# Table of Contents

WELCOME FROM THE DEAN OF STUDENTS ................................................................. 4

A. MISSION .................................................................................................................. 5

B. GENERAL INFORMATION ................................................................................... 5

  Academic Requirements ......................................................................................... 5
  Cable Television ...................................................................................................... 5
  Check-in and Check-out Procedures ...................................................................... 5
  Email Communication ............................................................................................ 6
  Facility Services/Maintenance Requests ............................................................... 6
  Immunization Requirement .................................................................................... 6
  Internet Connectivity .............................................................................................. 7
  Laundry Room Use .................................................................................................. 7
  Liability .................................................................................................................... 7
  Lost and Found ....................................................................................................... 7
  Mail and Packages .................................................................................................. 7
  Meal Plan .................................................................................................................. 8
  Missing Persons Policy and Procedures ................................................................. 8
  Parking ..................................................................................................................... 8
  Contact Information ................................................................................................ 8
  Right of Entry .......................................................................................................... 9
  Services for Students with Disabilities ..................................................................... 9
  Staff ......................................................................................................................... 9
  Staff Availability ..................................................................................................... 9
  Telephone Service .................................................................................................. 10

C. STANDARDS OF RESIDENCE ......................................................................... 10

  SuiteMate Bill of Rights .......................................................................................... 11
  1.01 Abandoned Property ....................................................................................... 11
  1.02 Alcohol ............................................................................................................ 11
  1.03 Appliances/Electrical Devices ......................................................................... 12
  1.04 Damages .......................................................................................................... 13
  1.05 Decorations/Modifications ............................................................................. 13
  1.06 Defenestration .................................................................................................. 14
  1.07 Drugs and Tobacco .......................................................................................... 14
1.08 Fire Alarms, Drills, and Emergency Equipment ................................................................. 14
1.09 Firearms and Weapons .......................................................................................................... 15
1.10 Furniture ................................................................................................................................ 15
1.11 Gambling .................................................................................................................................. 15
1.12 Guest Policy ............................................................................................................................ 15
1.13 Hall Meetings .......................................................................................................................... 16
1.14 Hall Sports ............................................................................................................................... 17
1.15 MAC Card and Room Key ....................................................................................................... 17
1.16 Locks ....................................................................................................................................... 17
1.17 Occupancy .............................................................................................................................. 17
1.18 Outdoor Activities .................................................................................................................. 18
1.19 Pets ......................................................................................................................................... 18
1.20 Quiet Hours and 24 Hour Courtesy Hours ............................................................................. 18
1.21 Restricted Areas .................................................................................................................... 19
1.22 Signs, Pictures, and Posters .................................................................................................... 19
1.23 Suitemate Agreement ............................................................................................................ 19
1.24 Trash and Recycling .............................................................................................................. 19
1.25 Video Surveillance .................................................................................................................. 20
1.26 Waterbeds ................................................................................................................................ 20
1.27 Windows ................................................................................................................................ 20
D. STANDARDS OF BEHAVIOR ................................................................................................. 20
E. PERSONAL SAFETY .................................................................................................................. 20
F. BUILDING SECURITY AND ACCESS ..................................................................................... 20
G. POSTING POLICY ..................................................................................................................... 21
H. SOLICITATION .......................................................................................................................... 21
I. CONDUCT PROCEDURES .......................................................................................................... 21
J. APPEALS ..................................................................................................................................... 21
K. DESCRIPTION OF SANCTIONS ............................................................................................. 22
Appendix A – Contract Terms and Conditions ............................................................................. 23
Welcome to the College of Coastal Georgia! Our residence halls provide students not only a place to sleep, but so much more. Our program is based on our mission statement:

“The Office of Residence Life and Housing is committed to enhancing the academic and social development of students by offering the highest quality on-campus living and learning environment. The Office of Residence Life and Housing supports the mission of the College by focusing on community and relationships, academic success, service-learning, and an appreciation for diversity.”

I encourage you to get involved with programs and events in the residence halls and campus-wide. Also, take advantage of the convenience of living on campus to help with your academic success. I wish you the best this year.

-Michael

Dr. Michael F. Butcher
Dean of Students
**A. MISSION**
The Office of Residence Life and Housing is committed to enhancing the academic and social development of students by offering the highest quality on-campus living and learning environment. The Office of Residence Life and Housing supports the mission of the College by focusing on community and relationships, academic success, service-learning, and an appreciation for diversity.

*Part of this mission statement was submitted by College of Coastal Georgia graduate, Sierra West.

**B. GENERAL INFORMATION**

**Academic Requirements**
A Resident must be a degree-seeking student who is enrolled as a first-time (if a transfer student, less than 30 credits transferred), full-time (taking 12 credits or more each semester) freshman. Nursing students seeking campus housing and admitted to the Registered Nursing Program and participating in clinicals will be considered to be full-time students if they are enrolled in at least nine (9) credits hours. Exceptions may be made for student athletes. A Resident must maintain eligibility to continue to enroll in classes throughout the Residence Hall Contract period. If the Resident’s status is altered to the extent that he or she fails to maintain eligibility, the Resident must immediately notify, in writing, the Area Coordinator. At any time after the Resident’s eligibility status has changed, the Dean of Students may terminate the Residence Hall Contract. Exceptions to the eligibility requirements outlined above may be made at the sole and exclusive discretion of the Dean of Students in order to ensure maximum occupancy in the residence hall.

**Cable Television**
Cable outlets are included in all residence hall bedrooms and in the common areas of the suites. Cable includes news and entertainment channels that support the overall collegiate experience of students living on campus, as well as the academic and continuing education needs of the college.

**Check-in and Check-out Procedures**
Residents are required to follow established procedures when moving in and out. To ensure a safe and orderly move, please follow these procedures carefully.

Check-in will occur at the front desk of the residence hall. Before you move into your room, you will have your MAC card programmed if you reside in Lakeside Village and you be issued a room key, mailbox key, a room condition inventory form and be asked to complete appropriate documentation prior to moving into your room. Any changes to the room condition inventory must be made within 24 hours after checking in.

During check-in, you can make changes to the room condition inventory by logging onto [https://starrezweb.ccca.edu](https://starrezweb.ccca.edu). You can update your inspection under the Inventory tab 48 hours after you check in.
Check-out takes place each time you change rooms or when you move out of the residence hall. Room changes must occur within 48 hours of notification unless you received an extension from the Area Coordinator. To check out, you must return your keys and complete an inspection of your room with a Resident Assistant. Damages incurred between check-in and check-out will be noted during check-out. Failure to follow established check-out procedures will result in an improper check-out charge of $25.00. There is a $40 per hour cleaning charge for those rooms not properly cleaned.

If you have questions about the process, please contact the Area Coordinator.

Email Communication
Email is an official means of correspondence between the College and its students. Residence Life and Housing email messages with official announcements are transmitted to students using their College email addresses. Check your College email regularly or make sure it is forwarded to an active, private email account that you use.

Facility Services/Maintenance Requests
The College custodians clean all the public areas in the residence hall. Students are responsible for the cleaning of their individual suites: bedroom, bathroom, living area, etc.

Repairs that are needed on any residence property must be reported to the Residence Life and Housing staff. Students may not make repairs to College property.

Residence Life and Housing provides routine maintenance to the residence hall. Residents who wish to request repairs in their room or suite should login to the Housing Portal at https://www.starrezweb.ccga.edu to submit a work order under the Maintenance tab. In the event of an emergency, contact a Resident Assistant immediately or contact Campus Police at 912-258-3133. While there is no charge for routine maintenance, repairs made for damages that go beyond normal wear and tear may be assessed a fee.

Immunization Requirement
In accordance with Official Code of Georgia Annotated Section 31-12-3.2, all students living in College-owned housing must either receive a vaccine for bacterial meningitis or review information about the risks of bacterial meningitis. The following is the information you will need in accordance with this Georgia statute: What is Meningococcal disease? (a) Meningococcal disease is a serious disease that can lead to death within only a few hours of onset; one in ten cases is fatal; and one in seven survivors of the disease is left with a severe disability, such as the loss of a limb, mental retardation, paralysis, deafness, or seizures; (b) meningococcal disease is contagious, but a largely preventable infection of the spinal cord fluid and the fluid that surrounds the brain; (c) scientific evidence suggests that college students living in the residence hall are at a moderately increased risk of contracting meningococcal disease; and (d) immunization against meningococcal disease will decrease the risk of the disease. Students who apply for college housing will not be permitted to submit housing contracts without initialing that he or she is aware of the risks of
bacterial meningitis. Students are encouraged to discuss the vaccination with his/her family physicians.

**Internet Connectivity**
The residence hall has wireless Internet throughout the building. Lakeside Village rooms are also wired for high-speed Internet connections with an Ethernet port and wireless Internet. Students will need a personal computer with an Ethernet port or wireless capability to connect to the campus network. For more information, visit Technology Services at [http://www.ccga.edu/ts](http://www.ccga.edu/ts).

**Laundry Room Use**
*Lakeside Village*
The laundry room has 10 washing machines and 10 dryers and it is located on the first floor of Wing 1. The laundry facility is for residents’ use only. The machines will only accept Coastal Cash from the MAC card as payment. Money can be added by visiting the Card Office online at [http://www.ccga.edu/CardOffice/AddingMoney.asp](http://www.ccga.edu/CardOffice/AddingMoney.asp) or by visiting the PHIL station in the Library. For maintenance issues contact the Area Coordinator 912-279-4540 or Residence.Life@ccga.edu. If you are inaccurately charged, or need to request a refund, you must contact the Bursar’s Office located in the Andrew’s Building within 48 hours of the charge.
*Coastal Place Apartments*
Laundry machines are available in the main lobby for Coastal Place Apartment residents only.

**Liability**
The College of Coastal Georgia will not be liable for, and assumes no legal obligation to pay for, any injury to any person (including death) or loss of or damage to items of personal property that might occur in its building or on its grounds prior to, during, or subsequent to the contract period. This includes, but is not limited to, damage from fire, windstorm, water, vandalism, interruption of utilities, or condition of facilities. Residents are encouraged to obtain personal property insurance for their belongings.

**Lost and Found**
Contact the Information Desk located in the lobby of the residence hall to report a loss or claim an item.

**Mail and Packages**
Resident mailboxes are located on the first floor of Wing 2 in Lakeside Village. Mailboxes for Coastal Place Apartments are located in the main lobby. All mail is returned to the appropriate mail service carrier for further handling after a Resident checks out. Mail, packages, and other correspondence sent to residence hall students should be addressed using the following format:

(Resident’s Name)
100 Mariner Way #(Box Number)
College of Coastal Georgia
Brunswick, GA 31520
All packages are logged for tracking purposes. After the package is logged, the Resident will receive a notification slip in their mailbox. Residents will be required to show their Mariner Access Card (MAC) and their notification slip when claiming a package. Packages may be picked up from the Information Desk located in the residence hall lobby. After you check-out, it is your responsibility to change the address for your mail. Mail that is received to the residence hall after check out will be returned to sender.

**Meal Plan**

All Residents are required to participate in a meal plan for the academic year. Information regarding meal plan options and prices may be obtained visiting the Campus Dining at [http://www.cccga.edu/dining/](http://www.cccga.edu/dining/).

**Missing Persons Policy and Procedures**

Reports regarding any student attending school or living in the residence hall who is missing must be referred immediately to Campus Police at 912-258-3133. Students living in the residence hall are required to identify a contact person or persons whom the College will attempt to notify after the student is determined by Campus Police to be missing. Students must list these individuals as their emergency contact persons. All student contact information registered with the College is held confidentially by the college. In addition to any additional contact person designated by the student, if the student is under 18 years of age and not emancipated, the College will attempt to notify a custodial parent or guardian not more than 24 hours after the student is determined to be missing by Campus Police. Campus Police will initiate emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours.

**Parking**

Residents with a vehicle on campus must register their vehicle and obtain a Residential Parking Permit from the Bursar’s Office. All residents with a Residential Parking Permit are only permitted to park in the Residential Parking Lot. Parking in other parking lots on campus is not permitted. The Resident’s MAC card will allow access to the Residential Parking Lot for Lakeside Village.

Vehicles without a Residential Parking Permit are not allowed to park in the Residential Parking Lot at any time, even if a resident is operating the vehicle. If, for some reason, a Resident must drive an unregistered vehicle, he/she should obtain a temporary permit at the Bursar’s Office before parking. The Resident may obtain a temporary permit from Campus Police after business hours.

Vehicles parked in unapproved locations may be towed at the discretion of Campus Police.

Guests must park in designated guest parking and must comply with any designated time limits. Residents are not allowed to park in guest parking at any time.

**Contact Information**

Please see your Resident Assistant for her/his suite phone number.

- The primary Resident Assistant on-call number for Lakeside Village is: 912-230-8991
- The secondary Resident Assistant on-call number for Lakeside Village is: 912-506-3087
- The Resident Assistant on-call number for Coastal Place Apartments is: 912-230-5402
The Information Desk phone number is: 912-279-4560
The Area Coordinator can be contacted at: 912-279-4540
The Dean of Students can be contacted at: 912-279-5815
Campus Police can be contacted at: 912-258-3133

Right of Entry
While the College of Coastal Georgia will make effort to respect the privacy of individual Residents and give prior notice if possible, the College nevertheless reserves the right to enter any Resident’s room to inspect, verify occupancy, make improvements or repairs, claim College property, or control the room in the event of an epidemic or emergency, or for any other purpose related to the proper maintenance and operation of the residence hall. Residents may not block or restrict a College official from access to any room within the residence hall.

Services for Students with Disabilities
ADA accommodations are available to students who choose to self-identify and provide appropriate documentation of their disability. Individuals with disabilities requiring accommodations in the residence hall should submit a Voluntary Disclosure of Disability Form which can be accessed on the Residence Life and Housing website.

Documentation of the disability also needs to be submitted to the Office of Disability Services. For guidelines on the process of submitting this documentation, see pages 4-5 of the Disability Handbook, which can be accessed at http://www.ccga.edu/ODS/files/ODSHandbook.pdf.

Staff
The staff that live and work in the residence hall significantly contribute to the living-learning environment. The Area Coordinator (AC) is a full-time live-in student affairs professional who is responsible for the overall management and daily operations of the residence halls. The AC directly supervises the 11 College of Coastal Georgia student Resident Assistants (RA). The RA is a student leader who lives in the residence hall and oversees the students on a floor of a building. This student will be a resource for academic questions, building community, and enforcing residence hall policies. In addition, Desk Assistants (DA) will work at the front desk. The Resident Assistants will also work at the front desk as part of their job responsibilities.

Staff Availability
The Office of Residence Life and Housing is open 8a.m. to 5p.m. Monday through Friday and is located on the second floor of the Andrews Center. The Area Coordinator’s (AC) office hours are posted on the AC office door located on the first floor of Wing 2 of Lakeside Village. Resident Assistants (RA) are on-call 5p.m. to 8a.m. Sunday through Thursday nights. RAs will also be on-call 24-hours beginning 5p.m. on Friday and ending Monday at 8a.m. RAs will be on call 24 hours during College holidays. Staff on-call respond to emergencies and major facilities issues. If Residents cannot locate an RA for assistance, they may call Campus Police at 912-258-3133. Desk Assistants will also work at the Information Desk in the residence hall lobby. Information Desk hours will be posted at the Information Desk.
Telephone Service
Landline telephone service is only provided in the hallways of the residence hall at Lakeside Village. There is one telephone in center of each floor per wing. There is no landline telephone service in any residence hall room or suite. Telephones are located in the middle of each floor on every wing and are available for local calls only. Long distance calls may be placed only as collect or credit card calls through available long distance services. The placing of long distance telephone calls from any College telephone and charging of calls to that or other College telephones without proper authority is prohibited. A Resident may not accept collect calls.

C. STANDARDS OF RESIDENCE
The College of Coastal Georgia conduct system focuses on the growth and development of Residents through the encouragement of self-discipline and responsibility by fostering respect for the rights and privileges of others.

As a College of Coastal Georgia student, you are guaranteed all of the rights, privileges, and freedoms granted to all citizens; however, with these rights come responsibilities.

Policies, rules, and regulations have been established for the residence hall to help in maintaining an optimal living environment for Residents. Students are expected to abide by all federal, state, and local laws.

You are responsible for becoming familiar with all of these published statements and for considering them as you function within the residence hall community. As a member of this community, you also have the right and personal responsibility to question others when you are aware that they are not adhering to such regulations.

Failure to adhere to these policies can endanger your safety and the safety of others in the College community. Further, violations of these policies may be infringing upon the rights of others.

The Residence Hall Handbook fully outlines disciplinary infractions and possible sanctions resulting from these infractions. In the residence hall system, discipline can be handled by the residence hall staff or the Dean of Students or designee. Sanctions range from an admonition of conduct to recommended dismissal from the College.

Violators may be accountable to both civil and criminal authorities and to the College for acts of misconduct which constitute violations of this Code. Disciplinary action at the College may proceed during the pendency of other proceedings at the discretion of College officials. Sanctions may be imposed for acts of misconduct.

It is necessary that you be familiar with the information in this handbook and the Student Code of Conduct, as well as other published materials of the College, to thoroughly understand your rights and responsibilities within the residence hall community as a whole. Other published rules include:
1. The Residence Hall Contract Terms and Conditions located in Appendix A

2. The Student Code of Conduct is available through the Student Affairs website at: ccga.edu/SDServices/Policies.asp

All members of the College community are responsible for reviewing these policies. Provisions contained in online publications supersede existing printed publications.

**Suitemate Bill of Rights**

Your enjoyment of life in the residence hall depends on thoughtful consideration and common courtesy among suitemates and neighbors. The basic rights of a Resident include the following:

1. The right to live in a clean building and room.
2. The right to expect that a suitemate(s) will respect one’s personal belongings.
3. The right to a redress of grievances. Residence Life and Housing staff are available to assist in resolving conflicts.
4. The right to read and study without undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
5. The right to sleep without undue disturbance from noise, suitemate’s guests, etc.
6. The right to free access to one’s room and facilities without pressure from a suitemate.
7. The right to personal privacy.
8. The right to be free from fear or intimidation and physical or emotional harm.
9. The right to have guests adhering the visitation policy with the expectation that guests are to respect the rights of the host’s/hostess’s suitemate(s) and other Residents.
10. The right to expect reasonable cooperation in the use of the cable television services.
11. The right to a smoke-free environment.

**1.01 Abandoned Property**

If, after termination of occupancy for any reason, the Resident leaves personal property in College premises, including her or his residence hall room, the property shall be inventoried and stored for a period up to ninety (90) days. Residents will be billed a $150 storage fee that may be prorated when the property is recovered. The Office of Residence Life and Housing will dispose of the property if not removed by the Resident after 90 days. Notification of this process will be sent to the Resident’s mailing address of record. Any charges incurred to remove, store, or dispose of the property will be assessed to the Resident.

**1.02 Alcohol**

The alcohol policy prohibits the following regardless of age:

- promotions and/or public displays referring to or promoting the use of alcoholic beverages;
- public intoxication;
- binge drinking and/or otherwise encouraging, supporting, or permitting the rapid or excessive consumption of alcohol;
the organization of, and/or attendance at social events or parties in the residence hall where alcoholic beverages are served or consumed;

• coercing or encouraging another to consume alcoholic beverages against their will;

• the organization of, and/or participation in, drinking games involving consumption of alcohol;

• transporting, in vehicles or otherwise, alcoholic beverages;

• possessing and/or using devices or engaging in activities designed for group and/or excessive consumption of alcoholic beverages including, but not limited to: bars, punch bowls, beer pong, funnels, and/or ice blocks; and,

• the presence of containers of alcoholic beverages, empty or otherwise, in the residence hall.

STOP Alcohol Poisoning

Call 911 or Campus Police at 912-258-3133 if someone has any of the following symptoms:

• Unconscious or semiconscious

• Presents shallow or irregular breathing

• Cold, clammy, pale or bluish skin

• Cannot be awakened by shouting or prodding

• Vomiting

1.03 Appliances/Electrical Devices

1. All electrical equipment and cords used by the students in the residence hall must conform to all safety regulations, be maintained in safe operating condition, and meet Underwriter’s Limited (UL) Standards.

2. The only permitted cooking appliances in Lakeside Village are mini-refrigerators, blenders, microwaves, electric popcorn poppers, coffee makers, and water warmers. These items are to be used only for their intended purposes. One mini-refrigerator and microwave is permitted in each designated plug in the common area in the suite configuration. One mini-refrigerator and microwave is permitted in each designated plug each student room in the semi-suite configuration.

3. Abuse of allowed appliances with respect to sanitation, odor, or safety, may result in loss of the privilege.

4. The use of other types of cooking appliances (electric woks, George Forman-like grills, hot plates, slow cookers, fry pans, broilers, waffle irons, toasters, toaster ovens, appliances with an open heating element, etc.) are not permitted in the suites.

5. Washers, dryers, dishwashers, or other major appliances are not permitted in any suite, unless appliances are provided by the College.

6. Halogen lamps are not permitted in the residence hall.

7. The following regulations pertain to the overloading of power strip cords:
   a. Power strips with a built in surge protector are allowed. Extension cords, multi-outlet strips without surge protectors and string lights are not allowed.
b. Refrigerators, microwaves, televisions, or any other appliance rated 300 or more watts shall be directly plugged into the wall receptacle or into a power strip with a built in surge protector.

c. No more than two power strips are to be connected to any dual (two-socket) receptacle.

d. Power strip cords placed under or supported by heavy objects or wrapped around nails or attached with tacks are prohibited. Power strip cords are not to be placed under carpets.

8. Damaging or tampering with any vending machine, washer and dryer, or other College-provided appliances is prohibited.

1.04 Damages

The Resident is responsible for any damage or loss caused to her or his room, furniture, fixtures, and equipment, other than that associated with ordinary wear and tear. Damage or loss within Resident rooms will be charged to the assigned Resident(s) proportionately, unless there is clear information available identifying another Resident as responsible for the damage(s). The Resident agrees to pay his or her portion of such assessed damages to the College upon demand, or the College may pursue an appropriate remedy under the Residence Hall Contract. The Resident is also responsible for maintaining the cleanliness of his or her room, and shall reimburse the College for all cleaning costs in excess of normal cleaning costs if, at the sole discretion of the College, such additional cleaning is required. In addition, the Resident will be required to share equally with other suite/wing/hall. Residents may incur the cost of repair or replacement of any College property in common areas of the residence hall, including, but not limited to, hallways and lounges, when the College determines that it is unable to assign liability for such damage or loss to any individual Resident(s). The College, at its sole discretion, shall determine the amount of any such loss or damage.

Residents will also be responsible for any damages caused by their guests.

1.05 Decorations/Modifications

1. Residents are financially responsible for all damages or loss in designated suites, rooms, wing, and hall. Residents may decorate their residence hall rooms with posters and other similar decorations as long as they do not cause damage to the room (nails, hooks, screws, poster tape, sticky putty etc. are not permitted). The Office of Residence Life and Housing office recommends hooks that can be cleanly removed or clean release painters blue tape.

2. Contact paper is not permitted.

3. Suite door decorations must not cover the peep hole or room identification signs. All door decorations must be flush against the door.

4. No decorations may be affixed, in any way, to the ceiling.

5. Curtains may be hung with tension rods.

6. Residents may not paint their room or suite.

7. Live trees are not permitted in the residence hall.
1.06 Defenestration
Dropping, throwing, or in any manner permitting objects, either liquid or solid, to be ejected onto or off of stairwells, balconies, etc. is prohibited.

1.07 Drugs and Tobacco
The College of Coastal Georgia’s Drug-Free Policy can be accessed at:
http://www.ccga.edu/Faculty/HumanResources/DrugFreeWorkplace.asp. Please also reference the Tobacco-Free Campus Policy at

1. Unauthorized manufacture, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on College premises or at College-sponsored activities is prohibited. Use or possession of any illegal drug or controlled substance (without valid prescription) on College premises or at College-sponsored activities is prohibited. Conviction for a felony offense includes forfeiture of academic credit and may result in permanent suspension.
2. The misuse of controlled substances by Residents is prohibited. Controlled substances must be issued in the name of the Resident and stored in Resident’s assigned room.
3. The residence hall and the campus are tobacco free. The use of all tobacco products, including chewing tobacco and paraphernalia, is prohibited.

1.08 Fire Alarms, Drills, and Emergency Equipment
In the event of fire, call 911, contact the Residence Life and Housing staff, or Campus Police.
Please also reference the Fire Drills policy located at
http://www.ccga.edu/PublicSafety/files/FireDrillPolicy.pdf.

1. A Resident may not set off a fire alarm or use any fire-safety equipment, except with reasonable belief of the need for such alarm or equipment.
2. A Resident may not tamper with, disable, or obstruct any fire-safety equipment, including (but not limited to), smoke detectors, fire extinguishers and cases, fire sprinklers and associated plumbing, or fire hose connections.
3. Intentional misuse of any College fire alarm or fire fighting or safety equipment is prohibited. Persons who knowingly sound false alarms are subject to severe disciplinary action potentially resulting in separation from the institution. Criminal action may also be sought.
4. Intentionally delaying, obstructing, or resisting any College officer, including residence hall staff or fire person in the performance or attempted performance of their duty is prohibited. Criminal action may also be sought for such actions.
5. A Resident must promptly vacate the residence hall when a fire alarm is sounded. Criminal action may also be sought for failure to vacate.
6. Purposely setting fire to College or private property is prohibited. Persons who commit arson are subject to severe disciplinary and criminal action.
7. Candles (with or without wicks), kerosene lamps, incense, (with or without the intent to be used in the residence hall) or other similar items are not allowed in the residence hall. No flammable
liquids of Class I or II and no combustible liquids of Class III will be stored or kept in the residence hall. These classifications of liquids include ether, alcohol, gasoline, kerosene and most cleaning solvents containing petroleum distillates. These limitations are not intended to preclude the possession of hair spray, rubbing alcohol, cosmetics and medicines when they are maintained in original containers. Nevertheless, caution must be exercised in the use of any flammable vapors or liquids, especially those contained in aerosol or pressurized cans.

8. Door windows and windows in common areas may not be completely covered at any time.

1.09 Firearms and Weapons
Students and visitors are prohibited from carrying any weapon into any building on campus. Therefore, it is impermissible to carry any weapon, for any purpose or length of time, into the residence hall or any academic/administrative building. Please reference the Prohibition of Weapons on Campus Policy located at [http://www.cccga.edu/PublicSafety/Files/ProhibitionofWeaponsPolicy.pdf](http://www.cccga.edu/PublicSafety/Files/ProhibitionofWeaponsPolicy.pdf).

1.10 Furniture
1. Furniture may not be transferred from one room to another or exchanged between rooms. Room and suite furniture may not be removed or stored elsewhere in the building or off campus.
2. Furniture placed in public or semi-public areas of the residence hall is for the comfort and use of all Residents. Such furniture must remain in the area designated for it and must not be moved into Residents’ rooms. Discovery of such furniture in Residents’ rooms can be considered theft and will result in a recovery fee, and may result in disciplinary action.
3. Residents may arrange furniture that is not permanently affixed, in any reasonable manner, as long as damage does not occur. For safety and damage reasons, all supporting members of the bed-frame must remain in direct contact with the floor. Bed risers and items specifically designed to be used as bed lifts are permitted.
4. Lofts of any kind, unless provided by the College, are prohibited within the residence hall.
5. All doorways must be unobstructed and all doors must be able to open a minimum of 90 degrees.

1.11 Gambling
The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

1.12 Guest Policy
1. For the purposes of this policy, the term “guest” refers to any non-resident. Guests are also any person, including students and Residents, who are not currently assigned to the room/suite in which they are present. The College reserves the right to request guests to leave at any time or deny access to any guest.
2. The host or hostess is responsible for seeing that his or her guest(s) follow all College and residence hall regulations and procedures. Each Resident is personally responsible for the conduct of their guest while in the residence hall. It is the responsibility of the Resident to make known all rules and regulations to his/her guest(s).
3. All guests must sign in and sign out at the Information Desk. Guests must provide a
government-issued photo ID, e.g. driver’s license or military ID. The Desk Assistant will
record the necessary information and provide a guest pass for the allotted visitation period.
During the times that the Information Desk is closed, the Resident and guest must fill out the
information in the sign in/sign out binder at the Information Desk. The Resident and the guest
must return to the Information Desk to formally sign in when the front desk is open, if the guest
has not yet signed out.
4. All guests, at any time, are permitted only with the consent of all suitemates. No Resident may
have a guest(s) (student or non-student) in their residence hall room or suite over the objection
of his/her suitemate(s).
5. Overnight guests are permitted in the Residence Hall for a maximum stay of three nights in a
seven day period.
   a. Cohabitation is prohibited. Cohabitation exists when a person who is not assigned to
   a particular residence hall suite uses that suite as if he or she were living there.
   Examples of this may include, but are not limited to, accessing the room/suite while
   the assigned occupants are not present, utilizing a key to enter a suite to which one is
   not assigned, keeping clothing and other personal belongings in the suite, sleeping
   overnight in the suite on a regular basis, and using the bathroom and shower
   facilities as if he or she lived in that suite. When a guest's continual presence hinders
   a suitemate's ability to study, sleep, and/or occupy his or her room, this will be
   considered a violation of this policy as well.
   b. The invitation of overnight guests should conform to expectations outlined in the
   Suitemate Agreement currently in place.
6. Lending of the MAC card or room key to guests is prohibited. Misuse or loss of the MAC card
or room key by guests is the responsibility of the host or hostess and could result in disciplinary
action.
7. All guests are required to possess photo ID and present such ID upon requests of residence hall
staff or other appropriate College officials acting in performance of their duties.
8. Residents are required to escort their guests at all times during their visits. Guests may not stay
in the Residence Hall without their Resident host.
9. Guest registration may be required at the residence hall Information Desk.
10. Hall staff reserves the right to restrict guest policy during special events. Residents will receive
at least 48 hours notice of the temporary change in guest policy privileges.
11. Failure to abide by the Guest Policy can result in loss of guest privileges and/or other judicial
action.

1.13 Hall Meetings
At the beginning of each semester, there will be a mandatory meeting of residence hall students
where residence hall and College policies will be explained. A mandatory educational meeting will
be held at the beginning of the fall semester. At the end of each semester, there will be a
mandatory meeting of residence hall students where check-out procedures will be outlined.
Attendance is required and roll will be taken. Absence from each meeting may result in disciplinary
action. Advertising will be posted in the residence hall with the specific location and time of each meeting. Additional mandatory meetings may be scheduled at the discretion of the Office of Residence Life and Housing.

1.14 Hall Sports
Bicycles, motorcycles, scooters, Segways, skates, skateboards, and other similar items are not to be ridden or used in the residence hall. Bicycles are to be secured to racks outside the facility and may be confiscated if found secured to any other objects. Running, participating in any form of roughhousing or sports in hallways or public areas is prohibited. Objects such as Frisbees, balls, water, etc., must not be thrown in the hallway, in individual Resident rooms, suites or in common areas within the building.

1.15 MAC Card and Room Key
1. Lending, selling, or otherwise transferring identification of a MAC card or room key is prohibited. The use of a MAC card or key by anyone other than its original holder is prohibited. Students must present and/or surrender a student identification card or key when requested to by college officials, including Campus Police acting in the performance of their duties.
2. It is a violation of the University System of Georgia regulations to duplicate, or cause to be duplicated, a key or access card to any door in a residence hall.
3. Residents are responsible for all assigned keys and access cards, and are responsible for any charges necessary to replace lost or damaged keys or cards. Residents can be charged a lockout fee and/or face conduct action for repeated lockouts requiring staff assistance.
   a. First Lock Out: Warning
   b. Second Lock Out: $25.00 fine
   c. Third and Additional Lock Outs: $50.00 fine
4. Keys or access cards that are not working properly must be reported to the Area Coordinator, Resident Assistant, or through the online Maintenance Reporting system.
5. The original room key and mailbox key must be returned upon vacating the premises, including temporary move-outs, if applicable.
6. For keys that need to be replaced, there is a $50.00 charge.

1.16 Locks
Locks may not be changed or installed by Residents.

1.17 Occupancy
1. Residents may not prevent an assignment to their suite, either because their belongings are consuming the common space or because they discourage or turn away a possible suitemate. Residents are permitted to occupy only one assignable space and share the common space within their living area unless they have been authorized to occupy additional space. Violation of this policy may result in fees and/or disciplinary action.
2. Room changes may only be made with the approval of the Area Coordinator and they are conditional upon space availability, the timing of the request, and the grounds for the transfer. Room changes may take place as space is available and after occupancy has stabilized, which is
usually two weeks after the start of the semester. You are encouraged to discuss room changes with your suitemate. Do not move until you are notified that the change is approved. If you move without prior approval from your Area Coordinator, you may be assessed a fee, required to return to your original location, and/or face disciplinary action. The first room change is free. Additional room changes will each be assessed a $50 fee. Room changes must be completed within 48 hours or additional charges may be applied.

3. Consolidation exists to bring equity. Residents in an underassigned suite may face room consolidation. The College reserves the right to reassign any Resident for the purpose of consolidation, or to schedule unoccupied rooms for new Resident usage through the year. Where there is a vacant space in a partially-occupied suite, the vacant space must be maintained by the occupant(s) in a manner that will allow a new Resident to move in immediately. Residents may request a vacant room buyout(s) in the suite and pay the additional pro-rated charge for any underassigned room(s). The determination as to whether to approve such a buyout request is within the sole and exclusive discretion of the College.

4. We are committed to making the on-campus housing experience available to as many students as possible. This commitment may require us to utilize expanded occupancy. Expanded occupancy includes the use of extra spaces to accommodate additional residents. Assignments are based on when the Resident completes her/his housing application.

1.18 Outdoor Activities
Swimming pools, Slip n’ Slides, and horseshoe pits are prohibited inside and outside the residence hall. Other activities that pose a risk to a Resident’s wellbeing or cause damage to the landscape are also prohibited.

1.19 Pets
Pets are not permitted in the residence hall, either on a temporary or permanent basis. An exception can be made for non-carnivorous fish in reasonable numbers kept in a 10 gallon maximum aquarium. Animals being utilized for academic research are not allowed in the residence hall. Requests for service animals for Residents with disabilities must go through the Office of Disability Services.

1.20 Quiet Hours and 24 Hour Courtesy Hours
Excessive noise or behavior that disturbs others or endangers the personal safety of others within the jurisdiction of the residence hall is not permitted. Using, playing, or operating any sound-amplifying equipment that violates a standard of quiet conducive to study or sleep may constitute adequate reason for requiring removal of such instruments or other disciplinary action. At a minimum, noise during quiet hours should be at a level that cannot be heard one door down from the Resident’s suite when standing in the hallway. Noise should not be heard through walls. Minimum residence hall "quiet hours" are observed for the following times:

Sunday 10p.m. to 8a.m. Monday
Monday 10p.m. to 8a.m. Tuesday
Tuesday 10p.m. to 8a.m. Wednesday
Wednesday 10p.m. to 8a.m. Thursday
Thursday 10p.m. to 8a.m. Friday
Friday 12a.m. (midnight) to 10a.m. Saturday
Saturday 12a.m. (midnight) to 10a.m. Sunday

The hall community may vote to increase the number of quiet hours.

All other hours are designated as “courtesy hours” and Residents are expected to demonstrate consideration for their neighbors at all times. Quiet hours will be modified to support College activities and are extended to 24-hours a day during finals week.

1.21 Restricted Areas
Certain restricted areas exist within the residence hall. Residents are not allowed in such areas, which include, but are not limited to, any place that is officially closed, restricted only to designated people, or any place where the safety and welfare of the Resident is endangered, including the roof of the building.

1.22 Signs, Pictures, and Posters
1. Georgia law prohibits the removal of traffic and/or street signs. Therefore, traffic or street signs, regardless of how it has been obtained, are not permitted in the residence hall.
2. Placing signs in windows and on the exterior of room doors in the residence hall is considered a Resident's privilege. As with any privilege, certain responsibilities are inherent. Consequently, each Resident who chooses to express their creativity, via their window or door assumes the responsibility for balancing their personal tastes with the image of the total community. Controversial or antagonistic materials may draw personal confrontations from others within the community who may be offended by the content.
3. Public displays referring to or promoting the use of alcoholic beverages is prohibited.
4. The following recommendation is offered to Residents who choose to place signs or decorations on their windows/doors. Signs, posters and/or decorations should be appropriate for public viewing and in keeping with good taste.

1.23 Suitemate/Roommate Agreement
Suitemates/Roommates will agree on a Suitemate/Roommate Agreement at the beginning of each semester, which includes the visitation rules for that suite. This Suitemate/Roommate Agreement will be kept on file with the Area Coordinator. Visitation will not be permitted until a signed Suitemate/Roommate Agreement is on file with the Area Coordinator. Any violations of the Suitemate/Roommate Agreement may result in disciplinary action. It is the responsibility of the Residents to report any infractions of their Suitemate/Roommate Agreement.

1.24 Trash and Recycling
All trash and debris must be placed inside the College dumpsters adjacent to the residence hall. Recycling is strongly encouraged and recycling bins are located next to the dumpsters. Bags of trash or large trash items must be taken to the dumpster, they should not be placed in the small trash cans found throughout the residence hall.
1.25 Video Surveillance
The College of Coastal Georgia uses camera and video surveillance in the public areas of the residence hall. These devices must not be tampered with or destroyed.

1.26 Waterbeds
Waterbeds and other water furnishings are prohibited in the residence hall for maintenance and housekeeping reasons. Excessive weight and potential water damage may cause harm to the structure of the building.

1.27 Windows
Windows are to remain permanently closed and may not be pried open.

D. STANDARDS OF BEHAVIOR
In addition to the regulations in the residence hall handbook, all students are held accountable to the Code of Conduct. For a complete copy of these regulations, please see the Office of Student Life website.

E. PERSONAL SAFETY
3.01 Any action taken by Residents that has the potential to cause harm, injury or damage to another Resident, their room, their suite or their possessions may be subject to disciplinary action. This includes acts perceived as “pranks” against members of the residence hall community.

3.02 Actual, or implied intent-to-commit, harm-to-self, through any medium, is not permitted.

In addition to the regulations in the residence hall handbook, all students are held accountable to the Code of Conduct. For a complete copy of these regulations, please see the Office of Student Life website.

F. BUILDING SECURITY AND ACCESS
4.01 The placement of any object in, near or around the exterior door of a building in an effort to prevent the door from closing, or being able to close or lock the door upon closing, is prohibited.

4.02 Tampering with, disabling, obstructing, vandalizing, or interfering with the normal functioning of any portion of a security monitoring system or monitored door, including, but not limited to, door alarms, cameras, or card readers, is prohibited.

4.03 Tailgating to gain entry to the residence hall is prohibited. The term “tailgating” is used to describe the situation where one or more people follow an authorized person through an access-controlled door when the authorized person opens the door legitimately. This can be done either with or without the authorized person’s knowledge and/or consent. Tailgating is prohibited for a normally-authorized person who has forgotten or lost their MAC card.
4.04 Residents who provide an unauthorized individual or group access to the residence hall are responsible for the actions of those individuals and can be held responsible for damages and conduct violations attributed to the unauthorized individuals. This includes unauthorized individuals who gain access as a result of tailgating or the use of a propped or compromised door attributed to the authorized Resident.

4.05 Individuals authorized to enter the residence hall are limited to currently contracted Residents assigned to rooms or suites within that facility, authorized faculty or staff acting within the scope of their role and the immediate performance of their duties, and the escorted guests of authorized Residents. Non-contracted students may be granted permission to access residence hall for a specific purpose, but this permission may be revoked at any time by the Office of Residence Life and Housing.

G. POSTING POLICY
5.01 Organizations and/or students that wish to post fliers in the residence hall must have their materials approved prior to posting. Approvals will be done by the Area Coordinator or designee.

5.02 Refer to the Posting Policy in the Student Handbook. The following guidelines are in addition to the campus policy:

1. Do not post on any hallway or common area walls in the residence hall.
2. Use only clean release painters tape to hang flyers and posters on interior doors.
3. Do not block the windows in the doors.
4. Use only bulletin boards spaces designated for campus notices.
5. Individuals may not go door-to-door advertising and they may not slide any information under suite or room doors.

5.03 Students, student groups, or departments wishing to chalk on campus must follow the established College guidelines regarding publicity located at http://www.ccca.edu/Policy/files/PostingOfMaterialsPolicy.pdf

H. SOLICITATION
The Residence Hall Handbook follows the campus-wide solicitation policy. It can be referenced at the Office of Student Life website.

I. CONDUCT PROCEDURES
Please refer to the Student Code of Conduct for conduct procedures.

J. APPEALS
Please refer to the Student Code of Conduct for appeal procedures.
K. DESCRIPTION OF SANCTIONS

Please refer to the Student Code of Conduct for the description of sanctions. The below sanctions are in additional to the Student Code of Conduct sanctions for Residents:

1. **Reassignment within the Residence Hall:** A Resident may be reassigned within the residence hall if it is determined that his/her conduct is in violation of rules and regulations and such a measure would be productive for both the individual and others in the residence hall community. The Resident is to receive written notification of the sanction and is required to move within a prescribed period of time, as defined by the Area Coordinator or a designee who imposes this sanction.

2. **Housing Contract Probation:** Housing contract probation is a written notice to the Resident that his/her conduct was found to be in violation of the published rules and regulations and that more serious disciplinary action may result from further infractions. Housing contract probation is imposed for a specified length of time.

3. **Housing Contract Termination:** The Dean of Students may determine that a Resident’s behavior warrants the termination of the residence hall contract. If such a sanction is imposed, the Resident must move out of the residence hall within the prescribed period of time.

4. **Refusal of Occupation of the Residence Hall:** After Contract Termination has been imposed, the Dean of Students may determine that an individual must not reenter the residence hall after his/her personal belongings have been removed.

Monetary Sanctions

Please refer to the Student Code of Conduct for Board of Regents approved monetary sanctions. Below are additional Board of Regents approved monetary sanctions for Residents:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Monetary Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire safety</td>
<td>$100.00</td>
</tr>
<tr>
<td>Unauthorized entry – 1st offense</td>
<td>$50.00</td>
</tr>
<tr>
<td>Unauthorized entry – 2nd offense</td>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to attend a mandatory residence hall meeting</td>
<td>$50.00</td>
</tr>
<tr>
<td>Pets – 1st offense</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pets – 2nd offense</td>
<td>$50.00</td>
</tr>
<tr>
<td>Guest Policy – 2nd offense</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
Appendix A – Contract Terms and Conditions

College of Coastal Georgia
Residence Life and Housing

2014-2015 Terms and Conditions

I. Parties and Agreements

This Contract is an agreement between the Board of Regents of the University System of Georgia by and on behalf of the College of Coastal Georgia (hereinafter the “College”) and the student (hereinafter the “Resident”). If the Resident is under eighteen (18) years of age, this Contract is also an agreement between the College and the Resident’s parent, guardian, or other guarantor. In performance of this contract, the College shall not unlawfully discriminate on the basis of race, color, national origin, religion, sex, age, disability, political affiliation, sexual orientation, or veteran status.

The parties to this agreement, in consideration of the mutual covenants and stipulations set forth herein, agree as follows:

A. The College shall grant the Resident a limited, nonexclusive, nontransferable, and revocable license to use and occupy an assigned room in a residence hall in accordance with the within and foregoing terms and conditions. The parties to this Contract do not intend that an estate, a tenancy, or any other interest in property should pass from the College to the Resident, nor is it intended that a usufruct be granted to the Resident. Instead, it is the intention of the parties that the relationship between the College and the Resident be that of licensor and licensee and that the sole right of the Resident to use his or her assigned room as a living unit shall be based upon the license granted in this Contract. The College reserves the right to revoke the Resident’s license at the discretion of a College judicial hearing officer for any violation of the Student Conduct Code and/or the Residence Life Conduct Code.

B. The Resident agrees to pay to the College a housing fee for this housing space and all other charges as provided in this Contract.

C. The College requires all minor students to have a guarantor co-sign all housing contracts and shall not enter into any Contract with a minor student without a co-signor’s written guarantee of payment. Thus, if the Resident is under eighteen (18) years of age, his or her parent, guardian, or other guarantor agrees to guarantee to the College that the Resident will pay all housing fees and other charges as provided in this Contract. The parent, guardian, or other guarantor further agrees that, if the Resident for any reason fails to make such payments, the parent, guardian, or other guarantor shall make all such payments to the College. This agreement between the College and the parent, guardian, or other guarantor is an undertaking that is separate and distinct from the College’s agreement with the Resident.

D. Only students accepted to the College are eligible to live in campus housing. Acceptance of this Contract is not a commitment of admission to the College, and any housing
assignment inadvertently made to one who has not been admitted to the College for the involved academic term shall be null and void.

II. Eligibility

To qualify for campus housing at the College, an applicant must be a degree-seeking student who is enrolled as a first-time (if a transfer student, less than 30 credits transferred), full-time (taking 12 credits or more each semester) freshman. Nursing students seeking campus housing and admitted to the Registered Nursing Program and participating in clinicals will be considered to be full-time students if they are enrolled in at least nine (9) credits hours. Exceptions may be made for student athletes. The Resident must maintain eligibility to continue to enroll in classes throughout the Contract period. If the Resident’s status is altered to the extent that he or she fails to maintain eligibility, the Resident must immediately notify, in writing, the Area Coordinator. At any time after the Resident’s eligibility status has changed, the Director of Residence Life and Housing may terminate this Contract. Exceptions to the eligibility requirements outlined above may be made at the sole and exclusive discretion of the Director of Residence Life and Housing in order to ensure maximum occupancy in the residence halls.

III. Application Fee

Applicants for residence hall space are required to pay a $50.00 application fee during the Residence Hall Application and Contract online process. This fee is maintained by the College of Coastal Georgia, is not applied to the cost of the room, and is non-refundable.

IV. Term of Contract

The term of this Contract is for the Fall 2015 Semester and the Spring 2015 Semester or the Spring 2015 only semester. A separate Contract is necessary for any time frames that exceed the specified Contract term. Move-in and move-out dates will be published by the College’s Office of Residence Life and Housing and sent to the Resident upon acceptance by the College of this Contract. The Resident is authorized to occupy his or her assigned residence hall room beginning on the date and time designated by the Office of Residence Life and Housing. The specific dates of occupancy will vary from year to year in order to accommodate changes to the College’s academic calendar. The Contract term shall begin on the first College move-in day of the applicable academic term, and shall expire twenty-four (24) hours after (a) the Resident’s last final examination of the semester, (b) graduation, or (c) the published move-out dates, whichever day comes first. Regardless, the residence hall will close no later than 5:00 p.m. following the last scheduled final examinations or graduation for any academic term.

V. Residence Hall Closings

Residents are not entitled to campus housing when the College or residence hall is officially closed. This Contract does not include campus housing during the winter break period between the Fall and Spring semesters. Additionally, the College may close the residence hall and discontinue food or other services if the College determines, in its sole and exclusive discretion, that an event caused by an emergency, weather, power failure, strikes, riots, fires, disasters or other conditions beyond the College’s control make it impossible or imprudent to maintain those facilities.
or services. The College will not abate fees or charges, or pay damages, resulting from or relating to any such closings. All Residents must make alternative arrangements, at their expense, for housing during periods in which the residence hall is closed.

VI. Payment of Housing Rent

The College recognizes electronic mail (e-mail) as an official means of communication. Billing information and other Resident account correspondence will be e-mailed to the Resident’s e-mail account on record with the College. Residents should check their COAST account for information about the account, deadlines, and other information. It is the Resident’s responsibility to check his or her COAST account regularly in order to receive timely billing information. The housing confirmation prepayment is nonrefundable if the Resident has paid the $200.00 housing confirmation prepayment prior to May 1, 2014 for the 2014-2015 contract and November 1, 2014 for Spring 2015 only contract and subsequently cancels after May 1, 2014 for the 2014-2015 contract and November 1, 2014 for Spring 2015 only contract.

VII. Rent Payment

The Resident agrees to pay the College a per-semester rent payment for the designated housing space in accordance with the terms and conditions of this Contract. Rental rates are located online at http://www.ccga.edu. For the Fall 2014 Semester, 50% of the rent payment is due by 5:00 p.m. on the College’s published payment deadline. For the Spring 2015 Semester, 50% of the rent payment is due by 5:00 p.m. on the College’s published payment deadline. Further details on payment options will be provided on the Residence Life and Housing website.

Residents receiving sufficient financial aid to cover tuition and residence hall rent may delay full payment until financial aid is disbursed at the beginning of the semester. When possible, a Resident’s full semester rent will be deducted by the College automatically upon the recipient’s financial aid disbursement. The availability of financial aid, however, does not relieve the student of financial responsibility for all sums due under this contract. All housing charges will be posted to the Resident’s COAST account (http://www.ccga.edu/COAST). Payments may be made on-line or through the College’s Business Services.

VIII. Modification of Fees

The College reserves the right to modify any housing or associated fees upon fifteen (15) days written notice to the Resident.

IX. Meal Plan Requirement

All Residents are required to participate in a meal plan for the academic year. Information regarding meal plan options and prices may be obtained by visiting www.ccga.edu/dining.

X. Room Assignments

New students living in campus housing will receive assignments based on the date their applications are received by the Office of Residence Life and Housing and upon space availability. Continuing on-campus Residents may be able to participate in the housing
Reapplication process during the Spring semester. Room assignment requests will be granted when space is available. However, the College reserves the right in its sole and exclusive discretion to make all residence hall room assignments and to make any subsequent changes the College deems advisable or necessary. While the Office of Residence Life and Housing makes every effort to meet Residents’ assignment preferences, failure to do so will not void this Contract. The College reserves the right to (a) authorize or deny room and roommate changes; (b) place additional students (consistent with occupancy limits) in a Resident’s assigned room; (c) consolidate vacancies (in accordance with Section XII, below); and (d) re-designate building usage; and (e) relocate Residents for reasons including, but not limited to, renovation, maintenance, construction, roommate conflicts, and disciplinary sanctions.

XI. Room Changes

Room changes may only be made with the approval of the Residence Hall Director and is conditional upon space availability, the timing of the request, and the grounds for the transfer.

XII. Consolidation

Consolidation exists to bring equity. Residents in an underassigned suite may face room consolidation. The College reserves the right to reassign any Resident for the purpose of consolidation, or to schedule unoccupied rooms for new Resident usage through the year. Where there is a vacant space in a partially-occupied suite, the vacant space must be maintained by the occupant(s) in a manner that will allow a new Resident to move in immediately. Residents may request a vacant room buyout(s) in the suite and pay the additional pro-rated charge for any underassigned room(s). The determination as to whether to approve such a buyout request is within the sole and exclusive discretion of the College.

XIII. Right of Entry

While the College of Coastal Georgia will make effort to respect the privacy of individual Residents and give prior notice if possible, the College nevertheless reserves the right to enter any Resident’s room to inspect, verify occupancy, make improvements or repairs, claim College property, or control the room in the event of an epidemic or emergency, or for any other purpose related to the proper maintenance and operation of the residence halls. Residents may not block of restrict a College official from access to any room within the residence hall.

XIV. Termination of the Contract by the College

A. For Cause. The Resident acknowledges that he or she is responsible for knowing, understanding and complying with all College rules, regulations, and policies, including, without limitations, those contained in the College’s Student Handbook, the Residence Hall Handbook, and any other College publication. Copies of the College’s Student Handbook and Residence Hall Handbook are available on-line at the College’s website. This Contract may be terminated “for cause” immediately at the sole and exclusive discretion of the Director of Residence Life and Housing if a Resident:
(a) fails to comply with the terms of this Contract, including failure to pay all applicable rent and/or fees by the designated due dates; (b) violates residence hall policies and procedures; (c) violates the College’s Student Code of Conduct; (d) is no longer formally enrolled as a student in coursework accredited by the College; (e) fails to occupy and/or improperly vacated or abandoned his or her assigned residence hall room; (f) breaches State, local or College alcohol and/or drug policies; (g) engages in actions or activities contrary to the health, safety, welfare, or security of his or her self or other Residents; (h) vandalizes any College-owned or managed property; (i) refuses to comply with the direction of College housing staff who are acting in accordance with their assigned duties and responsibilities; (j) exhibits behavior that is not compatible with maintaining order in the residence hall; (k) is suspended or dismissed for disciplinary reasons; or (l) causes damage to any part of the residence hall from fire or smoke. The Resident is responsible in all matters affecting this Contract for the conduct of anyone he or she invites or permits to enter the grounds or the residence hall. Any violation of the provisions of this Contract by such a person, including those outlined in this paragraph, will be attributed to the Resident and will be grounds for cancellation of this Contract by the College. Upon a determination by the College to terminate this Contract pursuant to any of the reasons outlined in this paragraph, the College shall deliver written notice of cancellation of this Contract and provide the Resident a minimum of twelve (12) hours and a maximum of forty-eight (48) hours to complete the applicable check-out procedures and vacate the premises. The College will have the unconditional right after termination to take possession of a residence hall room by any lawful means, without liability for trespass, and without waiving any of the College’s other rights or remedies. Cancellation of this Contract by the College pursuant to any of the reasons listed in this paragraph shall not release the Resident from his or her obligation to pay all rent and/or fees due under this Contract for the entire Contract term, and the Resident shall receive no refund of his or her housing rent and/or fees.

B. Health and Safety. Additionally, College may also terminate this Contract immediately, in its sole and exclusive discretion, if it deems that (a) the Resident’s assigned residence hall room is unusable due to damage, construction, renovation, or repair; (b) there is an imminent threat to any person’s life, health, safety, or property; (c) the Resident provided false or inaccurate information to the College during the housing application process; (d) termination of the Contract is in the best interest of the College, the Resident, other College students, and/or the local community. Upon a determination by the College to terminate this Contract pursuant to any of the reasons outlined in this paragraph, the College shall deliver written notice of the cancellation of this Contract and provide the Resident a minimum of twelve (12) hours and a maximum of forty-eight (48) hours to complete the applicable check-out procedures. The College will have the unconditional right after termination to take possession of a residence hall room by any lawful means, without liability for trespass, and without waiving any of the College’s other rights or remedies. If the College cancels this Contract pursuant to any of the reasons listed in this paragraph, the College shall take all necessary steps to identify and provide an alternative residence hall room for the Resident. If that is not possible, the College shall refund to the Resident a pro-rated share of the rent payment based upon the number of days the Resident occupied the room prior to the cancellation.

C. Failure to Occupy the Space. The Resident must occupy the assigned space by 5:00 p.m. on the first day of classes of the academic term of residency, unless written notice of
delayed arrival is received by the Residence Hall Director by 9:00 a.m. on that same day. The College reserves the right to cancel this Contract and reassign the assigned space to another student if the Resident does not comply with this provision. Cancellation of this Contract by the College pursuant to this paragraph shall not release the Resident from the obligation to pay all fees due under this Contract for the entire Contract term, and the Resident shall receive no refund of his or her housing fees.

D. Failure to Receive Board of Regents Approval. This agreement is subject to approval by the Board of Regents of the leasing of this property to the College. Should this lease not be approved, this agreement is terminated.

XV. Termination of the Contract by the Resident

A. Termination Prior to Start of the Academic Year. In order to avoid any rent charges or associated cancellation fees, terminations must be made by the Resident prior to July 1, 2014 (Fall 2014 Semester) or December 1, 2014 (Spring 2015 Semester). A registered student who fails to cancel his or her Contract prior to the first day of the Contract period and is either (a) not living in the residence hall or (b) moves out of the residence hall at any time during the Contract period, will be held financially responsible for rental charges for the duration of the Contract period. The full amount of rent due under the terms of this Contract shall constitute a debt owed to the College and, if unpaid, may be collected in any lawful manner and may prevent registration at the College for future academic terms. The parties agree that, because of the administrative expense incurred in the event students to not accept and occupy assigned housing, the need to meet financial obligations of the College for housing, and the difficult of measuring actual damages, the full amount of rent due shall constitute liquidated damages in the event of cancellation and does not constitute a penalty.

B. Termination After the Start of the Academic Year. During the academic year, the College may, in its sole and exclusive discretion, release a student from this Contract upon receipt of a signed contract release request form, payment of any mandated cancellation fees, and approval by the Director of Residence Life and Housing. A Resident’s request for release will be considered and approved ONLY for the following six (6) reasons: (a) official withdrawal; (b) marriage; (c) non-registration for classes; (d) graduation; (e) participation in non-local College programs; or (f) call to active duty military service. Residents who are granted a release from their Contract with the College for any of the six (6) reasons outlined above will be charged a pro-rated portion of the rent payment for the number of days from the beginning of the Contract term through the date of their official check-out from the residence hall. Such Residents shall move out of the residence hall within twenty-four (24) hours of the Contract’s termination and ensure appropriate check-out procedures are followed. Rent will be charged until a proper check-out with a designated staff member is fully completed. Residents terminating the Contract under this provision will remain responsible for any damage to their assigned space and/or common areas occurring prior to the date of cancellation. When applicable, rent refunds will be either (a) credited to the Resident’s COAST account to pay outstanding College charges or (b) refunded to the Resident. Refunds will be pro-rated on a daily basis. Refunds will adhere to the Return of Title IV Funds policy. Residents who officially withdraw from the College are ineligible for a refund of their housing application fee.

XVI. Check-Out
The Resident must use the established check-out procedures upon termination of this Contract for any reason. Residents who fail to clean the room and/or cause damage to the room and its contents will be charged the College’s cost to clean and repair the premises.

**XVII. Damages**

The Resident is responsible for any damage or loss caused to his or her room, furniture, fixtures, and equipment, other than that associated with ordinary wear and tear. Damage or loss within resident rooms will be charged to the assigned Resident(s) proportionately, unless there is clear information available identifying another Resident as responsible for the damage(s). The Resident agrees to pay his or her portion of such assessed damages to the College upon demand, or the College may pursue an appropriate remedy under this Contract. The Resident is also responsible for maintaining the cleanliness of his or her room, and shall reimburse the College for all cleaning costs in excess of normal cleaning costs if, at the sole discretion of the College, such additional cleaning is required. In addition, the Resident will be required to share equally with other hall/unit/suite Residents the cost of repair or replacement of any College property in common areas of the residence halls, including, but not limited to, hallways and lounges, when the College determines that it is unable to assign liability for such damage or loss to any individual Resident(s). The College, at its sole discretion, shall determine the amount of any such loss or damage.

**XVIII. Abandoned Property**

If, after termination of occupancy for any reason, the Resident leaves personal property in College premises, including his or her residence hall room, the property shall be inventoried and stored for a period up to ninety (90) days. Residents will be billed until the property is recovered or disposed of, as outlined below. The Office of Residence Life and Housing will dispose of the property if not removed by the Resident after notification has been sent to the Resident’s address of record. Any charges incurred to remove, store, or dispose of the property will be assessed to the Resident.

**XIX. Liability**

The College of Coastal Georgia will not be liable for, and assumes no legal obligation to pay for, any injury to any person (including death) or loss of or damage to items of personal property that might occur in its building or on its grounds prior to, during, or subsequent to the contract period. This includes, but is not limited to, damage from fire, windstorm, water, vandalism, interruption of utilities, or condition of facilities. Residents are encouraged to obtain personal property insurance for their belongings.

**XX. Assumption of Risk**

There are risks associated with living in a College housing environment. Residency is purely voluntary. Resident elects to reside and participate with full knowledge of the risks of injury, illness, or damage to property and accepts full responsibility for any injuries, illness or damage to property that he or she may sustain in the course of such residency and/or participation. Resident is responsible for engaging only in those activities and programs for which he or she has the prerequisite skill, qualification, preparation, and training. Resident acknowledges and agrees that he or she is owed no extraordinary duty of care in connection with his or her residence in College housing.
XXI. Immunization Requirement

In accordance with Official Code of Georgia Annotated Section 31-12-3.2, all students living in College-owned housing must EITHER receive a vaccine for bacterial meningitis OR review information about the risks of bacterial meningitis. The following is the information you will need in accordance with this Georgia statute: What is Meningococcal disease? (a) Meningococcal disease is a serious disease that can lead to death within only a few hours of onset; one in ten cases is fatal; and one in seven survivors of the disease is left with a severe disability, such as the loss of a limb, mental retardation, paralysis, deafness, or seizures; (b) meningococcal disease is contagious, but a largely preventable infection of the spinal cord fluid and the fluid that surrounds the brain; (c) scientific evidence suggests that college students living in residence halls are at a moderately increased risk of contracting meningococcal disease; and (d) immunization against meningococcal disease will decrease the risk of the disease. Students who apply for college housing will not be permitted to submit housing contracts without initialing that he or she is aware of the risks of bacterial meningitis. Students are encouraged to discuss the vaccination with his/her family physicians.

XXII. Assignment and Delegation

This Contract may not be assigned, transferred, or conveyed, in whole or in part, without the prior written consent of the College of Coastal Georgia. A resident is to use and occupy his or her assigned space exclusively as a personal residence for himself or herself, and for no other purpose except as may be permitted by the College in writing and in advance. No resident will occupy or reside in any space other than their assigned room, nor will any resident permit another to reside in the space assigned exclusively to him or her as a personal residence. Subletting arrangements of any kind are not permitted.

XXIII. Choice of Law and Forum

The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with this Contract without regard to the choice of law provision of State law. This provision shall not be construed as waiving any immunity to suit or liability, including, without limitation, sovereign immunity, which may be available to the State or the College of Coastal Georgia.

XXIV. Integration

This Contract represents the entire agreement between the parties and cannot be modified except by the parties’ subsequent written agreements. The parties shall not rely on any representation that may have been made that is not included in this Contract. There are no promises, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

XXV. Waiver

The failure by either party at any time to require performance by the other party or to claim a breach of any provision of this Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.
XXVI. Severability

If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Contract. Further, if any provision of this Contract is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be an amendment to the minimum extent necessary to render it enforceable under applicable law. Any agreement of the College and the student to amend, modify, eliminate, or otherwise change any part of this Contract shall not affect any other part of this Contract, and the remainder of this Contract shall continue to be of full force and effect.

XXVII. Remedies

Resident’s breach of any of the obligations established by this Contract authorizes the use of any remedy available by law or in equity. Additionally, if the Resident or his or her parent, guardian, or other guarantor fails to pay housing fees or other charges as required by this Contract, the College is authorized to use any or all of the following remedies: termination of this Contract; removal of the Resident and his or her belongings from College housing; cancellation of the Resident’s enrollment at the College; and withholding of the Resident’s transcript of grades, diploma, or other records maintained by the College.

XXVIII. Collections and/or Attorneys’ Fees

Resident may, at the sole and exclusive discretion of the College, be responsible for the payment of any and all costs incurred by the College in collecting any amounts due under this Contract. This includes reasonable attorneys’ fees, as well as any other collection costs, incurred in connection with any action or proceeding to enforce this Contract or to collect any funds owed pursuant to this Contract. Further, Resident agrees that if the College utilizes legal counsel or a collection or other agency to enforce this agreement, he or she may, at the sole and exclusive discretion of the College, be required to pay the collections costs, reasonable attorneys’ fees, and other court costs incurred in obtaining payment of the amount due under this agreement, as well as interest on any unpaid balances in an amount not to exceed 1.5% per month. If the College refers this agreement to the Georgia Attorney General for collection, Resident may, at the sole and exclusive discretion of the College, be required to pay the collection costs, which are 35% of the unpaid balance, as well as reasonable attorneys’ fees, other court costs incurred, and interest at a rate not to exceed 1.5% per month on any unpaid balance.

XXIX. Address for Correspondence

All correspondence required by this Contract or otherwise relating to matters contained in this Contract from the Resident or his or her parents, guardians, or guarantors to the College shall be mailed or deliver to the Office of Residence Life and Housing at the following address:

Office of Residence Life and Housing (Attn: Director of Residence Life and Housing)
College of Coastal Georgia
One College Drive
Brunswick, Georgia 31520
The Office of Residence Life and Housing may also be contacted electronically at: Residence.Life@ccga.edu.

Please read this entire document carefully before signing and submitting it. This document may be signed electronically or by printing and submitting it. Once accepted by the College of Coastal Georgia, this document becomes a legally binding Contract with financial obligation.

I have read, understand, and agree to fully comply with the requirements of this Contract. I further agree to pay all amounts due pursuant to this Contract. This Contract will not be binding and enforceable until the Contract is signed by the Resident and co-signer (if applicable) and all associated application and confirmation payments have been received. I certify that the information in this Contract and any supporting materials is complete and accurate. I understand that the College’s acceptance of this Contract is conditioned upon the accuracy of such information and materials and that providing false, misleading, incomplete, or inaccurate information or materials constitutes grounds for dismissal from the College and/or immediate termination of this Contract.

____________________  __________________________
Signature of Student          Date

____________________  __________________________
Signature of Parent, Guardian, or Guarantor  Date
(if student is under 18 years of age)

____________________
Print Name of Student

____________________
Director of Residence Life and Housing  Date