



UNIVERSITY of MONTEVALLO  
*HOUSING AND RESIDENCE LIFE*

*2021-2022  
Residence Hall  
Handbook*

# University of Montevallo Housing and Residence Life Community Expectations

Housing and Residence Life offers a unique community living environment. These community expectations are designed to promote and maintain an atmosphere conducive to community living and academic success. All residents are responsible for being familiar with and following these expectations. These expectations are a supplement to University policies found in this handbook and the *Fledgling* student handbook. Any violation of the expectations below may result in judicial action.

## I. Respect for Persons

### (a) Resident Relations

1. Residents must be mindful of the rights of others and avoid activities that unnecessarily disturb individuals or groups or interfere with the normal activities of the University. This includes, but is not limited to, intimidating behavior, physical assault, hazing and unsuitable or boisterous conduct.
2. Housing and Residence Life respects and celebrates the diversity of its residents. Acts of intolerance and/or harassment on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, genetic information, disability or disabled military era veteran status are neither appropriate nor tolerated.
3. Residents must refrain from harassment and verbal abuse of other students.
4. Residents without roommates paying a double occupancy rate are expected to have the room prepared for a roommate at any time, as well as be receptive when assigned a new roommate.

### (b) Noise Level

1. Quiet hours are in effect from 8 p.m. until 10 a.m. from Sunday through Thursday, and midnight until 10 a.m. on Friday and Saturday. During this time, no noise should be heard outside student rooms and minimal sound through the walls between rooms, in hallways, common areas and outside areas surrounding the building.
2. Moderate noise levels that promote an atmosphere of academic success should be maintained during courtesy hours (all hours other than those designated as quiet). Residents should be considerate by observing these hours. If asked to lower their noise level, residents are expected to comply.
3. Residents are expected to uphold the courtesy and quiet-hour policy outside the building.

### (c) Residents' Guests

1. Residents who entertain visitors are expected to maintain appropriate group living behavior standards; a roommate's right to privacy will take priority over the privilege to entertain a guest.
2. Hosts should meet their guest(s) at the building entrance and escort their guest(s) at all times while in the building. At no time should any resident provide entrance to the building to someone who is not his or her guest.
3. Hosts are responsible for all actions of their guests.

## II. Respect for Health, Safety and Welfare

(a) Students are prohibited from keeping or using firearms (including rifles, handguns, shotguns, pistols etc.), ammunition, fireworks, explosives, weapons (including pellet guns, air guns, paintball guns, crossbows etc.) or other dangerous articles or substances in the residence halls.

### (b) Alcohol and Illegal Drugs

1. No person under 21 years of age may consume alcoholic beverages in the residence halls.
2. Students who publically display signs of intoxication (e.g. glazed eyes, slurred speech, unsteady gait etc.) or students who require staff assistance due to their consumption of alcohol will be subject to judicial action.
3. Possession of alcoholic beverages and containers is not permitted in the residence halls by individuals under 21 years of age.
4. Residents 21 years and over are not permitted to consume or have open containers of alcohol in a common area (e.g. hallways, lounges, kitchens, bathrooms or elevators.)
5. Decorative container collections (e.g. bottles, cans, bottle caps, etc.) are not permitted.
6. Possession or use of illegal drugs or drug paraphernalia are prohibited in the residence halls.
7. Kegs, beer balls, funnels, bongs and other devices that promote irresponsible drinking are not permitted in the residence halls.

### (c) Fire Safety

1. Intentionally activating a false fire alarm is strictly prohibited.
2. Students are not to tamper with, remove or hang any items from fire or safety equipment including smoke detectors, fire extinguishers and sprinkler systems/devices in the residence halls.
3. When cooking, food must be attended at all times to prevent fires and unintentional fire alarms.

4. Students must vacate the building whenever the fire alarm system is activated.
5. Halogen lamps, candles, incense and other open flame or incendiary devices are not permitted in the residence halls.
6. Extension cords are not allowed unless part of a surge protector.

(Failure to comply with any of these policies will result in disciplinary actions up to and including removal from Housing.)

(d) Residence Hall Cooking

1. All cooking areas should be cleaned immediately after use.
2. Grease should not be poured down the drain or over balconies; it must be disposed of properly in your trash receptacle.
3. Do not place food items/scraps in sink drain.

(e) Health Safety

1. For personal safety reasons, the propping open of exterior doors is strictly prohibited.
2. Because of the health and sanitation problems they pose, pets are not permitted in the residence halls. However, residents are allowed small aquariums (up to 10 gallons) with fish that live completely submerged in water.
3. Students are never permitted to be on ledges or roofs.
4. In consideration of safety and of students with disabilities, hallways, sidewalks and stairwells must be kept free of obstructions at all times.
5. Smoking is not permitted in the residence halls, including porch areas in the front or back of the building. Smoking is permitted in designated smoking areas at least 25 feet from the residence hall.
6. The University reserves the right to change policies or establish safety restrictions during the year if there is a medical crisis or emergency.

(f) Sales and Solicitation

1. No door-to-door solicitation is allowed in the residence halls.
2. All non-Housing materials posted in the residence halls must be approved by the Housing Office.
3. Student Housing rooms may not be used for business purposes of any nature.

(g) Students are responsible for the cleanliness of their room and disposing of trash properly in the dumpster outside of the residence hall. Residents may be charged judicially and/or financially for special cleaning necessitated by improper care of rooms.

### **III. Respect for Residence Hall Operations**

(a) Residence Hall Staff

1. Students will comply with reasonable requests from residence hall staff or other University officials.
2. Students will identify themselves when asked.
3. Students will provide true and accurate information when asked.
4. Students will refrain from harassment and verbal abuse of staff members.

(b) All room changes must be authorized by the appropriate residence life staff members and must follow established change procedures.

(c) Students are not allowed to give their Montevallo IDs or room keys to others.

### **IV. Respect for Property**

(a) Students are expected to respect Housing property as well as the property of other community members. Students will be financially liable for any damages, alterations or removals that they cause (including damage caused by their guests) to residence hall rooms, buildings and other residents' property.

(b) Because of the potential for damage to the floor, liquid-filled furniture is not permitted in the residence halls.

(c) Housing property may not be removed from student rooms or from public areas.

(d) Out of respect for community property, sports and horseplay are not permitted in the hallways.

(e) Screens must remain in windows at all times.

(f) Students may not remove, alter or tamper with door closures, peepholes or locks. Additional locks may not be added to any door.

(g) Throwing, pouring or dropping objects or substances (including cooking oil or grease) from windows or balconies is strictly prohibited.

(h) Housing furniture is not to be moved outside.

(i) Rollerblading, skateboarding or riding bicycles inside the residence hall is not permitted.

## Welcome

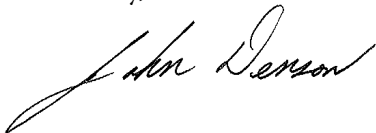
Welcome to your new home at the University of Montevallo! Our goal is to provide a safe, well-maintained living experience where you can grow both personally and academically. Living on campus will provide you opportunities to make new friends, get involved, attend campus activities, experience personal growth and hopefully have lots of fun. The on-campus experience will provide you with friends and memories that will last a lifetime!

Living on campus comes with many privileges and freedoms. As with other liberties, these freedoms come with responsibilities. Please be sure to respect your roommate and all the residents living in your community. Housing and Residence Life strives to create and support a learning environment and to promote a safe and secure community. We need your help and cooperation to create a community everyone can enjoy. As a member of the Housing and Residence Life community, we encourage you to become involved. The Housing staff will provide a number of activities on your floor and in your building. These are great opportunities to meet the other residents and to have enjoyable experiences. Be sure to get to know your Resident Assistant (RA) and Residence Hall Director (RHD). The staff is here to assist you and is a valuable resource.

Please take some time to read the Residence Hall Handbook. This information is prepared by the Housing and Residence Life staff in the hope that it will enable you to get the most from your on-campus experience. The handbook contains contact information, community expectations, Housing policies and procedures and other important information. Please take time to familiarize yourself with it, and if you have any questions, come by the Housing and Residence Life Office located on the first floor west wing of Main Hall or contact us at 205-665-6235.

We hope you have a prosperous year, and we are glad you have chosen to be a part of the University of Montevallo on-campus experience.

Sincerely,



John Denson  
Director of Housing and Residence Life

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### REMINDER

Please be sure to read all the information contained in this handbook. You are responsible for familiarizing yourself with these policies and our expectations of resident behavior.

## Housing and Residence Life Mission Statement

Housing and Residence Life strives to provide a safe, well-maintained living experience where students can grow both personally and academically. We believe the residential experience is an important part of the liberal arts education and hope to challenge and support students in their journey to become mature, contributing citizens in a diverse community.

## Important Phone Numbers

UM Police Department ..... 665-6155  
 UM Emergency Number ..... 665-6500  
 Housing and Residence Life Office ..... 665-6235  
 Your RA's phone number \_\_\_\_\_  
 Your RHD's phone number \_\_\_\_\_

### Campus Offices

Admissions (Undergraduate) ..... 665-6030  
 Athletics ..... 665-6600  
 Bookstore ..... 665-6575  
 Career Development Center ..... 665-6262  
 Chief Financial Officer and Treasurer ..... 665-6068  
 Counseling Services ..... 665-6245  
 Dean of Students ..... 665-6020  
 Disability Support Services ..... 665-6250  
 Falcon Success Center ..... 665-6450  
 Golf Course ..... 665-8057  
 Harbert Writing Center ..... 665-6438  
 Health Services ..... 665-6275  
 Honors Program ..... 665-6501  
 International Student Advisor ..... 665-6565  
 Intramural Sports ..... 665-6565  
 Learning Enrichment Center ..... 665-6113  
 Library ..... 665-6101

Mailroom ..... 665-6145  
 M.A.D.E. .... 665-6219  
 McNair Scholars Program ..... 665-6570  
 Menu Line (Cafeteria) ..... 665-8532  
 ID Cards ..... 665-6512  
 Outdoor Scholars ..... 665-6216  
 President's Office ..... 665-6001  
 Registrar's Office ..... 665-6040  
 Solution Center ..... 665-6520  
 Sports Information ..... 665-6592  
 Student Accounts ..... 665-6065  
 Student Activity Center ..... 665-6600  
 Student Aid ..... 665-6050  
 Student Employment..... 665-6071  
 Student Government ..... 665-6565  
 Student Life ..... 665-6565  
 Student Retreat ..... 665-6648  
 Student Support Services..... 665-6094  
 University Marketing & Communications ..... 665-6230  
 Upward Bound ..... 665-6268  
 Vice President for Academic Affairs/Provost ..... 665-6015  
 Vice President for Advancement and  
     External Affairs ..... 665-6221  
 Vice President for Enrollment Management ..... 665-6020



## Important Dates

(Subject to Change)

### FALL 2021

Classes Begin ..... Aug. 23  
 Room Change Days ..... Aug. 25-Sept. 10  
 Consolidation Days ..... Sept. 13-14  
 Classes/Exams End ..... Dec. 10  
 Move-Out Deadline ..... Dec. 10  
 (24 hours after last final exam, unless graduating)

### SPRING 2022

Classes Begin ..... Jan. 10  
 Room Change Days ..... Jan. 12-28  
 Consolidation Days ..... Jan. 31-Feb. 1  
 Classes/Exams End ..... May 6  
 Move-Out Deadline ..... May 7  
 (24 hours after last final exam, unless graduating)

## Housing and Residence Life

### Staff

Members of the Housing and Residence Life staff live in each of the halls to help make your living experience a pleasant and enjoyable one. All staff members are trained to provide leadership, assistance and support.

### Residence Hall Directors (RHDs)

RHDs are student staff who supervise the Resident Assistants (RAs) within the hall. Their primary job is to coordinate the operation of the building for which they are responsible and maintain an environment conducive to learning, growth and development.



### Resident Assistants (RAs)

RAs are full-time students who have been selected for their positive attitude, leadership potential, ability to relate interpersonally and sense of commitment. Your RA is your primary resource for information and assistance. RAs are on-call in the evenings and on weekends to assist you with problems or emergencies. Contact information will be posted in the lobby of each building.

### Residence Hall Association (RHA)

The Residence Hall Association (RHA) is a student-led and supported group comprised of residents living in the residence halls. All residents are automatic members of the RHA. The main function of the RHA is to develop and establish a communication link between the residents living within the residence halls and the Housing and Residence Life staff. Every resident is encouraged to get involved in RHA. Details about RHA can be obtained from the Housing and Residence Life Office.

### Housing and Residence Life Staff On Duty

In order to ensure that a resource person is available to residents nightly, each building will have a Resident Assistant (RA) on duty from 6 p.m. to 8 a.m. If residents need assistance when their RA is not available, they are to contact the RA on duty in their residence hall. The RA on duty will be available

unless they are responding to a residence hall emergency or conducting rounds. Signs are posted in the lobby area of the buildings indicating how to contact the RA on duty.

### Office Staff

The staff in the Housing and Residence Life Office is responsible for the administrative coordination of Housing. If you have questions concerning Housing policies and procedures, room assignments, maintenance, housekeeping or judicial procedures, please visit the Housing and Residence Life Office in Main Hall.

### Residence Hall Chaplains

Each residence hall is assigned a chaplain from the Campus Ministry Association (CMA). These men and women are available to assist students in many ways. To obtain contact information for one of the hall chaplains or for more information about CMA, contact CMA Advisor John Denson at 205-665-6235.

### Employment Opportunities

There are several employment opportunities for students in the Housing and Residence Life Office. Positions include office assistants, micro-fridge managers, Resident Assistants and Residence Hall Directors.

## Your Room

### Moving In

Prior to your arrival, each room was inspected, and existing conditions were listed on the self-service THD portal. It is the responsibility of the resident to make sure that any discrepancies are noted to prevent being charged for damages or missing items. Residents review the inventory items when they move in. Failure to review the inventory items will result in your acceptance of the inventory items and waiving the right to challenge any discrepancies.

### Furniture

You are allowed to bring personal furniture, but University furniture (including mattresses) CANNOT be removed from your room. Water beds are not allowed in the residence halls.

### Lofts

You may not construct a loft for your room. Any loft must be a free-standing Collegiate Bed Loft ([www.cblorder.com](http://www.cblorder.com)). Collegiate Bed Loft company will remove the loft after you move out. The University assumes no liability for injury or damage due to lofts.

### Bed Bunking

Bunking the beds is a great way to create more space in your room. Stacking of other furniture is not allowed. You can pick up the appropriate pegs for your beds from the Housing and Residence Life Office.

## Appliances

Compact refrigerators consuming 1.5 amps of electricity or less are allowed in individual rooms. If you have a refrigerator in your room, a \$25 one time per year energy surcharge will be assessed (\$5 per summer term). There are a limited number of micro-fridge (fridge/freezer/microwave) units available for rental through the Housing and Residence Life Office. Due to energy restrictions, individual microwaves are not allowed in residence hall rooms other than in Peck Hall. A microwave is available for your use in a common area of each residence hall.

## Keys

All residents receive their necessary keys at check-in. Each resident is responsible for his/her keys and should carry them at all times. Do not lend your student ID or room keys to anyone. Residents are responsible for the replacement cost of any key or student ID. All keys are the property of the University of Montevallo and may not be duplicated under any circumstances. If you lose your key, report it immediately to the Housing and Residence Life Office. The lock will be changed for your protection and your account will be charged \$85 for the lock change (\$170 for lock change in New Hall).

## Lockout Keys

If you find yourself locked out of your room between 8 a.m. and 5 p.m., Monday through Friday, come to the Housing and Residence Life Office to borrow a "lockout" key. This key must be returned within 24 hours. If you are locked out after office hours, see the RA on duty in your building. There will always be a staff member on duty between the hours of 6 p.m. and 8 a.m. If you need assistance on the weekend, please call the RA on duty or the UM police at 205-665-6155.

## Pets

For health and safety reasons, pets (except fish) are not permitted in the residence halls. Small aquariums (up to 10 gallons) with fish that live completely submerged in water may be kept in your room. Students with disabilities who require the assistance of an animal must first register with Disability Support Services (DSS) following the established service dog/emotional support animal procedures. Such



animals will be allowed only after Housing and Residence Life receives written approval from DSS. Procedures and documentation guidelines may be obtained by contacting DSS (DSS@montevallo.edu; 205-665-6250; montevallo.edu/dss).

## Room Cleaning

Residents are responsible for cleaning their rooms/apartments including the kitchen and bathroom. In a group-living situation, pest control can be an issue. Garbage, uncovered food and empty cans and bottles provide excellent breeding areas for roaches and other pests. Please wrap food and dispose of garbage and recyclables on a regular basis. Trash and garbage from your room must be placed in designated receptacles only. It is imperative that the current resident keep the room/apartment in a condition that is acceptable at all times (i.e. cleanliness, adequate storage space, closet space etc.) for receiving a new roommate. Upon moving out, the room/apartment must be left in a clean, acceptable condition. This is applicable even if one roommate is moving and the other roommate is staying. Failure to comply with this request will result in the roommate moving out being charged. The remaining roommate will be responsible for bringing the room/apartment up to acceptable standards.

## Health and Safety Inspections

Housing and Residence Life staff inspect all rooms/apartments to ensure compliance with basic health and safety standards. These inspections are conducted monthly and are unannounced. Residents whose room/apartment do not pass inspection have at least 48 hours to correct infractions. If the room/apartment fails to pass the second inspection, a \$25 fine will be added to each resident's student account. Failure to correct infractions after the second inspection can result in an increased fine or removal from Housing. Conflicts between roommates regarding shared cleaning responsibilities must be resolved prior to the beginning of the inspection process.

The following is a list of expectations for Health and Safety Inspections:

- Floors must be swept, mopped and cleared of objects that may obscure a pathway for entrance or exit. There must be a clear pathway from the door to the window.
- Dishes must be washed.
- Food in the refrigerator and freezer must be covered or in a container.
- Trash must be taken out regularly.
- Bathtubs and sinks must be cleaned regularly to prevent soap scum and mildew.
- Any other policy violations will be noted and sanctioned during health and safety inspections.

## Room Decorations

We encourage residents to personalize their room. Room decorations can transform your room into a comfortable home, but certain restrictions are necessary. No colored light bulbs are permitted in University-provided light fixtures. Wall murals are not permitted. Only removable adhesive or white

putty can be used except in New Hall. You are allowed to use small nails in New Hall only. Please take care to hang items so that walls are not damaged. Double-sided tape, contact paper and wallpaper are not permitted.

### Specific guidelines for room decorations:

1. Only artificial holiday trees are permitted. Bring trees in by stairwells or elevators. Do not allow lighting wires to come in contact with metallic parts of the tree.
2. Provide safe distance between all displays, and do not string decorations from room-to-room or from hallway-to-hallway.
3. All decorations must be fireproof or flame retardant. Check package labels to ensure fire safety. Materials not generally fireproof include natural leaves, tree branches, cornstalks, hay, cotton and batting.
4. Electrical devices such as lights, etc. must be UL approved. Electrical cords must not have frayed parts or loose connectors.
5. Any decoration with an open flame such as candles, incense, gas or oil-fired lanterns is prohibited.
6. Turn off all decorative lights before leaving your room.
7. Halogen lamps are not permitted.
8. Hanging anything from the ceiling and/or fire safety equipment/devices is not permitted.
9. String hanging lights are not permitted outside your room.

### Windows and Screens

As a safety feature, certain windows in the apartments have been equipped with devices to limit the distance they can be opened. It is vital that these clips not be removed or altered. Removal will result in a replacement charge. Screens and blinds must not be removed. Displays or any form of window covering may not be placed between blinds and window or hung outside the window. The throwing of objects from windows is strictly prohibited. Residents are not allowed to use the window to put items into the room or remove items from inside the room. Residents are not allowed to use the window as an entrance or an exit. Sitting in an open window is not allowed. Failure to comply will result in disciplinary action.

### Moving Out

Upon moving out, you must schedule an appointment with an RA to inspect your room/apartment for damages and cleanliness. The RA will complete the check-out portion of The Housing Director (THD) inventory form at this time. It is the resident's responsibility to carefully review the inventory items and note any discrepancies in the check-out condition of the space. All keys should be returned to the RA. Any charges will be posted to your student account. A minimum fine of \$50 will be applied to your student account if the room/apartment, including all appliances and fixtures, is not left in a clean condition. Furniture, bedding and household appliances may not be disposed of in the University trash dumpsters. Residents are responsible for appropriate trash



removal and disposal. All rooms will be re-inspected once the residence hall is empty for the summer. The Housing and Residence Life Office reserves the right to bill the resident for damages found during the final building inspection.

### Checkout Guidelines

1. Remove all personal belongings.
2. Clean bathroom and kitchen areas.
3. Mop or vacuum the floor.
4. Take out all trash to trash bin.
5. Close and lock your windows and lower your blinds
6. Turn off lights.
7. Turn A/C or heater on low.
8. Turn in key.

### Holidays

All residence halls except Peck Hall, Lund Hall and Brooke Hall are closed during school break periods, and residents are not allowed to stay in their rooms while the halls are closed. You are not required to move your belongings out of your room for Thanksgiving, winter or spring break. Before you leave for a holiday, be sure you follow the guidelines which apply to holiday check out. Your room will be checked after you leave for compliance. Failure to comply may result in a minimum \$25 penalty per violation.

### Holiday Checkout Guidelines:

1. Clean bathroom and kitchen areas.
2. Mop or vacuum the floor.
3. Take all trash out to trash bin.
4. Remove all perishable food from refrigerator.
5. Close and lock your windows and lower your blinds.
6. Turn off lights.
7. Check posted signs about A/C or heater.
8. Unplug all items in your room except phone, aquarium and refrigerator.



## Room Assignment Issues

### Residency Requirement & Eligibility

All first-year students, not yet 19 years of age, are required to live on campus unless they are married or living with parents or a guardian. In addition, in order to be eligible to live on campus, you must be a high school graduate and be enrolled for at least 6 hours of classes as an undergraduate student (3 hours per summer term) or 3 hours for a graduate student. Access to University of Montevallo Housing is also limited to students who are academically in good standing (not on academic or disciplinary suspension). Any exceptions must be approved by the Director of Housing and Residence Life.

### Room Sign-Up Days

The Housing and Residence Life Office will assume you wish to stay in your current room for the following semester unless you request to change your room or cancel your housing. If no specific roommate request is made, a roommate will be assigned.

### Room Change Days

Room Change Days begin shortly after classes begin and last approximately three weeks. If you wish to change your room assignment, you should request the room change through the Housing and Residence Life Office. Room changes are not allowed after this time except in unusual circumstances. Room change requests are not automatic and must be approved. All room changes must be initiated in the Housing and Residence Life Office. Unauthorized room changes will result in a \$25-per-day penalty, and you may be asked to move back to your original room. Exceptions will be at the discretion of the Director of Housing and Residence Life. The Department of Housing and Residence Life reserves the right to change the date for room change. There is a fee for room changes after the room change process is complete.

### Cancellation Fees & Dates

Requests for cancellation of a housing assignment must be submitted in writing directly to Housing and Residence Life, Station 6235, Montevallo, AL 35115.

#### FALL TERM

*Through July 15*

No cancellation fee applies. A full refund of the Housing deposit will be made.

*July 16 through first day residence halls open.*

Cancellation requires the forfeit of 50 percent of deposit, but no additional fees.

*First day residence halls open through the end of Spring Term*

Cancellation requires forfeit of \$100 deposit, prorated rent for time on campus and \$500 fee.

#### SPRING TERM

*Through Dec. 1*

New residents refunded \$100 deposit.

*Dec. 2 through first day residence halls open*

Cancellation requires the forfeit of 50 percent of deposit, but no additional fees.

*First day residence halls open through the end of Spring Term*

Cancellation requires forfeit of \$100 deposit, prorated rent for time on campus and \$500 fee.

Returning students forfeit \$100 housing deposit and pay prorated monthly rent and \$500 fee.

Students who withdraw from the University of Montevallo forfeit \$100 housing deposit and pay prorated monthly rent, but are not charged the \$500 fee.

### Consolidation

Sometimes residents who do not want to pay for a private room end up in a double occupancy room alone. This happens for a variety of reasons: roommates who have chosen not to move in, late cancellations and room changes. Consolidation is the pairing up of residents who are alone in double occupancy rooms and who do not want to pay for private rooms. Once the term begins, instead of arbitrarily reassigning students who do not have a roommate, they are given the opportunity to find a roommate by the end of Room Change Days. Residents who need a roommate are encouraged to start meeting people early in the process. Residents who still do not have a roommate by the end of Room Change Days are reassigned and paired up by the Housing Assignments Coordinator. If you choose not to be reassigned, the private room charge will be added to your bill. Room changes are not allowed once this process is complete. The Housing Office reserves the right to move a resident to another room or residence hall for safety, health or security reasons. This includes a disability or medical accommodation for another resident.





### **Private Rooms**

You may request a double occupancy room as private. However, private rooms are not guaranteed and will be granted only on a space-available basis after all students requesting housing have been accommodated and after the “no-show” date (5 p.m. on the first day of classes). If space becomes available in your double occupancy room, you may request it as a private room. Empty rooms will be offered as private rooms beginning the first day of room change days.

### **Roommate Bill of Rights**

- The right to sleep and study free from undue interference in one’s room. Unreasonable noise, guests and other distractions inhibit the exercise of this right.
- The right to expect that a roommate will respect one’s personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one’s room and facilities without pressure from a roommate.
- The right to privacy.
- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect cooperation in the use of “room-shared” appliances and a commitment to honor agreed-upon payment procedures.
- The right to be free from peer pressure or ridicule if one’s lifestyle choices differ from one’s roommate.
- The right for grievance remedies. Housing and Residence Life staff members are available for assistance in settling conflicts.

### **Getting Along With Your Roommate**

You and your roommate will not only be sharing a living area together, you will also be sharing your habits, your values and your emotional ups and downs. There will be differences between you, as you are unique individuals, so getting

along will require ongoing communication. You can greatly enhance the chances of having a good relationship with your roommate if you make a sincere attempt to get to know each other well and to accept and respect each other’s differences. We strongly encourage you to share the following information with each other as soon as you can:

- How much sleep you need and your preferred sleeping hours.
- How important it is for you to have a clean, neat room.
- Your study habits.
- Your possessions, and what is okay and not okay to borrow.
- How you feel about guests in the room.
- Some things that really annoy you.

If you and your roommate do not agree on something, take time to talk it out and communicate with one another. In order to assist you with this process, RAs are available to work with residents on filling out roommate agreements. A roommate agreement is a document used to guide new roommates through the process of determining standards for shared living space. The agreement is kept on file in the residence hall and can be referred back to or amended as needed.

### **Visitation**

Visitation is a privilege that allows you to have guests in your room. Visitation hours are noon to midnight Sunday through Thursday and noon to 2 a.m. Friday and Saturday. During this time, guests (including family members) may visit you in your room. A roommate’s right to privacy will take priority over the privilege to entertain a guest. These guests must be escorted in the buildings at all times. All guests must be out of the building prior to visitation hours ending. Any violation of this policy will be considered a serious behavioral violation and will be confronted immediately. Residents of the building are expected to assist in the enforcement of this policy by reporting any violations to hall staff.

#### *\*Note\**

It is important that you be courteous to your roommate while having visitors. Be sensitive to his/her right to privacy. Community bathrooms are single sex only. Guests are not allowed to use showers in the community bathrooms or in the guest facilities. When guest facilities are not available, the community toilets may be used. The host or hostess must escort the visitor to ensure resident privacy.

### **Peck Hall**

Peck is not a traditional style residence hall, so there are a few things that are different for Peck residents. The other policies published in this document also apply to Peck residents, so be sure to read and follow them as well.

#### *Damage Policy*

As in any residence hall, if you or your guests damage your room, or the appliances in your room, you will be responsible for the cost of the repairs. This includes fire damage if the fire

was caused due to error or negligence on your part. The cost of repair will be divided evenly among all roommates unless one or more roommates claim responsibility.

#### *Visitation*

Residents of Peck are expected to follow the previously stated visitation guidelines. Cohabitation is not tolerated. Failure to follow the visitation guidelines will result in loss of visitation privileges and other sanctions.

#### *Insurance*

Since damage can be expensive to repair, it is a good idea to have insurance to cover these costs just in case. Check with your parents to find out if the cost to repair damages would be covered under their homeowner's insurance. If the answer is no, please consider purchasing insurance coverage for your own financial protection. The Housing and Residence Life Office can provide information on such a policy.

#### *Meal Plans*

All residents must participate in a residential dining meal plan of their choice with the exception of non-first year freshmen living in Peck Hall and New Hall. Those Peck and New Hall residents choosing not to participate in a residential meal plan must purchase the current mandatory Falcon Flex plan.

#### *Refrigerators*

Separate refrigerators are permitted in Peck. There is a \$25 one time per academic year energy fee (\$5 for each summer term) for each refrigerator. See Housing and Residence Life to pick up the energy sticker.

#### *Microwaves*

Separate microwaves are permitted in Peck. There is a \$25 one time per academic year energy surcharge (\$5 for each summer term) for each microwave. See Housing and Residence Life to pick up the energy sticker.

#### *Noise*

Because of the courtyard layout in Peck, noise can sometimes be a problem. Please do not shout at others from the

courtyard or balconies.

#### *Married Couples*

Legally married couples are allowed to live together in Peck as long as both individuals are registered for the minimum required class hours.

#### *Children*

Children are not permitted to live in Peck Hall or in any other University residence hall.

#### *Bathroom Care*

Only use soft, gentle cleaners for the tub and shower. Abrasive cleaners, such as drain cleaners and other harsh chemicals, are damaging to the fixtures.

#### **Greek Housing**

This section provides information for Greek organizations renting space in residence halls for use as chapter room and/or office, and organizations that have rooms reserved during Room Sign-Up Days and Room Change Days.

#### *Reserved Rooms*

Until assignments for new residents are made, only members are allowed to sign up for those spaces reserved for a particular organization. Keep in mind that rooms, and spaces in rooms, not filled by an organization can, and probably will be filled by Housing and Residence Life.

#### *Private Rooms*

Members who request a private room risk being consolidated with another member. It's a good idea to go ahead and sign up with another member and then try to get a private room after the beginning of the term.

#### *Room Sign-Up Days*

A representative of your organization may come to the Housing and Residence Life Office prior to Room Sign-Up and make a copy of the floor chart for the hall. This chart shows who has requested the same room for the following



term and which rooms/spaces will be available. The floor chart is for your information only. Do not fill it in and turn it in to the Housing and Residence Life Office. Members who are changing rooms must come to the Housing and Residence Life Office during Room Sign-Up Days. All room changes must be processed at the Housing and Residence Life Office, and the request must be made by the person changing rooms. During Room Sign-Up Days, members will be allowed to sign up for spaces in the rooms reserved for their organization. If you cannot fill all the spaces, you may try filling all rooms on one end of your hall so your group will be closer together. Empty rooms and spaces in rooms with members will be filled by the Housing and Residence Life Office when new assignments are made. Only members may sign up in their organization's reserved rooms during Room Sign-Up Days. Requesting a private room may result in consolidation. All room changes must be made in the Housing and Residence Life Office during Room Sign-Up Days. Fill as many rooms as possible with your members!

#### *Assignment Timing*

Spaces on Greek floors are reserved only for members until new assignments are made. Available rooms, and spaces in rooms, on Greek floors are filled last. For the fall term, new assignments are made at the end of May and Greek spaces may be filled during this time. Housing and Residence Life suggests that all spaces be filled before school is out in May. New assignments are made after Room Sign-Up Days. Occupancy is usually less in the spring, so rooms/spaces on Greek floors are protected longer. Housing and Residence Life suggests that all spring term changes be made before the halls close for winter break.

#### *Chapter Rooms — General Info*

In addition to a chapter room, some organizations also rent space for an office. In the paragraphs below, the term chapter room refers to any space rented by the organization. Offices and chapter rooms are rented to Greek organizations for business purposes only. No one should live in these spaces, except, occasionally, advisors from the national office. In

this situation, they may stay for up to three nights with the permission of the Director of Housing and Residence Life.

#### *Chapter Room Contracts*

Each Greek organization renting space in a residence hall for a chapter room and/or office must sign the Greek Organization Housing Agreement. This agreement is for a term of three years and must be signed by the Chapter Advisor.

#### *Chapter Room Rent*

Rent for your organization's chapter room is paid each term. The rent for the fall term is due on Sept. 30, and the rent for the spring term is due on Jan. 31. Rent must be paid in the Housing and Residence Life Office and the organization will be issued a receipt. Should the organization become delinquent in paying the chapter room rent, the locks on the chapter room door will be changed, and the organization will be charged for the lock change. Access to the facilities will be denied until arrangements have been made with Housing and Residence Life to bring the account up-to-date. The University of Montevallo and the Housing and Residence Life Office are not responsible for loss of or damage to personal or sorority/fraternity property. If belongings are damaged or lost, the claim must be filed with your private insurance company for recovery of cost. You are encouraged to purchase insurance to cover loss or damage. This policy includes damage and loss due to water, fire, mildew, theft, natural disaster, etc.

#### *Decorating Chapter Rooms and Hallways*

Any change in décor in residence hall rooms or hallways, including Greek floors and chapter rooms, must be approved by the Housing and Residence Life Office and Physical Plant before work begins. The organization must bring a detailed description of their proposed décor, along with paint, carpet and wallpaper samples, if applicable, to the Housing and Residence Life Office. The description should include the work to be done, who will be doing the work, the start date, the date when work should be completed, a contact name and a phone number. Once the proposal has been reviewed by the Housing and Residence Life Office and the Physical Plant, the Housing and Residence Life Office will notify the contact person for the organization and make recommendations for changes or grant approval for the project. Any guidelines provided by Housing and Residence Life or the Physical Plant must be followed. Work will be inspected after completion for compliance with guidelines. The University is not responsible for loss of property, damage or vandalism to personalized areas of the building. Please keep in mind that camps stay in the buildings over the summer months and may be assigned to Greek floors.

#### *Securing the Chapter Room*

There are two ways to secure a chapter room. The existing key to the chapter room may be checked out through the Housing and Residence Life Office by the president of the organization. Once the key is checked out, it is the responsibility of the organization to see that the key is passed down to subsequent presidents. If the key is lost, the president should report the



loss immediately to the Housing and Residence Life Office. The lock will be changed and a \$85 fee per lock will be charged to the organization. Another way to secure a chapter room is to install a combination lock. To have a combination lock installed, the president of the organization must contact the Housing and Residence Life Office for approval. Once approval has been granted, the organization will arrange payment for the lock and labor and schedule installation through the Physical Plant. The combination must be provided to Housing and Residence Life and the UM Police Department (UMPD). Organizations are strongly encouraged to keep their chapter rooms secure at all times.

#### *Member Access to Buildings*

Members of the organization who do not live in the building where the organization's chapter room is located can have their UM ID cards updated so they have access. In order for those members to gain access to the building, the president of the organization must submit the Greek Building Access form located in the Greek Life portal on FalconLink. The Student Life Office will then forward the request to UMPD. UMPD will not accept access requests directly from Greek organizations or Greek students. Members will be given access for one year only. An updated form must be submitted each semester.

#### *Health and Safety Inspections*

During the third week of each month, the Housing and Residence Life staff will inspect the chapter room to ensure that the organization is in compliance with Housing and Residence Life policies. If a violation is found, the organization will be written up and disciplinary action will be taken. Please be sure all members are familiar with these policies.

#### *Room Entry*

University officials, including Housing and Residence Life staff members, reserve the right to enter the chapter room, locked or unlocked, at any time it is deemed necessary. Entry may be required for the immediate resolution of problems such as rule enforcement, maintenance problems, illness, hazards and other similar emergency situations. Housing and Residence Life staff members are not allowed to let anyone into the chapter room.

#### *Housekeeping*

It is the responsibility of the organization to clean the chapter room. UM cleaning staff is responsible for routine cleaning of the hallways, hall bathrooms and common areas of the building. They are not, however, responsible for cleaning those areas if they have been mistreated (excessive amounts of trash left in the halls or common areas, toilets which have been intentionally stopped up, vomit in the bathrooms, excessive amounts of tracked-in mud, etc.). It is the responsibility of the hall residents to keep those areas reasonably clean by cleaning up after themselves.



#### *Social Events*

Social events sponsored by Greek organizations in the chapter room must meet with the approval of the Housing and Residence Life Office and are to be scheduled with the Student Life Office at least two weeks in advance. University-recognized student organizations are not allowed to have alcohol on campus, which includes the chapter rooms. Social events scheduled in residential communities must end by 11 p.m. The organization is responsible for clean up after the event and all trash should be removed from the building. This includes any gathering of people with the purpose of attending another scheduled activity at a different location.

#### *Trash*

All trash should be collected in plastic bags and placed in the garbage receptacles located outside each residence hall. Trash should never be left in the hall bathrooms, hallways, stairwells, individual rooms or chapter rooms.

#### *Vandalism*

Each organization is responsible for the condition of the hall. If a room is damaged or its furnishings are damaged or lost, the organization can be held responsible for repair or replacement. All residents of a floor/building will be required to share the expense of repairing or replacing property in common areas when such repairs are determined to be above and beyond normal wear and tear and the individual(s) responsible are not known. The cost will be divided among the residents of the floor, hall or organization and added to their student bills. The organization will be billed as a result of damage or vandalism to common areas of the hall or building, electronic access equipment, trash in common areas, etc.

#### *Summer Issues*

Over the summer break, conferences or other groups may temporarily occupy space on Greek floors. Organizations

should secure composites and/or other items commonly left in the hallways or common areas of their chapter room in order to avoid theft or vandalism. The University is not responsible for loss of property, damage or vandalism to personalized areas. Personal furniture and items should not be left in the chapter room or offices over the summer break.



### **Policy Violations**

Violation of any University policy will incur some form of disciplinary action. Charges of violation of hall policies are brought by staff members or other residents and are dealt with by the Housing and Residence Life Office, and, in some cases, in conjunction with Student Life. If an organization is in violation of Housing and Residence Life and/or UM policy, an incident report will be submitted to the Housing and Residence Life Office by the complainant. A copy of the report will be provided to those involved in the violation or the president of the organization. The violation may be treated in one of two ways. It may either be determined that the individuals or the organization will be sanctioned for the violation. In the case that the organization is sanctioned, the organization's president will be notified of the violation and will subsequently be provided with a sanction and the date the sanction is due. Violation of Housing and Residence Life and/or University policies may also result in other forms of discipline. For example, the organization may be sanctioned to perform community service, present a program for the hall, etc. It is the responsibility of the organization to complete the sanction in a timely manner or incur additional sanctions. If a sanction includes a monetary fine, the amount of the fine will be added to the president's account with the University. Once the sanction has been received, the organization has the right of appeal. Appeals must be submitted in writing to the Director of Housing and Residence Life. A request for an appeal must be submitted within 72 hours following notification of a sanction. In the event of an appeal, the initial sanction shall be stayed until the appeal is decided.

### **Honors Program Students**

Ramsay Hall is the designated building for both male and female Honors students. Priority for Ramsay Hall will be

given to active members of the Honors Program as long as they apply for Housing prior to the room assignments being completed in May. Ramsay Hall is specifically arranged to accommodate Honors students and the program.

### **Summer Camps/Conferences**

Camps and conferences are housed in residence halls during summer terms. Residents needing to remain on campus for summer terms are relocated to other residence halls. Housing reserves the right to relocate any student to another room or building during the summer term.

## **Services**

### **Internet Access**

By definition, the internet is an open access environment. Residents at the University of Montevallo are provided internet access through wireless internet in all the residence halls.

### **Dining Hall**

The Anna Irvin Dining Hall offers a wide variety of food options and is conveniently located in the center of campus. Choose an entrée and vegetables from our traditional line or for a bit more adventure, try our cooked-to-order selections. Order a burger and fries, make your own sandwich, create your own salad, or enjoy pizza and pasta. All residents must participate in a resident dining meal plan of their choice, with the exception of non-first-year freshmen living in Peck Hall and New Hall. Peck and New Hall residents choosing not to participate in a residential meal plan must purchase the current mandatory Falcon Flex plan. Students can use their flex points for food and beverages both on campus and at a number of local restaurants throughout the Montevallo community.

### **Garbage Removal**

A dumpster is conveniently located outside each residence hall. Residents are reminded to properly dispose of household trash by depositing it inside the dumpster and not in the hallways, stairwells, kitchens, balconies or patios. All garbage should be in bags and tied before being placed in the dumpsters. The dumpsters are emptied several times a week. The minimum sanction for improper disposal of trash is \$50. Furniture, mattresses and other large items which will not fit inside the dumpster are prohibited from being disposed of on campus. Residents found throwing or pouring items or substances (including cooking oil/grease) out of windows will be subject to disciplinary action up to and including removal from housing.

### **Mail Service**

Each resident is assigned a UM post office box for receiving mail. The post office is located on the first floor of Farmer Hall.

### **Cable TV**

College Cable Services 1-800-472-2054

Each residence hall room is equipped with cable TV access. This service is provided by College Cable Services. If you are having cable problems, call the toll free number provided above.

### Laundry

Each residence hall has laundry facilities centrally located for residents' use only. Please use the trash receptacles in your laundry room to keep it clean and orderly at all times. Use caution when operating machines. Overloading machines can cause tears to articles being washed, as well as create the potential for an electrical fire. Residents are encouraged to stay with their laundry; UM nor Housing and Residence Life are responsible for lost or stolen articles in the laundry facility. The laundry is a coinless service and part of your overall cost to live on campus. For your convenience, non-residents are not allowed to use the laundry facilities. Violators of this policy will be fined and banned from all residence halls. Residents are not allowed to use the machines to wash non-residents' clothes. If you violate this privilege, you will be fined. If a washer or dryer breaks down, please post an "OUT OF ORDER" sign on it and notify the Housing and Residence Life Office at 205-665-6235.

### Maintenance

The University's Physical Plant provides residence hall maintenance. All repair requests must be reported to the Housing and Residence Life Office at 205-665-6235, or log onto [myschoolbuilding.com](http://myschoolbuilding.com) to report your maintenance requests directly to the Physical Plant. It is important that you include a complete, specific and accurate description of the necessary repair. The more specific you are, the faster your repair is likely to be made. Emergency situations, such as no lights or electricity, severe leaks, etc., should be reported immediately to the Housing and Residence Life Office or the RA on duty. If after 5 p.m., you should contact the UM Police Dispatch for assistance at 205-665-6155. SchoolDude is a web-based program that allows users to request work orders from any web-accessible computer. To log on to the work order program from SchoolDude MaintenanceDirect, please follow the instructions below.

### Using MaintenanceDirect

(Initial set-up)

1. Log into [myschoolbuilding.com](http://myschoolbuilding.com)
2. A screen will be displayed that requests an Organization Account Number; enter **35248877** and click "Submit Organization." (If you have previously visited this site, this screen may not appear.)
3. On the next screen, enter your University of Montevallo email address and click "Submit." MaintenanceDirect uses your UM email to identify you in the system.
4. If you are a new user, the system will not find your email address. Enter your last name and then click "Submit." Then enter your first name and phone number and click "Submit."
5. You will then choose the location area. If applicable, be

very specific in order for the technicians to find your maintenance issue in a timely manner.

6. Select the problem type that best describes your issue. Please submit one (1) work order per request. For example, if you have a leaky faucet and a broken window, you will need to complete two (2) work orders.
7. Describe your problem in detail.
8. Enter the submittal password, which is **falcons**.
9. If you have any questions about using MaintenanceDirect, you may download the MaintenanceDirect User Manual.

### What do I do if I have mold in my room?

Given that mold exists everywhere, particularly in warm and humid locations like Alabama, the following information, adapted from the Centers for Disease Control and Prevention, is designed to give you more information about how you, and the University, can address this issue.

There is always a little mold everywhere — in the air and on many surfaces. Molds naturally grow in the indoor environment. Mold spores may also enter any building through open doorways, windows, heating, ventilation and air conditioning systems. Spores in the air outside also attach themselves to people and animals, making clothing, shoes, bags and pets convenient vehicles for carrying mold indoors.

Mold exposure does not necessarily present a health problem. However, some people are particularly sensitive to molds. These people may experience symptoms such as nasal stuffiness, eye irritation or wheezing. People with allergies may be more sensitive to molds. People with immune suppression or underlying lung disease are more susceptible to fungal infections.

Generally, it is not necessary to identify the species of mold growing in a residence, and the CDC does not recommend routine sampling for molds. Since the susceptibility of individuals can vary greatly, the amount or type of mold, sampling and culturing are not reliable in determining a person's health risk.

In most cases, mold can be removed by a thorough cleaning with bleach and water. Some staining may remain, even after the mold has been killed through exposure to bleach. The stained area does not mean mold remains.

As we've learned from the Environmental Protection Agency (EPA) and the CDC, there are no mold-free buildings. However, University staff works toward mold remediation, and if you see mold in your residence hall room, we will work to remove it. If you have concerns, please tell your RA, submit a work order at [myschoolbuilding.com](http://myschoolbuilding.com) or call the Housing and Residence Life Office at 205-665-6235.

### Microwaves

Individual microwaves are not allowed in resident rooms, except for Peck Hall and New Hall kitchen.

## MicroFridges

Housing and Residence Life has a limited number of MicroFridge units for rental. A MicroFridge is a refrigerator, freezer and microwave unit in one. They have a patented circuitry which allocates the power usage between the microwave and refrigerator. This keeps the unit from overloading the wiring in the building.

### Availability

Because there are a limited number of MicroFridges available, they are rented on a first come, first serve basis. There is a limit of one MicroFridge unit per room.

### Rental Fees

The rental contract for a MicroFridge is good for the entire academic year (from the beginning of school in August to the end of the school year in May). The cost for the academic year rental is \$200.

### Delivery & Moving

The MicroFridge will be delivered to your assigned room no later than the first week of school. You are not allowed to move your MicroFridge yourself. If you change rooms, your unit will be moved by Housing and Residence Life in order to ensure the unit is not damaged in the move.

### Returning Your MicroFridge

You must clean the fridge, freezer and microwave and replace any accessories. Leave the doors open on the unit and lock the unit in your room when you checkout.

### Who's Responsible?

The MicroFridge unit is assigned to the student who completes the rental agreement. This student will be responsible for all damages and charges. Should both roommates submit a rental agreement, the first contract received will be the responsible student, and the second agreement will be returned. Housing and Residence Life will make repairs attributable to normal use or defective parts.

### Loss/Damage/Failure to Return

You are responsible for the replacement cost of the unit if it is lost, stolen or not returned at the end of the agreement period. Any repairs or damages that are not the result of normal use will be charged to the responsible student. Any missing accessories, such as roller rings, ice scraper, shelves or microwave turntables will be charged to the student.

### What if I withdraw in the middle of a term, or at the holiday break?

You are eligible to receive half (\$90) of your payment if you contact the Housing and Residence Life Office in writing prior to the end of the fall term to cancel your MicroFridge rental contract. You are only able to cancel your rental contract if you are withdrawing from the University. Refunds will not be allowed if you cancel your rental contract after the fall term has ended.

### \*Note\*

Don't forget to defrost and clean your MicroFridge before you check out. If this is not done properly, there will be a charge to your student account. Unplug your unit at least 24 hours before you want to clean it to allow any ice in the freezer to melt.

### Damage/Cleaning Charges

Replace roller ring in microwave .....	\$17.50
Replace glass turntable, shelf .....	\$15.00
Replace ice scraper .....	\$5.00
Damages to unit .....	\$10.00-\$50.00
Cleaning charge .....	\$35.00
Unauthorized move of unit .....	\$25.00
Checking out without notifying HRL .....	\$50.00

### Pest Control

All halls are treated for pest control regularly. Special problems should be reported to the Housing and Residence Life Office at 205-665-6235. Problems will be responded to as quickly as possible and will require the resident's cooperation in ensuring that the treatment is effective (cleaning out kitchen cabinets, windowsills, etc.). Place garbage in a sealed, plastic trash bag before throwing it out. Loose garbage attracts roaches and makes pest control difficult. You play an important role in pest control. Dispose of your garbage and trash properly!

### Vending Machines

Snack and drink vending machines are available in all residence halls. Refunds for money lost in the machines are handled by the Business Office. For questions related to the vending machines, call the Business Office at 205-665-6060.



## Safety and Security

High priority is given to the security of residents, and is the basis for policies regulating access into the residence halls. All halls, except Peck Hall, are locked 24 hours a day and require an activated UM ID card for entry. Entrance through doors marked Exit Only is not permitted. The propping or otherwise



obstruction of the closing of exterior doors is prohibited. UM Police monitor all residence halls and surrounding areas 24 hours a day, seven days a week.

### **Elevator Safety**

If the elevator becomes impaired while in operation, residents should press the alarm button and remain inside the elevator until help arrives, even if the doors open between floors. UM police officers and trained elevator personnel are the only people authorized to remove occupants trapped in an elevator. Under no circumstances should anyone else attempt to release trapped occupants or force elevator doors open. In the event of inclement weather or a fire, do not use the elevator.

### **Emergency Call Boxes**

Each residence hall is equipped with at least one Emergency Call Box on the exterior of the building. Be sure you know where your building's Emergency Call Box is located. Each Emergency Call Box includes a telephone touch pad and an emergency button. The emergency button automatically calls the UM Police Department and should be used for emergencies only.

### **Emergency Procedures**

#### *Assault*

Assault is a violent physical or verbal attack. Sexual assault is conduct of a sexual nature toward another person that is accompanied by actual or threatened physical force or that includes fear, shame or mental suffering. Housing and Residence Life has a **zero tolerance** policy concerning acts of violence toward others. Students who have been assaulted, or have information regarding any type of assault, should contact the University of Montevallo Police Department at 205-665-6155. For further information on the University of Montevallo's policy on assault and sexual harassment, see the UM student handbook, the *Fledgling*.

#### *Fire/Bomb Threats*

In the event of a fire/bomb threat, all residence hall buildings will be evacuated to protect the health and safety of the residents, guests and visitors. All residents are expected to cooperate during fire alarms and evacuate the building immediately. Students with preapproved safety plans through Disability Support Services (DSS) are expected to immediately follow their personal plan. When an alarm is sounded, you must assume there is an emergency and take the following steps:

1. REMAIN CALM.
2. Evacuate by the nearest safety exit stairway.
3. DO NOT USE ELEVATORS.
4. Students with disabilities living on the first floor should exit through the main entrance. Second and third floor students with disabilities using wheelchairs should proceed to the nearest exit where emergency personnel will assist them while they evacuate the building. Emergency personnel or Housing and Residence Life staff will be there to help.

5. After departing the hall, proceed directly to the designated assembly point away from the building. Do not leave the assembly area until told to do so by a University official. Suitable emergency shelter will be provided as soon as possible.
6. Return to the hall ONLY when told by fire department officials, UM Police or a Housing and Residence Life staff member.

### **Inclement Weather**

In the event of a tornado warning, all residents should report to the designated area on the ground level.

*Tornado Watch:* This means that conditions are favorable for a tornado to form in the area. Please tune your TV to a local station for information and advice from local authorities or the U.S. National Weather Service.

*Tornado Warning:* This means that one or more tornados have been sighted in the area and may strike at any time. TAKE SHELTER IMMEDIATELY when a tornado warning is issued. The Civil Defense will sound a siren to warn of a tornado in the area; radio and TV stations will also announce them. Basements, interior corridors and underground shelters offer the best protection. If you are outside, lie flat in the nearest ditch, culvert or low spot.

### **Fire Drills**

To comply with state and local fire regulations and for fire safety education, unannounced fire drills are conducted every semester. All individuals inside the residence hall during emergency drills are required to evacuate the building. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, may result in disciplinary action.

### **Fire Safety Equipment**

All rooms/apartments are equipped with smoke detectors. Each floor in each residence hall is equipped with fire extinguishers. Fire alarm pull stations are located on each corridor of each hall. Tampering with fire safety equipment or setting off a false alarm is against the law. It will also make the system ineffective and endanger the lives of other residents. Any person who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors or exit signs is subject to severe disciplinary action including dismissal from the residence halls, possible suspension from the University and/or criminal prosecution. If a smoke detector is detached from the wall for any reason, it is the responsibility of the resident to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

### **Fire Safety Regulations**

It is essential that residents observe the following fire safety regulations:

1. Do not leave appliances unattended while in use.

2. Do not overload electrical circuits.
3. Open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are prohibited in the residence halls, rooms/suites/apartments.
4. The storage or use of flammable liquid or substances is prohibited.
5. Fireworks are not permitted.
6. Electrical appliances with exposed heating elements are prohibited. All appliances must be UL approved. Electric frying pans, George Foreman type grills, toasters and hot plates are not permitted.
7. Cooking devices without automatic shutoffs are not permitted.
8. The use of multi-outlet plugs is prohibited except for those with built-in circuit breakers. Extension cords are not allowed unless part of a surge protector.
9. Motorized vehicles (including, but not limited to, motorcycles, motor scooters, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc.) may not be operated, charged or stored inside any of the residence halls (including the courtyard or balcony areas of Peck Hall). Internal combustion engines are also not permitted inside or adjacent to the building.
10. Bicycles and other personal property may not be kept in hallways/stairwells, attached to fire equipment or placed in any manner that interferes with exit from the building.
11. Smoking is prohibited in all halls, including balconies.
12. In the event of a grease or food fire on top of the stove eye, do not attempt to lift the container. Simply slide the container to another stove eye that is not on and turn all stove eyes off. If the container is inside the oven, turn the oven off and leave the oven door closed.
13. Halogen lamps are not permitted.
14. Lava lamps are not permitted.
15. Hanging anything from the ceiling is not permitted.
16. String lights are not permitted outside your apartment/suite, including balconies.
17. Electric blankets and electric heating pads are not allowed.
18. Any other device, element or object that presents a fire safety hazard is not permitted in the residence halls. If you have questions about prohibited items or if you are thinking of buying something that could be considered a prohibited item, please contact the Housing and Residence Life Office at 205-665-6235 prior to bringing it to the residence hall (to determine whether it will be allowed).

### **Police Department**

If you are a victim of a crime or have witnessed a crime, please contact the UM Police Department at 205-665-6155.

### **Theft, Loss or Damage of Personal Property**

The University is not responsible for loss or damage to personal property of residents. We encourage you to carry personal property insurance. You should check your parents' policy to see if your property is covered in your room. If not, it is recommended that you purchase a renter's policy. Report all theft, vandalism or attempted thefts to the UM Police



Department. Be alert for persons who appear out of place or act in an unusual manner in the residence hall. Be sure to notify the UM Police Department immediately at 205-665-6155 if you notice any suspicious persons.

### **Theft Prevention**

Most thefts result from residents' carelessness. By observing the following precautions, you can help protect your personal property.

1. Lock your room when stepping out even for just a few minutes. Keep your door locked when sleeping.
2. Never lend your room key to anyone.
3. Keep your valuables in a safe place. Do not leave valuables in the open and unattended.
4. Report suspicious persons to your residence hall staff or UMPD.
5. Do not prop locked outside doors and stairwell doors. Be certain they close and lock behind you.
6. Do not allow anyone other than guests for whom you are responsible to enter the building behind you.
7. Do not remove window security clips.
8. Report lost keys or UM ID cards to the Housing and Residence Life Office immediately.
9. Keep your vehicle locked at all times.
10. Do not leave valuables in plain sight inside your vehicle.
11. Report damage, loss or theft of vehicles or property within vehicles to UMPD immediately.

### **Weapons, Firearms and Explosive Devices**

The following are strictly prohibited in or around residence halls and may not be stored in vehicles parked on University property:

- Firearms, including rifles, handguns, air guns, paintball guns, pellet guns, shotguns and pistols.
- Ammunition for firearms or any explosives such as dynamite cartridges, bombs, grenades, mine explosive devices including fireworks and firecrackers.
- Bowie knives, daggers, slingshots, crossbows, leaded canes, switchblade knives, blackjacks, metallic knuckles or any other weapons.

A gun permit does not authorize a resident or visitor to bring firearms into UM buildings or to be kept in vehicles on UM property under any circumstances. Students possessing these items may be removed from Housing.

## Residence Hall Judicial Issues

### General Expectations

In the residence halls where a large number of people with varying lifestyles live in such close proximity, rules and regulations are necessary to promote the general welfare of the community. There are some behaviors which cannot be tolerated, since they disrupt the development of a positive community atmosphere and because they infringe on the rights of other students. It is your responsibility as a resident to be familiar with and abide by the guidelines that have been established. You will be held accountable for your actions and the actions of your guests if you fail to adhere to these guidelines. Infractions of residence hall policies and regulations may result in disciplinary action including dismissal from the residence hall. We have a responsibility to the students and the community, and we will not hesitate to terminate the Housing Agreement of a student who disrupts the welfare of the residence hall community.

### Residence Hall Regulations

Students living in the residence halls are subject to the Student Disciplinary Policies and Procedures, including the Student Conduct Code which is contained in the UM student handbook, the *Fledgling*. In addition to the Student Conduct Code, residents are also subject to the policies and procedures contained in this handbook. Housing and Residence Life staff may enter a room if they have reason to believe a safety or policy violation has occurred.

### Residence Hall Judicial Procedures

It is the responsibility of all members of the residential community to report violations. Violations can be documented by any member of the residential community or University staff. All violations which occur on the premises of the residence hall (including but not limited to outdoor grounds, parking areas and outdoor recreation areas) will be adjudicated by the Housing and Residence Life Office. Once a student has been notified in writing by a staff member of Housing and Residence Life of an alleged violation, that student has three business days to complete their response. A student will be considered “notified” when he/she has received written notification by UM email. A business day is defined as a day when the business offices of the University are in operation. In addition to the Residence Hall discipline procedures defined above, violations of local, state and federal codes and statutes are subject to criminal prosecution in the appropriate court.

### Violations of Policy

Students who violate any University policy should expect

some form of disciplinary action. Charges of violation of hall policies brought by staff members or other residents are considered dealt with in one of these ways:

- The Hall Director may handle the incident within the hall.
- Housing and Residence Life office staff or Director of Housing may determine the sanction when the incident report is received.
- The case may be referred to the University Student Conduct Office.

### Sanctions

If you are sanctioned by the Housing and Residence Life Office, you will receive a written notice delivered by UM email. (Students are expected to check their UM email each day. Failure to check your email and respond to the Response Form by the deadline will result in immediate review of the incident.) This notice will include the charge(s) against the student and a sanction for this violation. If the student accepts responsibility for the violation, he or she should comply with the terms of the sanction indicated in this notice by the deadline given. If the student does not accept responsibility for the charge(s), he or she should call to make an appointment for a meeting. Penalties include, but are not limited to, letters of reprimand, warnings, policy tests, community service, fines and suspension or eviction from the residence hall. The specific sanction will be determined by the severity of the violation and the student’s behavioral record.

### Housing and Residence Life Sanction Guidelines

If a student is found to be in violation of a policy or procedure, the Judicial Hearing adjudicator will determine the sanction or sanctions to be imposed. It is important to note that the sanction guidelines are intended to be the recommended format for the adjudicator. It is possible that an adjudicator may choose to deviate from these guidelines. Subsequent or repeated violations of a policy may result in more serious sanctions. If a student has a subsequent violation of residence hall policy, previous violations will be taken into consideration when imposing sanctions. Serious violations of residence hall conduct codes and the Student Conduct Code which is



contained in the UM student handbook, the *Fledgling*, will be reported to the Director of Housing and Residence Life and/or University Student Judicial Affairs Officer. Sanctions may include any combination of the following:

1. **Assigned Project:** An assignment of a specific duty or work project that is related to the violation.
2. **Counseling Assessment:** A mandated referral to UM Counseling Services for an assessment.
3. **Educational Sanctions:** Program or task intended to help the person learn from the violation.
4. **Fine:** a monetary fee that is paid to the University.
5. **Housing Points:** Points given for violations. Students may receive anywhere from one to six points depending upon the offense, and amount can increase with repeat violations. See “Sanction Points” on the following page.
6. **Loss of Privileges:** Denial of specific privileges for a period of time.
7. **Probation:** A written notice that indicates a serious violation or repeated violations of the policies and procedures. Probationary status is issued for a specific period of time, and specific restrictions may be imposed upon the student. Residence hall probation is usually the step before a student is placed on University probation and/or dismissed from the residence halls. The number of Housing points a student has does not impact a removal of a student from living on campus if they have been placed on probation.
8. **Relocation:** A reassignment to another floor, room, suite or residence hall.
9. **Removal from Housing:** Agreement to live on campus is terminated, and the student must move out of Housing immediately.
10. **Restitution:** An action in which the student makes payment for damages to residence hall property or facilities.
11. **Warning:** An oral or written statement warning of a violation. Any future violations will result in additional sanctions.



### Sanction Points

The University of Montevallo residence hall behavioral concerns process includes use of a point system designed to track patterns of behavioral violations. In addition to the penalties listed previously, sanction points will be assigned to your record in the Housing and Residence Life Office. The number of points assigned for each violation ranges from one to six points, depending on the severity of the violation as well as any previous violations. Points will accumulate over the time a student lives on campus. Residents who accrue 12 sanction points may be removed from the residence halls.

### Non-Compliance

Failure to complete the sanction will result in additional sanction(s) and a hold will be placed on the student's account. Students with a hold on their account will not be allowed to register for subsequent terms.

### Due Process

Regardless of how a student's violation is handled, the student's right to due process as defined in the *Fledgling* will be protected, and the student will have the right to appeal the decision made.

### Appeals Process

If you receive a sanction for a violation, you have the right to appeal. Your appeal must be submitted in writing to the Director of Housing and Residence Life within 72 hours of receiving your sanction. If the Director of Housing and Residence Life issued the sanction, then the appeal is heard by the Dean of Students. An appeal request must include the grounds on which the appeal is based. An appeal will only be heard if there is:

1. An error in due process which impaired either party including:
  - (a) Inadequate notice.
  - (b) Failure to follow appropriate procedures during the initial hearings.
  - (c) Failure to be notified of the appeals process.
2. Significant new evidence of a substantial nature based on evidence presented in a student's appeal.

As part of this appeal, you may provide any information on your behalf. You will be notified in writing of the result of the hearing. One of the following actions will occur after the appeal has been considered. The Director may:

1. Uphold the original decision and disciplinary sanction.
2. Uphold the original decision but modify the disciplinary sanction.
3. Reverse the original decision and modify the disciplinary sanction.

In the event of an appeal, the initial decision will be placed on hold until the appeal has been decided.

### Summary Dismissal

Summary dismissal is the immediate dismissal of an

individual from Housing, as authorized by the Director of Housing and Residence Life, when the continued presence of the student in Housing constitutes a threat to the health, safety or wellbeing of other students or the housing facilities. At the time a student is summarily dismissed, the student will be informed of his/her right to a hearing in accordance with the Residence Hall Judicial Process. The student may not return to Housing unless, as a result of the hearing, it is decided that the student may continue to reside in Housing.

### **Disciplinary Termination of Housing Agreement**

The University of Montevallo will not refund a resident's remaining portion of the Housing cost or deposit fees when termination results from dismissal for behavioral cause.

## **Policies and Procedures**

The policies and procedures contained in this section have been written in an effort to provide a living environment that is supportive of your academic pursuits. The policies also reflect a need to be supportive of local, state and federal laws. While structured policies are part of community living, the ideal community will be governed by behavior that considers respect for self, others and facilities essential. In addition to knowing Housing and Residence Life policies, you are encouraged to become familiar with the UM student handbook, the *Fledgling*. Disregard for others or Housing and Residence Life policies, procedures or regulations may result in a referral to the University Justice Council.

### **Abandoned Property**

Abandoned property, including bicycles outside the building, will be disposed of as provided by law.

### **Alcohol Policy**

1. The use of alcoholic beverages must comply with federal, state and local laws, including the regulations of the Alabama Beverage Control (ABC) Board. Use of alcoholic beverages must also comply with University regulations (see the *Fledgling*).
2. Alabama State Law prohibits the purchase, consumption or serving of beer, wine or distilled spirits by persons under the legal drinking age. It is also a violation of state law to purchase alcohol for, or serve alcohol to, persons under the legal drinking age. In Alabama, the legal drinking age is 21.
  - (a) Alcoholic beverages may not be consumed or served in public areas of Housing. Public areas are generally defined as hallways, stairwells, entrance ways, lobby areas, lounges, recreation areas or outside areas such as parking areas or sidewalks on University property.
  - (b) Alcoholic beverages may be possessed and consumed by a person of legal age inside the resident's apartment.
  - (c) Kegs or similar containers are prohibited. Containers larger than individual bottles or cans are not

permitted at any time. Beerballs, funnels, bongs and other devices that promote irresponsible drinking or illegal drugs are not permitted in the residence halls.

- (d) Decorative container collections (e.g. bottles, cans, bottle caps, etc.) are not permitted.
  - (e) Students who publically display signs of intoxication (e.g., glazed eyes, slurred speech, unsteady gait, etc.) or students who require staff assistance due to their consumption of alcohol shall be subject to judicial action.
3. Violations of the law or failure to comply with the policies presented in this document will result in civil and/or University action.

### **Business from Room**

Housing rooms may not be used for business purposes of any nature. Commercial for-profit solicitation is prohibited on University property. Housing residents may not act as agents for business firms requiring solicitation or the receiving of business offers or goods in the hall. Babysitting is prohibited in the residence halls.

### **Damage Policy**

You and your roommate(s) are responsible for the condition of the furnishings and the condition of the room. In the event of damage or abuse of furnishings or common areas (walls, doors, windows, etc.), charges for damages will be divided equally among the resident(s) of the room unless a responsible party is identified. Residents are expected to report all damages to the Housing and Residence Life Office immediately. All bills will include the cost of both labor and materials. Damages identified subsequent to a student's departure will be billed to the student's account.

### **Doors**

Any student found propping open any door will be held responsible for endangering the safety of the residents living in that residence hall. Failure to comply will result in disciplinary action.

### **Documentation**

Housing and Residence Life staff are instructed to thoroughly document in writing all violations of University policy, whether or not formal disciplinary action is appropriate at that time. Residents documented for policy violations may, upon request, receive a copy of reports pertaining to the incident.

### **Grounds**

The grounds around the residence halls are maintained by the UM Physical Plant. The removal of existing plants or setting out of additional plants must be approved by the Housing and Residence Life Office. The University reserves the right to remove hazardous or unsightly items.

### **Hall Sports**

Because of the potential for damages to the facilities, personal

injury and disruption of the sleep/study atmosphere, the playing of sports within the hallways or common areas of the residence halls is prohibited. This includes, but is not limited to bike riding, rollerblading, bouncing balls, etc. Residents are encouraged to use the appropriate recreational areas for these activities.

### **Harassment**

Harassment of any type will not be tolerated. This includes harassment of students, visitors/guests and University personnel.

### **Illegal Drugs/Drug Paraphernalia/Suspicion of Drug Usage**

It is against the law and University regulations for students to use, sell and/or possess illegal or controlled drugs. These drugs are strictly prohibited on campus. Students in violation of this policy can lose Housing privileges and be disciplined by the University in accordance with its policies. Students in violation of this policy also face criminal prosecution. Failure to comply with the University's and the Housing and Residence Life Office's drug policy can result in the following sanctions:

1. Removal from student Housing with full payment of contract required.
2. Referral to Counseling Services or substance abuse agency.
3. Referral to the University's Judicial Officer for possible suspension or removal from UM.

### **Posting Policy**

Only Housing and Residence Life staff members may post and remove banners, posters, flyers and other printed materials in the residence halls. Recognized student clubs/organizations may submit to the Housing and Residence Life Office one flyer (8½" x 11") per staff member or floor, whichever is applicable.

### **Quiet Hours**

Since one of the purposes of the University is to foster learning, UM students have the right to read and study in their own room. Therefore, noise or other distractions that interfere with this right are prohibited.

1. Quiet Hours:
  - (b) are from 8 p.m. to 10 a.m. Sunday through Thursday, and from midnight to 10 a.m. Friday and Saturday.
  - (c) are to be respected and followed.
  - (d) are enforced both inside and outside.
  - (e) lend themselves to study. Therefore, loud conversation, loud music or any other interference is prohibited.
2. If your right to sleep or study during quiet hours is violated, please do the following:
  - (c) Politely ask those causing the disturbance to please stop. Most people don't realize they are disturbing others and will cooperate.
  - (d) If the noise continues, tell your RA or the RHD.
5. During final exam times, 24-hour quiet hours are posted in the residence halls.



Courtesy hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their behavior, regardless of time of day, so as to not interfere with others' rights to sleep or study in their own rooms. This includes noise both inside and outside, whether part of an organized activity or not. If a staff member asks you to be quieter, compliance is expected. Those who violate this policy will be subject to the judicial process.

### **Sleep/Study Atmosphere**

In order to promote the academic goals of University of Montevallo students, the Housing and Residence Life Office and its staff promote and uphold a quiet environment. We strongly believe that, above all else, a resident has the right to study and sleep in their room without disruption. We do, however, realize that community living also involves socializing and that at times there will be noise. It is the dual responsibility of staff and residents to monitor the level of noise, keeping it at an appropriate level at all times. A staff member or resident has the right, at any time, to request that the noise level be decreased.

### **Smoking Policy**

Smoking or the burning of any type of pipe, cigar, cigarette or similar product is not allowed in any residence hall, both in common areas and in individual rooms. There is also no smoking within 25 feet of the residence halls.

### **Solicitation**

No door-to-door solicitation is permitted in the residence halls. If you encounter solicitors, please ask the solicitor to leave the building immediately; we ask that you then contact the Housing and Residence Life Office or one of your hall staff members.

### **Audio Equipment**

You must be respectful when playing any audio equipment in the residence halls. Audio equipment must be played at a reasonable time and volume that will not interfere with other residents' right to sleep or study. Audio equipment may not

be directed out of windows, balconies or patio doors. Failure to comply with these responsibilities will result in disciplinary actions.

### **Vandalism**

There is no acceptable excuse for purposely damaging University or personal property. Any student who commits an act of vandalism will be charged for the damage and will face strict disciplinary action including dismissal from the residence hall.

### **Verbal Abuse**

Threatening, intimidating and/or verbally abusing anyone is not tolerated in residence halls and is grounds for disciplinary action. Housing and Residence Life will not allow its staff members to be verbally abused while handling crisis situations and confronting potential policy violations.

### **Violence**

Housing and Residence Life has **zero tolerance** concerning acts of violence inside the residence halls. Acts of violence are termed as physical acts which harm or have the potential to harm someone, whether in courtship or domestic violence relationships. Physical assaults are also included in these acts. Any resident engaging in such behaviors can be subject to the following sanctions:

- Immediate dismissal from the residence hall and no refund of the Housing deposit.
- Referral to counseling at the UM Counseling Center.
- Referral and enrollment in anger management course at the cost of the resident.

Once a resident's Housing Agreement has been terminated, the resident cannot reside in Housing. Residents interested in appealing should refer to the discipline process concerning appeals.

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# Campus Map



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