



# Residence Life Handbook

Your guide to living on the campus of Florida Gateway College

## 2024-2025

## Welcome

Welcome to your on-campus living and learning experience at Florida Gateway College! We want your experience on campus to be positive, fun, and engaging, so we have intentionally crafted this living/learning environment to be interactive and transformative for you. However, as the old saying goes, “you get what you put into things.” Hence, we sincerely hope you make the most of this new beginning by challenging yourself to meet and befriend new people, getting involved on campus, and achieving your goal of earning a degree from FGC.

This handbook is intended to be your guide for living on campus. It includes guidelines and regulations for all FGC students that reside in the residence life wings of Building 22, Granger Hall. It is not comprehensive so if you have questions, please ask our Residence Life staff.

We are here to help you have a great learning experience, so don’t hesitate to ask your Director of Student Life (Ms. Amy), Residence Life Supervisor (Rylie O’Quinn), or your RAs for help along the way. We’ve all been there, so no question or idea is too simple or silly. If you have questions, most likely your fellow floor mates have them too! If you have a program or activity idea, we want to hear them!

To reach the on-call RA, please call 386-623-1776

Welcome to Florida Gateway College and Granger Hall. May this year be the best year ever!

Amy Dekle  
Director of Student Life



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## GENERAL INFORMATION

1. Residence Life applicants must complete the entire Residence Life application on or before June 30<sup>th</sup> for the Fall 24 semester and January 3<sup>rd</sup> for the Spring 25 semester.
2. Residents MUST be at least 18 years old on or before move in day to be selected to live in the Residence Life building. (Requests for exemption to the age limit can be sent to [residence.life@fgc.edu](mailto:residence.life@fgc.edu) for consideration.)
3. Students must maintain a 2.0 GPA minimum upon entry to the Residence Hall All students must maintain a 1.5 GPA minimum each semester to remain in the Residence Hall. This requirement must be met each Academic Year. Any students not meeting these GPA requirements will be required to vacate the Residence Hall. Petitions for exceptions can be sent to [residence.life@fgc.edu](mailto:residence.life@fgc.edu), and must be approved by the Vice President.
  - Please note that Athletic eligibility will differ from Residence Life eligibility when it comes to GPA requirements. See the Athletic Director for more information.
4. There are four wings to the Residence Life building. Residents will only utilize the bathrooms and laundry facilities designated for their assigned rooms. We have male, female, and co-ed wings. Single rooms are available on a limited basis. Co ed roommates will not be allowed, regardless of the relationship.
5. All campus restrooms, and changing facilities shall be designated for use by a particular sex and used exclusively by persons of that sex, as designated by the individual's assigned biological sex at birth. A person can only enter a restroom or changing facility designated for the opposite sex under the following circumstances:
  - To accompany a person of the opposite sex to assist or chaperone a child under the age of 12, an elderly person, or a person with a disability or a developmental disability;
  - For law enforcement or governmental regulatory purposes;
  - To render emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
  - For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
  - If the appropriate designated restroom, locker room, or shower is out of order or under repair, the restroom, locker room, or shower contains no person of the opposite sex.

Any student who willfully enters a restroom or changing facility designated for the opposite sex for any reason other than that set forth above and refuses to depart when asked to do so will be subject to the disciplinary process in the Student Code of Conduct.
6. The Residence Life Supervisor oversees the daily operations of the Residence Life building, supervises the resident assistants, enforces FGC policies and procedures, develops and implements educational, and social programming for residents.

7. The resident assistant (RA) assists with the daily operations in their designated wing, assists with enforcing FGC policies and procedures, and works closely with the Residence Life Supervisor to provide educational and social programming for residents. As remuneration for these duties, Resident Assistants receive a private room and board.
8. The semester cost of room and board per resident is \$3,350.00 for double occupancy rooms and \$3,800.00 for single occupancy rooms. All room and board fees must be paid in full on or before the fee due date, each semester. See <https://www.fgc.edu/students/fee-payment/> for exact due dates. These fees consist of:
  - \$2,100.00 per semester for double occupancy housing
  - \$2,550.00 per semester for single occupancy housing
  - \$1,250.00 per semester for the required meal plan which includes a continental style breakfast and 2 hot meals a day during the week when the campus is open.
9. Residents must be enrolled in at least 12 credits each semester. Residents who drop below 12 credits during the semester will be required to meet with the Residence Life Supervisor who may refer the student to other offices for advising and other assistance. Residents who drop below 12 credits during the semester may have their Residence Life contract terminated. Students must be enrolled in a specific AA or AS program to meet the necessary 12 credit hour requirement for housing. They can be enrolled in a Certificate program so long as it is one that can meet the 12-credit hour requirement for Fall *and* Spring (at least 24 credit hours total). Students can also be enrolled in certificate programs so long as it is in addition to their primary AA or AS program.
10. Residents are required to take 75% of their courses in person, and any exceptions must be approved by the Vice President of Student Affairs.
11. Housing will only be offered fall and spring semesters. Housing will not be available during published break periods such as Thanksgiving break, Winter break, Spring break, etc. Residents may leave their belongings in their room during break periods in the fall and spring semesters.
12. Residents must commit to **both fall and spring semesters** for the year in which they are applying and will be charged for fall and spring semesters. Residents may receive an exception to charges in extenuating circumstances. Residents wishing to leave the residence hall program after one semester (or before) will be required to fill out an "Intent to Vacate" (ITV) form and meet with the Director of Student Life to discuss whether they will be permitted to vacate the residence hall. All requests must be submitted no later than ten (10) business days prior to the requested move-out date. Students who vacate without going through this process will continue to be charged for any remaining room and obligations through the end of the contract.
13. Resident selections will be made by July 1<sup>st</sup>, 2024.
14. Applicants will be notified via their FGC email with their acceptance letter for Residence Life.

15. Applicants must complete their application until the Residence Hall is filled OR by June 30<sup>th</sup>. This includes signing and returning their Residence Life contract, a non-refundable \$100.00 processing fee (will not be applied to your balance), and proof of both state issued ID and their health insurance coverage in order to reserve their spot.
16. All fees must be paid prior to moving into the Residence Hall. Anyone with any unpaid fees owed to the college will not be allowed to move in.
17. FGC reserves the right to terminate any Residence Life contract for any resident, at any time, for any reason. Residents are required to remove all belongings within three (3) days of the contract termination date.
18. FGC reserves the right to enter any student's dorm room at any time, and search the room's contents at any time. Regular room checks will occur monthly throughout each Fall and Spring semester.
19. Important dates regarding residence life fees and closures are included below. These dates are subject to change. Any exceptions for deadlines may be requested in writing to the Vice President for Enrollment Management and Student Affairs for review and approval.

#### IMPORTANT DATES

**August 14<sup>th</sup>, 2024**      **Fall 2023 Fee Due Date.**

August 15<sup>th</sup>, 2024      Residence Life Building re-opens; move in by appointment.

August 16<sup>th</sup>, 2024      Mandatory New Student Orientation

August 19<sup>th</sup>, 2024      First Day of Fall 2024 classes.

November 27<sup>th</sup>, 2024      Residence Life Building closes for Thanksgiving. All residents must vacate before 5 pm.

December 1<sup>st</sup>, 2024      Residence Life Building re-opens at noon.

December 12<sup>th</sup>, 2024      Residence Life Building closes for Winter Break. All residents must vacate before 5 pm.

**December 12<sup>th</sup>, 2024**      **Spring 2025 Fee Due Date.**

January 5<sup>th</sup>, 2025      Residence Life Building re-opens at noon.

January 8<sup>th</sup>, 2025      First Day of Spring 2025 classes.

March 14<sup>th</sup>, 2025      Residence Life Building closes for Spring Break. All residents must vacate by 5 pm.

March 23<sup>rd</sup>, 2025      Residence Life Building re-opens at noon.

May 6<sup>th</sup>, 2025      Residence Life Building closes for summer. All residents must vacate before 5 pm, unless walking in commencement ceremony.

May 9<sup>th</sup>, 2025      Residence Life Building closes at 5 pm.

## RESIDENTS' RIGHTS

1. As a member of the FGC Residence Life community, you have the right to expect the following:
  - a. The ability to sleep, read and study, free from undue interference, unreasonable noise, and other distractions;
  - b. Personal privacy within the limits of your Residence Life Room;
  - c. A clean-living environment within common areas;
  - d. Freedom from harassment, including sexual harassment, as well as threats of intimidation and physical or emotional harm. This includes acts of ethnic or racial intimidation, hazing, or harassment for reasons of race, religion, gender, gender identity or expression, sexual orientation, age, disability, or veteran status;
  - e. Assistance and support resources available from the Residence Life Supervisor.
  
2. Threats to Health and Safety
  - a. Participation in activities or disturbances that threaten the health and safety of yourself or others is prohibited.
  - b. Referral for a mandatory assessment and/or behavior contact may be required when residents endanger themselves (or others) due to misuse of prescription/over the counter or illegal drugs, and other harmful substances such as alcohol. Acts of self-mutilation or any behavior intended to hurt one's self are also grounds for a mandatory assessment.
  - c. Inability to exercise care for one's own safety, the safety of others, and/or the protection of college property due to consumption of alcohol or other controlled substances is prohibited. This includes need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and loss of control of bodily functions.
    - a. Students are prohibited from possessing AND being under the influence of illegal drugs or alcohol while in the Residence Hall. Doing so is a severe violation that can result in fines and/or immediate termination of a student's Residence Life contract.
  - d. Physical abuse or harassment of another student or person is prohibited. This may include physical assault and threatened or completed actions resulting in physical or emotional harm.
  - e. Physical abuse or harassment of staff is prohibited. This may include physical interference with a staff member's ability to participate fully in the residential community or perform their college job functions, physical assault, and threatened or completed actions resulting in physical or emotional harm.
  - f. Verbal or written statements that intimidate, harass, coerce or threaten others or their property are prohibited. This includes images, all modes of electronic communication, and social media.

- g. Verbal or written statements that intimidate, harass, coerce or threaten a staff member or their property are prohibited; this includes verbal or written statements that may prevent or interfere with a staff member's ability to perform their work. This includes images, all modes of electronic communication, and social media.

### 3. Disruptive Activities

- a. The use of sporting equipment (i.e., skateboards, bicycles, rollerblades, etc.) is prohibited in residential facilities. Throwing and/or kicking objects or engaging in any other behavior that interferes with, or prohibits, reasonable use of the space by others is also prohibited. This includes leaving such equipment in the hallway where it could block or trip any persons trying to walk through (or quickly exit in case of an emergency).
- b. The obnoxious or disruptive use of motorized equipment (i.e., self-balancing scooters, drones, etc.) is prohibited on campus, especially if it is unsafe or disruptive to a cohesive learning environment. Usage of such equipment is always prohibited inside any and all buildings.
- c. Engaging in disorderly and/or lewd conduct is prohibited. This behavior may include urination/defecation outside of designated restroom areas, invasion of another's privacy, and/or exposing private body parts in public.
  - a. This also includes things posted or displayed (i.e. in terms of video or audio content) within the dorms and individual dorm rooms. Students must not hang or post anything in their dorm room that might be a student code of conduct violation; if two students are sharing a room, they must both be okay on the décor that is acceptable for their shared room.
- d. Students are expected to respect the reasonable privacy of other individuals within college housing; thus, audio or video recording without the knowledge and consent of all participants is prohibited. In particular the use of cameras, cellphones and video equipment in college housing restroom facilities and/or other areas that could be considered sensitive in nature (i.e. residential rooms) is also prohibited.

## RESIDENTS' RESPONSIBILITIES

- 1. As a member of the FGC Residence Life community, you have the responsibility to:
  - a. Help maintain an environment conducive to academic pursuit;
  - b. Treat fellow residents and FGC employees with respect, consideration, and cooperation;
  - c. Accord every resident personal dignity, and report incidents of racial or other discrimination or harassment to an FGC employee;
  - d. Understand and comply with all FGC and residence life policies and regulations;
  - e. Resolve personal and community issues in a calm and diplomatic manner;

- f. Take action by addressing any situation with an FGC employee or a fellow resident (if you feel comfortable) when it interferes with your rights or the rights of others;
- g. Exercise an individual commitment to personal and community security;
- h. Act in a tolerant manner. Acts of intolerance are behaviors that, by intent and/or outcome, harm or threaten to harm a person or group. These behaviors are motivated by prejudice toward a person or group because of their race, religion, ethnicity, abilities, national origin, gender, body size, socioeconomic status, or sexual orientation. An act of intolerance can include either overt or covert actions, including verbal attacks and/or physical assaults on students and/or their property (including residence life room doors), as well as videos, posters, or comments. Any acts of intolerance are prohibited on the college's campus.
- i. Keep yourself and others safe from the spread of germs by following CDC recommended hygiene practices and social distancing guidelines.
- j. Note that the preparation or cooking of food (with or without an appliance) is not permitted in student rooms. In order to guard against insects, any food such as cookies, crackers, etc., should be kept in sealed containers on a shelf and not on windowsills or building ledges.
  - k. Students must keep their rooms, common areas (hallways, lobby, kitchenette), and bathrooms clean. Students who do not do so can be fined, and repeated infractions can lead to termination of the Residence Life contract. Unclean actions include but are not limited to improperly disposing of trash, leaving napkins or paper towels out in the bathroom, and leaving food out.

## DUE PROCESS

All resident students are bound by the FGC Student Code of Conduct. Please see the [Student Handbook](#) for up-to-date information.

## DAMAGES AND LIABILITY

1. FGC acknowledges, and the resident is hereby made aware, that criminal activity, personal injury, and theft occur, and the risk exists for such future occurrences on college property. Therefore, the resident agrees to assume responsibility for their own personal safety and security, as well as, for their own personal belongings.
2. In order to reduce the financial burden of replacing personal belongings after unexpected events, residents are strongly encouraged to obtain appropriate coverage, including renter's insurance.
3. FGC does not assume responsibility for any resident's, guest's, or other person's loss of money or valuables, or for the loss of or damage to property due to natural and unnatural causes (i.e., flooding, fire, etc.) or injuries, personal or otherwise, sustained on or about the FGC premises.

4. Residents are expected to respect all college property. This includes, but is not limited to, tagging or graffiti of any type, purposely destroying the property (doors, locks, windows, furniture, etc.), or dismantling or tampering with safety devices such as smoke alarms.
5. Residents must pay charges for damages levied against them by FGC.
  - a. During move-in, all residents must complete the FGC Residence Life Condition Report. The report documents the condition of items in your room. It will be reviewed and signed by you and the Residence Life Supervisor, or their designee.
  - b. At move-out, you and the Residence Life Supervisor, or their designee, will conduct a walk through, noting any damage to the room or facilities. Damages, not reported during move-in will be assessed and charged to you. Aside from normal wear and tear, the room must be in the same condition as when you moved in.
  - c. During your stay in the residence life wings, maintenance and housekeeping staff members repair, replace, or adjust college equipment or property. You are NOT permitted to do so. Please report any damage, mechanical failure, etc. to the Residence Life Supervisor as soon as you notice them/when they occur. Failing to report these issues can result in violations, as noting and fixing any and all maintenance/cleanliness issues is intended to be done in a timely manner for students' safety.

#### MOVE-IN PROCEDURES

1. Move in day is scheduled before classes begin each semester, and is done by appointment. All fees must be paid before a student is allowed to move into the Residence Hall.
2. Upon move-in day, Residence Life building/room key fobs are issued to the assigned occupants. You will receive a key fob to enter the building and your room. Charges will be applied to your account if you lose a key fob more than once. Please see the regulations for this equipment in "College Services, Property, Appliances & Equipment".
3. Residents will be able to move-in during the specified time period that is scheduled via appointment. Available times will be sent with your welcome email, and students will work with the Residence Life Supervisor to schedule their specific move in time. Residents requesting an alternate move-in day will need to contact the Residence Life Supervisor to schedule a new date and time.
4. Students are encouraged to bring their own dolly to assist them with move in.

#### BREAK PROCEDURES

1. There will be different times throughout the semester that the college is closed for a holiday, as well as extended breaks for Thanksgiving, Winter Break, and Spring Break.
  - a. Students are not required to check out and leave if campus is closed for one day because of a holiday. However, please note that if the college is closed, the Gateway Grille will also be closed.
2. During extended breaks such as Thanksgiving, Winter Break, and Spring Break, students will be required to check out and leave campus during the set times (please see "Important Dates" for

specifics), and are usually not allowed to return to campus until the specific date and time given for when the Residence Hall re-opens.

- a. Students are required to check in and out when leaving and returning from extended breaks.
- b. When the Residence Hall is closed for breaks, students are allowed to keep their things in their rooms, as well as keep their key fobs. However, their key fobs are temporarily deactivated during the break period.

## MOVE-OUT PROCEDURES

1. Residents are required to move-out of the residence halls on or up until the given deadline for that semester (see “Important Dates”). If the resident is graduating, the resident may move-out the day after the commencement ceremony for that semester.
2. Residents are expected to completely clear the room of personal belongings, trash, etc., and fees may be assessed for any items left behind or any damaged college property. These fees will be sent via the student’s FGC email with a deadline for appeal. Residents must return the furniture provided by the College to the original move-in positions when they fully move out of the Residence Hall.
3. Any cleaning and/or damages not easily attributable to one student will be split between both roommates.
4. Failure to properly check-out of the residence hall will result in a \$100 improper check-out fee. Missing keys will also result in a \$100 per key lock change fee.
5. Carts may be available for check-out during move-out times, but cannot be left outside or in any walk ways.
6. FGC does not provide summer storage, however there are various options in the Lake City area.
7. Residents must forward their mail over the summer term. The FGC mailroom is not responsible for resident mail during summer term. If you need more information please contact the mail room at 386-754-4327.

## INTENT TO VACATE

1. As per the contract agreement, residents are committed to living in the residence hall both fall and spring semesters of the academic year.
2. A request to cancel a Residence Life contract during the contract term requires a minimum ten (10) business days written notice prior to the date that the resident intends to vacate the facilities. A resident whose request is approved is owed an amount equal to a charge for each day from when they were approved to vacate to the end of the required notice period unless otherwise indicated in the contract. The college may grant or deny the request to vacate. The determination will be based on the following standards with appropriate verification:
  - a. End of student status – certification from Registrar’s Office required.

- b. Marriage or Domestic Partnership – marriage or domestic partnership certificate required.
  - c. Hardship or extraordinary circumstances occurring subsequent to the signing of the Student Housing contract determined by the College to be beyond the control of the resident. Appropriate documentation may be required.
3. If the request does not meet the above conditions, it will not be approved, and:
- a. If the college is able to find a suitable replacement for the resident so that the overall occupancy of the facilities is not adversely impacted, and if the 10-business day notice requirement has been met, the resident will be released from the contract and shall owe an amount equal to a prorated charge for each day from the beginning of the fee period through the end of the required notice period
- OR**
- b. If the college is not able to find a suitable replacement for the resident, to the effect that the overall occupancy of the facility is adversely impacted, the resident will be charged for room and board fees through the end of the fee period or a lesser fee as determined by the College.
4. A request to cancel a Residence Life contract during the contract term that is made less than ten (10) business days prior to the date that the resident intends to vacate will require that a prorated amount be assessed for each day of notice that is less than the required 10 days. In the event that the request is not approved, resident will owe the amount due under the full fee period of the contract.
5. A request to cancel a Residence Life contract must be approved by the Vice President for Enrollment Management and Student Affairs before any prorated refund can be applied to the student’s account.

## ROOM CHANGES

- 1. Room changes will be conducted during designated periods each semester if necessary, and room changes will only be made on an emergency and administrative need basis.
- 2. Room change requests may be submitted to the Residence Life Supervisor, but may involve investigations in to why any issues have arisen between roommates.
- 3. RA’s and the Residence Life Supervisor will always try to assist with mediation multiple times before requests for room changes are investigated and potentially granted.

## ROOM CONSOLIDATION

- 1. Students who have paid for a double room, who find themselves without a roommate will be contacted by the Residence Life Supervisor to discuss their options:
  - a. Pay the additional cost of a single and stay in the current room
  - b. Relocate to another room with a student in similar circumstance
  - c. Accept a roommate in the current accommodation

2. Refusal to relocate is not an option and residents failing to comply could be subject to campus disciplinary action.

#### COLLEGE SERVICES, PROPERTY, APPLIANCES & EQUIPMENT

1. Residence Life key fobs are issued to the assigned occupants. You will receive a key fob to your room and to enter the building upon move-in. You may not lend your key fob to anyone, and must report lost or stolen key fobs immediately to the Residence Life Supervisor. In addition, no resident should allow unauthorized people into the residence life wings or prop doors open for entry at any time.
2. All college services, property, appliances and equipment are only to be used by residents of the residence life wings. Guests of residents are not allowed to use any of these things, or attend Residence Life events.
3. Room furnishings provided by FGC may be arranged in any reasonable manner that does not endanger resident safety or block emergency exits/windows. All room furnishings must remain in assigned rooms. If a resident is the only member in the room the furniture must remain in a way that a roommate could easily move-in without notice.
4. All college provided appliances (refrigerators, microwaves, washers, and dryers) must be kept clean, at all times. If residents fail to clean up community appliances or cause damage to them (whether intentionally or not), they may be assessed a fee.
5. Vending, Laundry, Kitchen Appliances and all other common equipment must be treated with care and remain usable for all residents. Report machine malfunctions immediately.
6. For reasons of safety and design, stops or seals on window screens and doors may not be loosened or removed. Residents will be assessed for the cost of window screens, stops, or seals that they damage or otherwise cause to be replaced. Nothing may hang or be thrown from a window.
7. Theft, or the unauthorized use or possession of college property, services, resources, or the property of others is a serious offense — one that will be investigated and may be punished to the full extent of college policy and federal, state, and local laws and ordinances.
8. Wi-Fi will be available to all residents. Please report any and all issues with Wi-Fi or cell service within the Resident Hall to the Residence Life Supervisor immediately so it can be addressed and fixed as soon as possible.
9. Maintenance requests should be submitted via email to the Residence Life Supervisor whenever possible.

#### PERSONAL PROPERTY, APPLIANCES, AND EQUIPMENT

1. Residents may bring some personal property and equipment to campus for use in their residence life room, if such property and equipment do not endanger resident safety or restrict reasonable freedom of movement within shared living space. Things like candles and hot plates are not permitted; students found with any form of contraband may incur a fine or other consequence.

2. Limited additional furniture may be allowed with the approval of the Residence Life Supervisor.
3. No pets of any kind are permitted in residence life rooms or common areas. Exceptions will be made for documented service animals that are approved as a reasonable accommodation by the FGC Office of Accessibility Services. If you require any sort of service animal, please contact the office of Residence Life at 386-754-4434 or residence.life@fgc.edu.
4. Power cords must be in good working order for the safety of all residents and facilities. Multiple power cords or extension cords are not permitted, because they run the risk of fire or electrical damage.
5. The use of electrical appliances is limited because of sanitation, safety, and circuit overload. All approved appliances such as hair dryers, irons, and fans must bear the American Underwriter's Laboratory seal of approval and have self-contained (not exposed) heating elements. Appliances of this type should be unplugged when not in use.
6. . No appliances used for cooking are allowed in student rooms. These include but are not limited to: microwaves, toasters, hot plates, crock pots, rice cookers, pressure cookers, and/or toaster ovens. Students found with any of these kinds of items run the risk of having them confiscated and might potentially incur fines or other consequences. On top of running a risk for electrical damage or fire, they can also attract bugs due to food crumbs or residue.
7. Residents may use the following appliances in their rooms:
  - a. Clocks, radios, stereos, televisions, fans, personal computers, desk lamps, gaming systems, coffee maker, and the college-provided mini fridge.
  - b. The conditions for using the above appliances are:
    - i. If the appliance has a heating element, the element must be enclosed.
    - ii. Appliances are to be used on a noncombustible surface (special pads can be purchased from local department stores) and never on bedding, upholstery, or wood surfaces.
    - iii. Appliances should be attended while in use and unplugged when not in use.
  - c. Surge protectors must be plugged directly into a wall outlet. Students will be given a proper and safe surge protector to use in their rooms, but it is college property and not something for the student to take home. If these conditions are not met, the Supervisor will request the appliance be permanently removed from the room or confiscate it themselves.

## DINING SERVICES

1. The Gateway Grill is located in Building 14, and open between the hours of 7:30 a.m.– 7 p.m. Monday – Friday; there is no meal service on Saturday and Sunday.
2. No meal service will be provided on the days the college is closed for holidays and breaks.

3. FGC Residence Life students are required to purchase a meal plan each semester.
4. The total cost of this meal plan is \$1,250.00 per semester.
5. The meal plan provides two (2) meals per day Monday – Friday at the Gateway Grill.
  - a. An à la carte meal consists of one (1) protein, one (1) side item and a drink (excluding energy drinks/bottled coffee drinks or coffee bar). The special will come with one protein, two sides, and a drink (excluding energy drinks/bottled coffee drinks or coffee bar). Ordering the pizza meal provides two (2) slices of pizza and a drink (excluding energy drinks/bottled coffee drinks or coffee bar).
6. Resident students may purchase additional food items, not covered by the meal plan, directly from the Gateway Grill at their own cost whenever they opt to do so.

## USE OF PREMISES

Resident agrees that the assigned space is licensed for residential use only. Resident shall not use the space as a business address, nor shall Resident conduct any business activities on the premises. Conducting business activities includes, without limitation, using the living unit address as a mailing address for business related activities and functions and hosting of websites. Residents additionally agrees not to permit the living unit to be used for any illegal purpose, nor to engage in illegal acts upon the living unit or upon the grounds of the residential community.

Resident expectations for the use of Resident Life premises are as followed:

- a. Each resident is responsible for the proper care and cleaning of their room, section (i.e., hallway, common area usage, etc.), bathroom usage, and kitchen usage, including the guidelines for break/holiday periods and checks out. Individual residents will pay for any charges assessed for damages in their rooms, as determined by Resident Life staff.
- b. All residents using the kitchen are responsible for cleaning the appliances, sinks, counters, and removing all of their own trash from the kitchen after use. Failure to do so will result in fines, and repeated infractions can result in contract termination.
- c. Personal trash must be disposed of in the appropriate trash receptacles and may not be left in community areas (i.e. hallways, bathrooms, lounges, outside). Residents will not throw trash out of their windows or leave litter outside on any campus grounds.
- d. Flushing items such as disposable wipes, t-shirts, towels, and feminine products down the toilets are prohibited.

All residents are responsible for keeping the hallways, kitchen, bathrooms, and lobby clear of any fire or evacuation hazards. **NOTE:** With reasonable notice, Residence Life staff may dispose

of abandoned property in any common area, especially if it is trash, creates a mess/obstruction, or otherwise disrupts the health and safety of other residents.

## TECHNOLOGY USAGE

1. Use of technology on campus is a privilege, and it is the responsibility of each user to utilize these services appropriately.
2. The following activities are prohibited:
  - Violation of federal or state laws; college rules and policies; and all applicable contracts and licenses including, but not limited to, laws of libel, privacy, copyright, and trademark.
  - Using College IT (Information Technology) resources to acquire, reproduce, distribute or share intellectual property protected under state and federal laws (copyright).
  - Using College IT resources for the acquisition, storing, posting, or displaying of obscene or pornographic or graphically violent materials or content.
  - Using College IT resources for access to, use, posting, or display of unauthorized websites or materials.
  - Transmitting unsolicited materials such as repetitive mass e-mailings, chain messages or advertising for private or personal business purposes.
  - Attempts to circumvent or interfere with established network security devices including Firewalls, log-ons and/or passwords, or the resetting or reprogramming of secure equipment including servers, mainframes, gateways, switches, routers and other devices or security codes.
  - Attempts to modify system equipment and/or software.
  - Placing any device or peripheral on the College's network system without the express knowledge and consent of the Technology department.
  - Unauthorized access, alteration, or destruction of another user's data, programs or e-mail; forged or fraudulent e-mail.
  - The installation of unauthorized or unlicensed software.
  - Attempts to obtain unauthorized access to either local or remote computer systems or networks.
  - Use of College IT resources to harass or threaten persons or organizations on or off campus.
3. The College reserves the right to investigate possible inappropriate or unacceptable use. The College has the right to terminate the contract and the user's privileges with or without cause immediately upon actual or written notice to the user

## KEYS

1. Each resident will be issued one key fob at check-in.

2. Keys are not permitted to be duplicated and/or shared with other persons, even other residents.
3. At times residents may forget their keys and are “locked out” of the building/their room as a result. In this case, the residence life staff may be contacted to let you back in to the room/building. The first two “lock-out” services will be at no charge. Beyond the second “lock-out”, an administrative fee will be charged (see “Residential Violations” for more information).
4. If a resident is unable to reach a residence life staff for a lock-out, Public Safety may allow the resident in with proper identification (student ID).
5. Loss of key fobs will result in a “lock-out” charge as well as a charge for replacement of the key fob the second time one is lost.

## PARKING

1. There will be a designated parking area for students in the residence life wings in Lot 11, which is located behind the Residence Hall. Parking outside of Lot 11 (or on grass) may result in being ticketed or towed, at the owner’s expense.
2. Only one (1) vehicle per resident is permitted.
3. All vehicles are to be maintained and kept in operating condition. Inoperable vehicles will be towed from College property, at the owner’s expense.
4. You are not permitted to wash or perform any type of maintenance to your vehicle on College property.
5. FGC is not liable for any damage or theft to a vehicle parked on College property.
6. Students are expected and required to adhere to the speed limits (as well as all other county/state vehicle and parking related laws) on and around FGC campus.

## TRASH

1. Residents must properly dispose of all trash, including all recyclables, in FGC provided garbage/recycling bins.
2. Residents found to be improperly disposing of trash may be charged for its cleanup and removal.
3. Excessive trash kept within your room may lead to removal via campus cleaning services, and fees will be assessed at the student’s expense.
4. Three large trash cans are provided on each wing for resident use, and there are dumpsters provided throughout campus for excess trash. Students are expected to take any excess trash to these dumpsters on weekends when cleaning services may not be on campus.

## RESIDENT PRIVACY AND BEHAVIOR

1. FGC respects residents' rights to privacy, and every effort is made to ensure privacy in the Residence Life rooms. Any FGC official has the right to enter any part of the College premises, with or without notice, to perform reasonable custodial, maintenance, and repair services, to recover college property, to inspect for damages or cleanliness, or in case of emergency. Reasonable effort will be made to give at least 24-hour notice before the service or inspection is performed.
2. Any designated college official may enter and search College premises if there is reason to believe that the premises are being used for an illegal purpose or a purpose that violates health or safety regulations or interferes with normal college operation.
  - a. Evidence found in such a search might be confiscated and used in disciplinary proceedings. Severe violations in relation may result in fines and/or contract termination.
3. FGC reserves the right to make decisions regarding medical intervention for all residents to maintain the health and safety of the college community (i.e., calling for ambulance service). The resident will be responsible for all medical fees accrued outside of health insurance coverage.
4. Residents must understand and abide by quiet and courtesy hours.
  - a. Quiet hours are times when noise from speakers, televisions, computers, and conversations must not be clearly audible in rooms from areas such as hallways, common areas or through open windows.
  - b. Quiet hours are from 10 p.m. – 7 a.m. Sunday – Thursday and from 12 a.m. – 8 a.m. on Friday and Saturday.
  - c. Courtesy hours are all other times. During courtesy hours, residents are expected to keep from unduly interfering with anyone else's ability to sleep, read, or study.
  - d. The use of equipment—such as speakers, radios, amplifiers, video game equipment, car engines, sub-woofer speakers or musical instruments including car sound systems—in a manner that violates a standard of quiet that is not conducive to study or sleep is not permitted.
  - e. Sound equipment or speakers may not be placed facing out of an open window.

## SMOKING, USE OF TOBACCO PRODUCTS, ALCOHOL AND ILLEGAL DRUG USE

1. Smoking, vaping, and all other uses or/of tobacco is not allowed inside any FGC buildings.
2. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (i.e., clove, bidis, kreteks), electronic cigarettes/vaping devices, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (i.e., spit and spitless, smokeless, chew, snuff) and nasal tobacco (i.e. snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine.

3. Smoking cigarettes is permitted, only in designated areas on campus, at least 25 feet from all campus buildings.
4. It is the policy of the District Board of Trustees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the campus is prohibited. (Policy 6Hx12:10-09).
  - a. FGC complies fully with all federal, state, and municipal regulations regarding the sale, possession, and consumption of alcoholic beverages and illegal drugs.
  - b. Student residents may not possess or consume alcohol on campus, regardless of age.
  - c. Student residents may not possess or consume illegal drugs on campus.
  - d. Residents found in possession of illegal drugs may face expulsion and be punished under the law.
  - e. Residents under the influence of illegal drugs and or alcohol while on campus may also be fined and/or have their contract terminated regardless if they were in possession of or consumed any substances while off campus. If they are under 21 while under the influence of alcohol, students may be punished under the law.

## GUESTS AND VISITATION

1. Guests will be permitted in the residence hall between the hours of 2pm -10pm Sunday - Thursday and 2pm -12am on Friday and Saturday. In order to ensure adequate security, both hosts and guests must present FGC or government-issued identification to designated college staff (Resident Assistants, Public Safety, etc.) upon request. Refusal to present identification will result in denial of admittance to the residence hall.
2. Each resident will be permitted only one guest at a time. Any exceptions must be approved by the Resident Life Supervisor in advance.
3. All guests must have a resident host and be accompanied by the resident host at all times. Should a guest of the opposite gender need access to bathroom facilities, the host will need to contact the RA on-duty.
4. Residents are expected to have their door propped open when anyone other than their own roommate is present in the room, even if it is another resident.
5. The host must inform their guest(s) of applicable College and residence life policies.
6. Residents may be held accountable for their guests' conduct, and in the case of a guest damaging property, the resident they are visiting would be fined for any damages.
7. Guests must not infringe on the rights of roommates or other residents.
8. Guests may not use a resident's key fob or ID for any reason.
9. Guests may not attend Resident Life events, as these are only for residents.
10. Having a guest in the residence hall is a privilege, not a right. FGC staff reserve the right to immediately remove any guest from the residence hall.

11. Overnight guests are not permitted and guests are not permitted to sleep in common areas (i.e., building lounge). Room visitors during quiet hours should be discussed and decided upon between roommates when applicable.
12. Guests that violate any regulations of the Handbook (or student code of conduct) may receive a ban from admittance to the Residence Life Building. If someone has been banned and enters the building again, they are considered trespassing and security will be called. Residents allowing them into the building may be fined and/or have their contract terminated.

## FIREARMS AND WEAPONS

1. Possession and/or use of any type of functional or non-functional firearm or other weapon, is not permitted. This prohibition includes persons in possession of a concealed firearms permit.
2. The use and/or possession of fireworks, including smoke bombs or explosive devices of any type, is not permitted.
3. Possession of weapons, tasers, knives with a blade over 2.5 inches in length, dangerous instruments, or any other weapon prohibited by state, local, or federal law, within all residential facilities is prohibited. This includes use or possession of sporting items such as BB guns, paintball guns, any other form of toy gun, and archery equipment. Also included are similar items used for decorative purposes and items rendered inoperable.
4. Residents must report the unlawful possession, use, or storage of firearms, weapons, or explosives to the Resident Life Supervisor.
5. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others is prohibited.
6. Any firearm(s) or weapon(s) will be confiscated and returned upon move-out.

## COMMUNICABLE OR INFECTIOUS DISEASE

1. Any student with a suspected or known communicable or infectious disease is to notify the Resident Life Supervisor. The student may be required to see a medical provider before returning to residence life or classes. The student will be expected to follow the protocol that is ordered by the provider.
2. The medical provider is to provide the following information:
  - a. Diagnosis and treatment
  - b. Any restrictions concerning returning to residence life events, the Residence Hall, or classes
  - c. Any follow up appointments needed
3. The college will consider the special needs of students with a communicable disease. The Resident Life Supervisor will notify other faculty, staff, and other students as deemed necessary, to prevent spreading the infection to others.

4. In the course of college activities, students should treat students and staff who have a communicable disease as they would treat any student or staff.

#### COVID-19

1. All members of the FGC Resident Life community must protect themselves and other community members from the spread of COVID -19. In addition to the above infectious disease guidelines, students are required to follow CDC and FGC guidelines, including reporting COVID-19 symptoms and or a positive COVID-19 test to the Residence Life Supervisor per CDC guidelines. Residents are required to seek immediate medical attention as quickly as possible if they are symptomatic.
  - a. Any community member with a positive test will be **required and responsible** for self-isolating off-campus until they have tested negative for COVID -19 or have a release from medical professional.
    - i. Students who must self-isolate off-campus will receive a prorated refund for the days they are not permitted to stay in Granger Hall.
  - b. Students are strongly encouraged to get their flu vaccination.
  - c. Students should keep their residence clean and sanitized.
  - d. Students should follow social distance guidelines whenever possible.
  - e. Students should use proper handwashing practices or use hand sanitizer when handwashing is not possible.
  - f. FGC and the CDC recommend students wear a face mask when indoors in a communal area when possible and appropriate.

#### FIRE PREVENTION

1. Setting fires is prohibited.
2. Pulling a fire alarm or falsely reporting an emergency to the police or fire department is prohibited and is punishable under law.
3. Residents may be charged for unnecessary fire safety visits when it is determined that the smoke detector in an individual room was intentionally or negligently activated.
4. The unauthorized use, tampering, or damage to emergency or safety equipment, including, but not limited to, smoke detectors, fire extinguishers, building fire hose connections, and sprinkler systems is prohibited and is punishable under law.
5. Obstructing or disobeying emergency evacuation procedures or drills is prohibited and is punishable under law.
6. Combustible liquids of any type are not to be used or stored in Building 22. Halogen lamps operate at a very high temperature and even though newer lamps are shielded, they continue to present a fire hazard and are therefore not permitted. Only free-standing or desk lamps may be added to rooms. Only flameproof paper products and other materials may be used. No decorations made from dried plant matter or from evergreens may be used (i.e., Christmas trees, wreaths, etc.)

7. For your protection, and in accordance with fire codes, the following are not permitted in Building 22: ANY form of candles, incense, potpourri burners, sterno cans, sparklers, grills, etc..
8. At no time are fire alarms, detectors, extinguishers, electrical outlets, room lights, etc. to be covered or obstructed.

## FIRE EVACUATION

1. In case of a fire in the building, the individual shall immediately pull the closest fire alarm.
2. When fire alarm activates, all occupants will evacuate the building in a timely and responsive manner. Occupants of Granger Hall (Building 22) will evacuate and meet in parking lot 2 located across SE Trustee Terrace.
3. A fire drill will occur at least once per semester. This is to help occupants learn the appropriate routes of evacuation and for evacuation leads to help direct occupants.

## SAFETY AND SECURITY TIPS

These tips are recommended for your safety and for the protection of your property.

1. Never prop exterior doors open.
2. Make sure your door is fully closed and locked when leaving your room.
3. Do not leave valuables in plain view.
4. Inventory your property and include serial numbers.
5. Immediately report security problems to your RA, Resident Supervisor at 386-623-1776, and Campus Security at 386-623-2398. Inform security of your location (Granger Hall, Building 22 and your emergency). These problems can include but are not limited to: seeing strangers on campus outside of business hours, noticing someone unfamiliar trying to enter Granger Hall, and/or any suspicious activity noticed by residents.
6. Travel with a companion after dark.
7. Inform your roommate of your whereabouts and expected time of return when possible.

## BED BUGS

1. Residence Life staff would like to quickly resolve any bed bug issues for the safety and comfort of all residents of Granger Hall.
2. If you suspect there are bed bugs in your room immediately report it to Residence Life staff.  
**Do not wait to report this!**
3. Do not remove any items from your room.
4. Students should not try to remedy the problem by themselves. Most over the counter treatments are ineffective.
5. Only a pest control professional can confirm or deny the presence of bed bugs.
6. Our primary goal is to rid your residency of bed bugs as quickly as possible and stop the spread to other areas. We will need your help to accomplish this.

## RESIDENTIAL VIOLATIONS

The College reserves the right to fine students for non-compliance with the Housing Agreement and campus policies. Below is a listing of violations that could impose possible fines. This list is intended to be a guide for the Housing Staff and students living in the Resident Hall for violations of the Housing Agreement that could impose fines. Additionally, this list is not all inclusive and additional violations and their possible consequences may be determined at the discretion of the Director of Student Life and/or Vice President.

### Tier 1

- Lock out after the third time, and every instance thereafter
- Missing a mandatory monthly meeting without notice (1<sup>st</sup> time is a warning)
- 2<sup>nd</sup> Quiet Hour Violation (1<sup>st</sup> is a warning)
- Tampering with or breaking any window equipment
- Possession/use of prohibited items (candles, hot plates, etc.) as described in Handbook
- Throwing objects out of dorm room window
- Use of nails, screws, or other method of permanently altering a wall
- Littering inside or outside anywhere on campus
- Smoking inside residence hall or within twenty-five feet of the building
- Failure to cooperate with Housing Staff requests
- Propping open exterior doors for any reason/any period of time
- Second time replacing a key fob after losing it

### Tier 2

- 3<sup>rd</sup> Quiet Hour Violation
- Having a visitor outside of visiting hours
- Unauthorized parking, outside of Lot 11 or on grass (1<sup>st</sup> time is a warning)
- Tampering with or setting off a fire alarm
- Possessing or discharging fireworks
- Damage to College Property (plus replacement costs)
- Refusing to cooperate during a mandatory evacuation or emergency drill
- Unauthorized discharging of a fire extinguisher (plus cost of recharging the extinguisher)
- Being on a window ledge, roof, or other restricted area
- Possession of firearms, knives, projectile devices, etc.






### Tier 3

- 4<sup>th</sup> Quiet Hour Violation (student may also be subject to contract termination)
- Painting a residence hall room or apartment
- Unauthorized possession of an animal inside or outside of residence hall
- Tampering with any safety systems/or setting off sprinkler system (plus cost of damages)
- Failure or refusal to follow extended break procedures
- Possession of illegal drugs or alcohol (may also result in contract termination)
- Being under the influence of illegal drugs or alcohol (may also result in contract termination)



# FLORIDA GATEWAY COLLEGE

## Emergency Procedures Quick Guide

	<b>Criminal Acts &amp; Suspicious Activity</b>	
<p><b>IMMEDIATE DANGER:</b> Call <b>911</b>; then report it to FGC Public Safety (386) 754-4490  <b>Non-Emergency Reporting:</b> Call FGC Public Safety (386) 754-4490</p>		
<b>Active Threat</b>		<b>Call 911</b>
<b>RUN HIDE FIGHT</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid orange; padding: 5px; text-align: center;"> <b>RUN</b> When there is an active threat             </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid orange; padding: 5px; text-align: center;"> <b>Call 911</b> After you are safe             </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid orange; padding: 5px; text-align: center;"> <b>HIDE</b> • Block the door • Avoid windows • Silence your cell             </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid orange; padding: 5px; text-align: center;"> <b>FIGHT</b> -As a last resort -If your life is in danger             </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="border: 1px solid orange; padding: 5px; text-align: center;">                 If you can't <b>RUN</b> </div> <div style="font-size: 2em;">→</div> </div>	
<b>Medical Emergency</b>		<b>Call 911</b>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid blue; padding: 5px; text-align: center;">                 Call 911             </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid blue; padding: 5px;">                 1. If trained, <b>administer aid</b> as directed by dispatch.                  2. The closest AED is located in <b>Building 14 Lobby by Cafeteria</b> </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid blue; padding: 5px; text-align: center;">                 Notify FGC Public Safety (386) 754-4490             </div> </div>	
<b>Fire Emergency &amp; Building Evacuation</b>		<b>Call 911</b>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid red; padding: 5px; text-align: center;">                 Call 911             </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid red; padding: 5px;">                 S.= <b>SAVE</b> those in danger                  A.= <b>ACTIVATE</b> the fire alarm                  V.= <b>VOCALIZE</b> "Fire! Fire! Fire!"                  E.= <b>EVACUATE</b> the building                  *Assemble at least 300 ft. from building.             </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid red; padding: 5px; text-align: center;">                 Notify FGC Public Safety (386) 754-4490             </div> </div>	
<b>Utility Failure (e.g. Loss of Power)</b>		
	<p><b>Monday - Friday 8:00am - 4:30 pm:</b> Call (386) 752-1822 or (386) 754-4490  <b>After Hours:</b> Call FGC Public Safety (386) 623-2398</p>	
<b>Imminent Severe Weather (e.g. Tornado)</b>		
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>WARNING</b></p> <ul style="list-style-type: none"> <li>Severe weather has been sighted</li> <li>Seek appropriate shelter</li> <li>Look for EMS updates</li> <li>Monitor Weather Broadcasts</li> <li>AVOID: windows, elevators, &amp; large rooms</li> </ul> </div> <div style="border: 1px solid blue; padding: 5px; text-align: center; margin: 0 10px;">                 or             </div> <div style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>WATCH</b></p> <ul style="list-style-type: none"> <li>Conditions favoring severe weather development exist.</li> <li>Monitor weather broadcasts for updated information.</li> </ul> </div> </div>	