSC rules and regulations in the College's Student Handbook.
- DSCHC rules and regulations which are printed in the agreement all residents signed.

Notice of other regulations or changes in existing policies may be made by the College during the term of the contract by notifying residents through postings, letters, e-mail messages, and/or publications one week before the change becomes effective. If the health or safety of people using residence hall facilities may be adversely affected by any delay, implementation may be immediate. If you are uncertain of your responsibilities or your rights under the College disciplinary procedures, please contact the Residence Life Assistant Director.

Policy and/or expected behavior violations may result in dismissal from residential housing on the first offense. These behaviors include, but are not limited to:

- Drone flight on Daytona State College property is prohibited. For questions, please contact Campus Safety at 386-506-4444.
- Throwing or dropping objects out of windows. Violations of this rule include, but are not limited to, throwing objects such as water balloons, cans, or firecrackers out of windows.
- Possessing and/or hosting a party in which a keg, barrel, or common source of alcohol is present.
- Possessing, using, or intending to deliver narcotics or dangerous drugs including the delivery of marijuana.
- Tampering with fire equipment (such as but not limited to alarms, extinguishers, common area smoke detectors). Violations of this rule include, but are not limited to, removing the fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, or tampering with common area smoke/heat detectors.
- Setting fires. Violations of this rule include setting fire to items on a room door or bulletin board or any other flammable material in the hall, and fires caused by a lit candle or cigarette.
- Assault/battery against another individual. Violations of this rule include, but are not limited to, threatening another person with physical harm verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive and threatening.

- Interfering with a staff member engaged in the performance of their duties; interference includes, but is not limited to: verbal abuse, physical intimidation or use of physical force, and the display of demeaning or humiliating visual materials.
- Interfering with the security system, tampering with locks in student rooms and other areas, altering, loaning, or duplicating keys, access cards and tampering with security cameras. Violations of this rule include, but are not limited to, jamming a door shut or tying doors shut; taping open locks on doors; duplicating your room key to give a copy to a friend or any other person; or forcing doors open or preventing them from opening.
- Shooting off firecrackers and/or fireworks. Violations of this rule include, but are not limited to, discharging or in any way attempting to discharge types of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to a residence hall. The size of the firecracker is irrelevant.
- Possessing and/or using firearms (guns - including pellet guns, BB guns, air soft BB, paint ball guns, blow dart guns), bows and arrows, ninja stars, or any other dangerous weapons. Individuals may not display or portray as real any object that resembles a weapon.
- Inappropriate use of pepper spray/mace.
- Hacking or attempting to disrupt computer networks at the College or Residence Hall.
- Vomiting, urinating, or defecating in public areas outside of the bathrooms is a health hazard and is prohibited.
- Theft from roommate or community property. The removal of personal property belonging to your roommate or another community member without consent is prohibited and will be treated as theft.
- Harassment is prohibited. Harassment is defined as verbal threats, intimidation, or conduct which tend to cause or incite a breach of the peace or are severe or pervasive enough to substantially interfere with a reasonable student's educational performance, opportunities, or benefits, or mental, emotional or physical well-being and which actually do so interfere. The presentation of any idea, regardless of the idea's nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.

Dismissal from the Residence Hall means that you are required to move out of the residence hall (within 24 hours), and that you forfeit the required payments for the entire term of your lease. You can also expect not to be allowed in the Residence Hall for the remainder of the academic year and that you will not be offered a housing contract in the future. Dismissal from the Residence Hall may also result in loss of employment with the College (student and/or temporary employment).

### Damages and Billing

You are responsible for damages you cause, whether or not your behavior was intentional. This could include all damages that result from you setting a fire, regardless of whether it was accidental or deliberate. If your negligence results in damage to the property of others or to the College, you may be held liable for all resulting damages. DSCHC, DSC and its insurer(s) will pursue recovery against you and/or your insurer to the full extent of the damages.

Damage charges will be billed to you on a separate invoice and sent to your FalconMail while you are living at the Residence Hall or to a mailing address if you are no longer living in the Residence Hall. Until the charges for damages are paid in full a hold will be placed on your student account. This hold will prevent future registration activity and will also prevent requests for records including transcripts and diplomas. If no emergency exists, there may be a delay of several weeks or longer before repairs are made and damage charges billed. If you have questions about the validity of a damage charge billed to you, you should discuss this with the Student Accounts department contact information noted on the bill.

Residents are most commonly billed for:

- Damage to common area appliances
- Vandalism
- Not returning the room to its original condition at check out, including the cost of cleaning the room
- The cost to repair damages to walls, ceilings, and or water damages caused by utility concerns that went unreported to your Residence Life Assistant Director and the Facilities Department.
- The cost of repainting room walls and ceilings (other than routine painting)
- The cost of removing stickers, tape residue, etc. from floors, walls, and ceilings
- The cost of replacing missing items such as screens, windows, furniture, etc.
- The removal of personal belongings left behind by residents after they move out.

The College reserves the right to assess common area damage among residents of the units. All refunds approved may take up to six weeks for processing and will be delivered with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. If you have questions about refunds, contact the Student Accounts department at the College.

### Room Damages Guidelines

All rooms/units will be inspected after they are vacated, and all students have checked out. There may be other charges and/or disciplinary action taken for damage to the rooms/units or its contents, and missing items not noted on the original inspection. Students may not repair any damage done to their rooms/units.

Some of these costs may be adjusted depending on the cost of replacement, labor, and intentional damage. Residents are a part of the College community and are encouraged to take responsibility for their environment.

Charges include but may not be limited to the following:

• Failure to clean room	\$50 or more
• Furniture damage or missing	Cost of replacement
• Failure to restore furniture back to original location	\$50 or more
• Improper trash disposal	\$25 per bag
• Paint room	\$300 or more
• Patch and paint holes	\$100 per wall area or more
• Repair doors	\$200 or more
• Remove stickers	\$50 or more
• Replace window	Cost of replacement
• Replace door	Cost of replacement
• Replace blinds /window coverings	Cost of replacement
• Carpet cleaning	Cost
• Replace door peep hole	\$50
• Tampering with fire safety equipment	Cost
• Replace garbage cans and plants	Cost
• Replace carpeting/flooring	Cost
• Replace closet hardware	Cost of replacement
• Vandalism	Cost

NOTE: The College Facilities Services and Housing Departments will participate in the final inspection and apply charges to unit accounts. Once finalized, any refunds or additional will be assessed. The decisions made during this review will be final.

## Hurricane/Natural Disaster Preparedness

As a DSC student, you must be prepared for the possibility of a tropical storm, hurricane, or other natural disaster. For Daytona State College to be prepared to withstand and recover from the effects of such an event, our staff, faculty, and students must prepare their homes and families before a storm threatens our area. What will you do? Where will you go? The State of Florida suffers from a statewide deficit of over 1.5 million safe public shelter spaces, which means that for most residents vulnerable to the effects of hurricanes, the only alternative protective action is evacuation across county, regional and even state lines. You are required to complete and submit a Resident Emergency Evacuation Plan before move in to include where you will evacuate.

Information about hurricane and natural disaster preparedness can be found on The Florida Division of Emergency Management's website at [www.floridadisaster.org](http://www.floridadisaster.org). This website will give you step-by-step instructions that will help you prepare in advance for a disaster at work, home, school or in your car and to help you make a plan. Knowing what to do is your best protection and your responsibility.

If the college is ordered closed due to the impending weather and/or if an evacuation is ordered by local Emergency Management officials, you should be prepared to implement your Emergency Evacuation Plan. The Residence Life staff and RAs will be in communication with student residents to ensure that each student has a completed Emergency Evacuation Plan. At this time, you will also be given phone number(s) to call for the latest developments of local weather, the official status of the college schedule (when the college will re-open and classes will resume), and when it will be safe to return to the local Daytona Beach area. You will also have the phone numbers of your Residence Life Assistant Director and Resident Assistants should you need to contact one of them. The College and Residence Life staff will provide regular communication alerts to keep students informed.

Again, you are encouraged to read this information and to make plans that are consistent with the recommendations of local Emergency Management officials. Please don't hesitate to contact any of the Residence Life staff should you have any questions.

## Daytona State College Housing Frequently Asked Questions

1. How do I get something fixed/repaired?  
If you notice something that needs to be repaired, you should contact your RA and/or the Residence Hall office and submit a Facilities Work Order.
2. Are pets allowed?  
No. No exceptions.
3. Can we have an overnight guest?  
Yes, overnight guests are allowed in the Residence Hall in accordance with the Overnight Guest Policy stated in the Residence Hall Student Housing Guide.
4. Are we allowed to have guests/visitors?  
Yes, guests and visitors are allowed as long as they follow the guidelines that are in place for the student residents. Visitation must be in accordance with the Day Guest Policy and the Overnight Guest Policy stated in the Residence Hall Student Housing Guide.
5. If we have problems/challenges with a roommate, who do we talk to?  
Many problems/challenges can be resolved if roommates have open and honest discussions when they first become roommates and establish agreeable parameters to equally respect and follow and include these in their roommate agreement. Most student housing issues arise when one student feels they are being taken advantage of or their concerns/desires are unimportant to the other student. If a problem cannot be resolved, then the student should reach out to their RA first and then the Residence Life Assistant Director if needed. Student- athletes should also consult their head coach after reporting their concerns to the RA and Residence Life Assistant Director. No room changes are permitted without approval from the Residence Life Assistant Director.
6. How will I be assigned to housing?  
You will be assigned to housing by the Residence Life staff. Student-Athletes will be assigned by their head coach. Changes to room assignments can only be facilitated by Residence Life staff or, for athletes, their head coach. In no cases are student residents allowed to switch roommates and living assignments without College approval.
7. Will anyone come in and clean my room?  
Residents are responsible for cleaning their own rooms and maintaining appliances brought to their room. Bathrooms within the suites will be routinely maintained by College staff, however residents are required to maintain clean rooms that promote good personal hygiene. All garbage and recycling must be disposed of promptly and in receptacles provided for this purpose. Rooms not well maintained and that require significant attention by the College staff will require additional payment for cleaning and/or damage repair.
8. Are health and safety inspections conducted in residence hall rooms?  
In order to protect the health and safety of residence hall students, Staff will conduct room inspections on a regular basis; some with advance notice and some at random times.
9. Is smoking/alcohol allowed in the residence halls?  
No. No Exceptions.

10. Do we have to pay for utilities (electricity, water, internet access)?

No. Your lease payment is all inclusive of utilities, including high-speed internet access.

11. Are we allowed to stay in the Residence Hall during the posted Thanksgiving Break, Winter Break, Spring Break, and Summer Breaks? The Residence Hall will be closed for all break periods during the academic year. Student residents will need to vacate the hall by the date and time posted. Student residents needing housing during any of the break periods will need to get approval from the Residence Life Assistant Director and submit their requests in writing.

12. Do I need to get renter's insurance?

Daytona State College strongly recommends students staying in the residence hall purchase their own renter's insurance as a way to ensure that any valuables are protected and insured, however this is not required. DSCHC and the College do not provide insurance for Resident's personal property. DSCHC and the College shall not be liable to Resident, or their respective guests, for any damage or loss to possessions or property from any cause.

13. What appliances are provided and what do I need to bring?

Each suite contains one small microwave (.7 cu. ft. - 700 watts) and one mini fridge (3.2 cu. ft. or 2.6 cu. ft for ADA compliant suites) without a freezer. Residents are permitted to bring one additional small refrigerator per room (not to exceed 3.2 cu. ft.).

14. Can I bring my own furniture for my room?

Students may bring additional furniture for the units if desired and if it will safely fit within one's room along with the furniture provided by the College. No College-owned furniture may be removed or replaced as it is owned/leased by the College. It will be the responsibility of the students to remove all furniture not owned by the College at the end of each academic year.

15. Can I bring my own bed?

No. The College provides beds for each student and those beds must remain in the housing units. The beds provided cannot be removed and/or replaced by personal beds.

16. How do I receive mail at the residence hall?

Residents should use the following address format to receive their letters and packages:

Resident's Official Name  
Daytona State College  
Receiving Building 1100 Willis  
Daytona Beach, FL 32114

Residents will pick up their letters and packages from Central Receiving. The office is located in the Business Services Building 1100 on the Daytona Beach campus. As you face the front of the building, the Central Receiving door is on the left. Central Receiving notifies residents via FalconMail when a letter or package is available for pick up. Residents are responsible for checking their FalconMail account on a regular basis. Residents will receive up to two email notifications about mail that is ready for pick up.

#### Pick Up Hours

Monday – Friday, 8:00 a.m. to 5:00 p.m.

#### Closures

Closed on weekends and other posted emergency or College closures. When summer hours are in effect, pick up hours end on Friday at 11:30 a.m.

# The Residence Hall/Student Housing Guide Policies and Rules Requirements

I hereby certify that I have received and read the Residence Hall/Student Housing Guide and understand the terms and conditions herein. I agree to comply with the terms and conditions listed in the document as a part of my desire to remain a student in good standing at Daytona State College. I further understand that failure to comply with such policies and rules will be grounds for a full review of my standing in the residence hall and could include disciplinary sanctions up to removal from the residence hall and/or removal from the college as a student. I understand fully it is my responsibility to be knowledgeable of the policies and rules and contained herein and if I have any questions, it is my responsibility to ask a residence life staff member for clarification prior to a possible policy and/or rules infraction. Lack of knowledge or awareness of the policies and/or rules is not an acceptable response to the requirements of this manual.

By affixing my signature below, I understand the responsibility that I have to be knowledgeable of the information contained in the Residence Hall Student Housing Guide at Daytona State College.

\_\_\_\_\_

Student Resident

\_\_\_\_\_

Date

\_\_\_\_\_

Student Resident Parent *(If Student is Under 18)*

\_\_\_\_\_

Date

\_\_\_\_\_

Resident Life Assistant Director

\_\_\_\_\_

Date

# Daytona State College Sample Housing Violation Form

Student Name:

College ID Number:

As a student at Daytona State College, you are receiving this notice for not complying with the guidelines of Daytona State College Housing for the following violation(s):

- |                     |           |
|---------------------|-----------|
| Trash left outdoors | Parking   |
| Noise/ Party        | Fighting  |
| Alcohol/Drugs       | Theft     |
| Vehicle Noise/Music | Vandalism |
| Smoking/Chewing     | Other     |

Comments on Violation:

*As a Student Resident at Daytona State College, you are expected to read and required to sign and follow the policies/rules in the Student Housing Guide, which was given to you at check- in. Upon receipt of this violation, you are required to sign and date this form, which will be kept in your file. Failure to comply with any of the statements above can and will result in dismissal of Daytona State College Housing.*

Date of Violation/Posted:

Students Signature:

Date:

Resident Assistant Signature:

Date:

Residence Life Assistant Director Signature:

Date:





