

# 2025-2026 GUIDE TO RESIDENTIAL LIVING



**VCU**

**Residential Life and Housing**



Hello, and welcome to the RAMily!

Dear Rams,

Welcome to VCU Residential Life and Housing – where your journey of discovery and growth truly begins! Living on campus is more than just a place to sleep; it's a dynamic environment designed to empower your academic achievements and shape your future.

Here, you'll gain invaluable leadership experience, learn to navigate diverse perspectives, and build a strong foundation for your career. Our vibrant residential communities offer unique opportunities to engage with faculty, participate in campus employment, and lead student organizations – all contributing to your personal and professional development.

We are committed to providing a supportive and inclusive community where your safety, comfort, and opportunities for success are paramount. Our dedicated student and professional staff are always available to offer guidance, resources, and a friendly face. We're here to ensure you thrive.

We're excited to see you embrace this incredible opportunity and become a vital part of our VCU residential community. Welcome home!

Sincerely,

A handwritten signature in black ink, which appears to read "Megan Becker". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Megan Becker, Ed.D.  
Executive Director for Residential Life and Housing



Welcome to the RAMily!

We are so excited to welcome you to the new academic year. Living on campus provides VCU students convenient access to a variety of benefits, including easy access to classes and the opportunity to attend events and explore the hundreds of student organizations that all contribute to a special college experience. Our goal this year is to provide our residential students with the space and the right set of circumstances to build connections, establish a sense of belonging, grow as individuals, and develop a sense of community and school spirit.

Residential Life and Housing strives to provide students with the resources and opportunities for residents to succeed. The comfort of our residents is a priority. We look forward to students returning to their rooms after a busy day of progressing towards their future. Residence Hall Association (RHA), a student-led organization, provides and supports residents with community events throughout all residence halls. Each hall has representation at our General Body meetings to share current events and advocate for an improved residential experience. RHA also sponsors a variety of initiatives throughout the academic year, including Res Life Cinema which is a media streaming service available only to residential students.

In addition, RHA assists residents with addressing concerns and issues encountered while living on campus. Each residence hall has a Community Council that provides residents the opportunity to become leaders among their peers and plan events that build community. Through Community Council and RHA, students can have their voice heard and gain the tools to initiate change in their communities to make their year the best it can be. We look forward to connecting with you at our General Body Meetings on Monday nights, so keep that time available in your schedules. RLH aims to provide a supportive living environment that guides and encourages students to succeed and grow as individuals. The coming year will be amazing, challenging, and rewarding. The RLH team is excited to support you as you accomplish all of your goals. GO RAMS!

Sincerely,

Leo, Trinity, Dina, David, Javion, Randy  
2025-2026 RHA Executive Board Members

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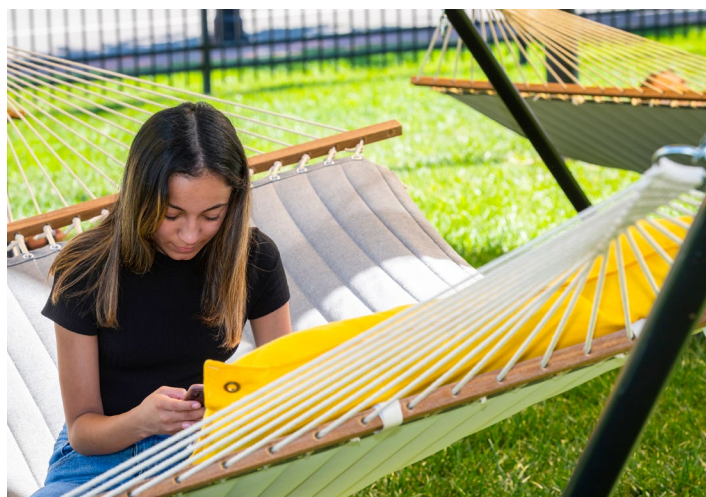
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## VISION

Residential Life and Housing at VCU will be a preeminent, urban, public, on-campus community providing a one-of-a-kind residential experience.

## MISSION

Residential Life and Housing at VCU provides safe, inclusive, and well-maintained facilities where we work together to build intentional communities to empower residents in their academic excellence, citizenship and personal growth.

## VALUES

Guiding this mission is a set of departmental values, which complement the core values of the institution:

### Collaboration

We value the exchange of ideas and solutions through internal and external partnerships. This value is exemplified through the enhancement of the residential experience through training, community building, policy development and integration of services.

### Inclusion

We value celebration, exploration, and understanding among people, ideas and culture. This value is exemplified through creation of a safe and inclusive environment for all students to

explore identities of self and others; promoting a life-long commitment to successful living in a global community; and ensuring that policies, programs, and services reflect the values of our communities.

### Resident-Centered

We value and recognize that our residents are at the core of our mission and practices. This value is exemplified in our commitment to encouraging and promoting the student voice and providing opportunities for comprehensive student learning, student development and student leadership.

### Learning

We value academic and personal success for all students. This value is exemplified through our emphasis on engagement and education outside the classroom and ensuring a dynamic residential setting where discovery, challenge and support, innovation and respectful discourse are paramount to the on-campus experience of the student.

### Excellence

We value the individual and collective pursuit of exceptional practice in our work and relationships. This value is exemplified through high expectations of staff and students in the residential community. Staff and students continually seek ways to contribute to the future of the department, division, institution and profession.

## CONTRACT INFORMATION

The Housing Contract is a binding contract that describes the obligations of RLH and an individual resident with respect to the residential experience. It includes important information about assignments, room changes, housing charges, check-out procedures, and other pertinent information. Please refer to the Housing Contract on the [RLH website](#).

All residents should read the Housing Contract prior to signing it and moving into their residence hall space. The Housing Contract details the period of occupancy, housing policies (including responsibilities related to criminal proceedings and protective orders), and prohibited behaviors. Residents who do not abide by the provisions of the Housing Contract or this Guide to Residential Living, may be subject to documentation and referral through the student conduct process and/or administrative cancellation of the Housing Contract.

## BREAK HOUSING AND CLOSING INFORMATION

The following residence halls will close during the Fall, Winter, and Spring Break periods: Brandt, GRC, GRC III, Honors, and Rhoads. Each closing will be strictly enforced by residence hall staff. No residents may return early from any breaks. Residents may be charged if they fail to vacate by the closing times indicated above. For each closing, residents must turn off all lights, close all windows, unplug appliances, and remove perishable food and trash from the room. RAs will enter each room during each break to verify proper closing procedures have occurred and conduct health and safety inspections.

The following residence halls will remain open during the Fall, Winter, and Spring Break periods: Ackell, Broad & Belvidere, Cary & Belvidere, Grace & Broad, West Grace North, and West Grace South.

Please note that the dining halls and other services may not be in regular operation during breaks; refer to individual department websites for more information. Residents should look for more specific information regarding hall openings and closings from their residence hall staff and communication from Residential Life and Housing. A complete list of Hall Schedules, including closings, and breaks can be found [here](#).

## COMMERCIAL OR BUSINESS ENTERPRISE

While RLH supports student entrepreneurial spirit and encourages residents to seek ways to start businesses or other commercial enterprises, the residence halls are for an academic living and learning environment. The Housing Contract states, "Use of a residential facility related to any activity for business or financial gain is prohibited. As set forth in the university's policy on Reservation and Use of Space, any commercial use of RLH space must be authorized in writing by the vice president of student affairs or designee. Commercial door-to-door activities and commercial solicitations are prohibited. Sales, solicitation, and peddling are prohibited within University residential areas, including interior and exterior spaces. Commercial activity within the residence halls is strictly prohibited. Commercial (or business) activity includes the exchange of goods and/or services or any sale, solicitation, or promotion/marketing for the purpose of securing a profit or monetary benefit. Additionally, the use of RLH resources such as physical space (bedrooms, community spaces) or utilities (i.e. water, electricity, appliances, etc.) for commercial activity is strictly prohibited. Questions about whether an activity comes within this prohibition should be directed to the Executive Director of Residential Life and Housing or designee.

## CRIMINAL CONVICTION OR PROTECTIVE ORDER

As set forth in the Housing Contract, if at any time during the Contract Period, a Resident is required to register on the Sex Offender or Crimes Against Minors Registry (SOR) or is subject to a protective order, the Resident must notify RLH in writing within seventy-two (72) hours of the conviction or entry of the protective order or as otherwise required by law.

Residents should email [housing@vcu.edu](mailto:housing@vcu.edu) to inform RLH of any such conviction or order. Afterwards, the resident will meet with the Director of Residential Life or designee to discuss the terms of the registration requirement or protective order and any applicable university policies. This discussion may include administrative room reassignment to ensure compliance with the terms of a protective order.



## RESIDENCE HALL SAFETY AND SECURITY

### RESIDENCE HALL SAFETY

As a resident of VCU on-campus housing, residents may enter and leave the residence hall at their convenience as described in the Housing Contract. Residence hall safety depends on the responsible actions of each resident. This includes taking the following actions and being responsible for:

- Keeping their bedroom and, if applicable, suite or apartment room door locked at all times
- Ensuring unauthorized individuals do not follow or “piggyback”/“tailgate” into a residence hall
- Properly registering and signing in all guests and visitors, including only those who you know
- Ensuring guests or visitors are not left unattended at any time
- Not propping open any stairwell or outside door at any time

### VCU POLICE

Residential Life and Housing works with VCU Police to ensure a safe and secure living environment. VCU Police officers are sworn law enforcement officers with the ability to patrol, investigate and arrest, on campus and in the communities and neighborhoods surrounding VCU. Officers generally wear gray uniform vests with the VCU Police insignia and may patrol campus in vehicles, on bikes, or walking. Safety Ambassadors, who are unarmed employees (not sworn officers) will respond to calls for service in situations that do not require a sworn police officer; Safety Ambassadors wear neon and black uniform shirts.

### Emergencies

If residents experience an emergency in a residence hall or elsewhere on campus, they should contact VCU Police directly at 804-828-1234. Calls to 911 may take longer to route to VCU Police.

### Non-Emergencies

Should residents need to report a non-emergency (where there is no immediate threat or concern), the VCU Police non-emergency number is 804-828-1196. Residents have the opportunity to file reports or consult with an officer, or request service.



### Other Non-Emergency Reporting Resources

There are a variety of ways to report issues or concerns to VCU police across the VCU campus including but not limited to the following:

- [VCU Police Website](#) - Information on VCU Police, reporting crimes, safety resources, and details about emergency management procedures
- The [Live Safe App](#) provides safety resources, information and the opportunity to communicate directly with VCU Police. Users can report crime, suspicious behavior and share information of what is occurring.
- Emergency Reporting Telephone System ([ERTS](#)) phones can be found across the VCU campus and provide a direct connection to VCU Police. Most outdoor ERTS phones are yellow call boxes labeled “VCU Police,” and may have a flashing light attached. Some may be affixed to building exteriors or an independent pole.

### VCU Alert

Residents should monitor their communication devices and refer to the [VCU Alert](#) page. The university strongly encourages students and those within the VCU community to [sign up for text alerts](#) through cell phones. These are some of the methods that VCU may communicate in an emergency situation such as severe weather, active threats to the campus community, and traffic impacts. VCU may also communicate important alerts through emergency notification boxes, desktop alerts on VCU supported computers, digital signage, LiveSafe app messages, mass email, outdoor sirens, text messages and social media.

### EMERGENCY AND FIRE DRILL EVACUATION PROCEDURES

As mandated by the State Fire Marshal, all VCU owned or operated residence halls must execute fire drills four times per calendar year. Residential Life and Housing conducts these fire drills twice per semester. All residence hall bedrooms, suites, or apartments have emergency evacuation procedures on the back of the door.

Residents should review the emergency fire evacuation information and be aware of their emergency evacuation location located on the next page.

**Residence Hall Emergency Evacuation Locations**

<b>Residence Hall</b>	<b>Location</b>
Ackell Residence Center	Siegel Center Plaza
Broad & Belvidere	VCU School of the Arts (DePillars Building)
Cary & Belvidere	JL Parking Lot
Gladding Residence Center/GRC III	Monroe Park
Grace & Broad Residence Center	First Floor of the West Broad St. Parking Deck
The Honors College	Green space between the Laurel Street Parking Deck and West Grace South
Rhoads and Brandt Hall	Monroe Park
West Grace North	Green space between the Laurel Street Parking Deck and West Grace South
West Grace South	Alley behind West Grace North

Upon observing a fire alarm or instruction to evacuate, leave the area immediately, proceed to the nearest exit or emergency exit, and leave the building, do not attempt to utilize elevators. Upon discovery of a fire, residents and staff must activate the fire alarm, notify VCU Police at (804) 828-1234 (emergency line), exit the building immediately using the closest safe exit and proceed to the predetermined meeting place for that building. It is against the law to remain in a building during a scheduled, non-scheduled, or emergency fire alarm evacuation. Residents who do not evacuate in a timely manner or fail to adhere to instructions given by emergency personnel and residential life staff will be subject to disciplinary action.

Residents with disabilities or accessibility challenges limiting their ability to follow standard evacuation procedures should seek accommodation by contacting RLH as early as possible to learn about RLH’s alternative emergency procedures and provide relevant information to RLH staff for any necessary assistance during drills and emergencies.

**Emergency Evacuation Procedures for Residents**

1. Always utilize the nearest available exit or emergency exit for evacuation.
2. When exiting a room and the building:
  - If you determine that you can safely do so without delay, quickly dress appropriately for the weather conditions (i.e., coat, shoes).

- If you determine you can safely do so without delay, close and lock all doors, and bring your VCUCard and keys.
  - Do NOT use the elevators. Use the stairs.
3. Once a resident is safely outside the building:
    - Move away from the building and immediately report to the designated assembly area to check in with residential life staff.
    - Stay clear of all emergency vehicles, and do not stand in the roadway/walkway or block emergency vehicles from getting through.
    - Do not re-enter the building until instructed to do so by an emergency responder or residential life staff.
    - Report any vandalized or disconnected smoke detectors to residential life staff immediately.
    - Report any observations of the fire or other emergency situation (e.g. location, potential cause, individuals involved or in need of assistance) to residential life staff in order to assist with the emergency response.

If you are a resident or individual that has an accessibility issue with no alternative emergency procedure on file or you are a resident/individual that is unable to evacuate, you should:

1. Call VCUPD at 804-828-1234 or 911
2. State you have a disability or unable to evacuate and need assistance, you may have to explain the nature of your disability to the dispatch officer
3. Designate your location to the best of your ability providing information such as your residence hall, floor number, room number, stairwell location.
4. Be prepared to explain or have a step-by-step explanation of the most efficient way to disengage any equipment to facilitate the evacuation.

Failure to evacuate is a violation of Richmond city ordinance and may result in arrest, possible fine and/or disciplinary action through the Student Code of Conduct.

**FIRE SAFETY DEVICES**

The university will maintain fire extinguishers, smoke detectors, and sprinkler systems in the residence halls.

**Fire Extinguishers**

Residents may bring a personal fire extinguisher

for their room, suite or apartment if they choose to do so. Residents should follow any and all manufacturer instructions for inspection, maintenance, and operation. If residents choose to bring a fire extinguisher, it must be classified and clearly labeled as an ABC extinguisher. VCU fire extinguishers are located in designated locations in the hallways and walkways outside rooms, suites and apartments.



FireStops are installed in Ackell, Broad & Belvidere (excluding the Gilmer apartment addition), Cary & Belvidere, Grace & Broad, West Grace North, and West Grace South. FireStops are automatic fire suppressors, canisters visible above the burners of the stove. They will activate if a cooking flame reaches the activation point. Do not remove or tamper with the FireStop. Should the FireStop become activated, report the activation to residence hall staff immediately.

### Smoke Detectors

Smoke detectors should never be removed, covered, or tampered with. In Ackell, Broad & Belvidere, Gladding Residence Center III, Honors, and Rhoads Hall, smoke detectors are tested monthly by residential life staff. If residents notice that a smoke detector requires service or a battery replacement (i.e. chirping), they must report it as soon as possible and should not remove the device. Residents, except Gladding Residence Center residents, must submit a residence hall work order form at [fss.vcu.edu](https://fss.vcu.edu). Gladding Residence Center residents must complete a request online at [mycommunity.americancampus.com](https://mycommunity.americancampus.com). If there is an immediate issue that needs to be addressed with a smoke detector, please contact residence hall staff immediately.

### Fire Safety and Fire Safety Equipment

Tampering with or misuse of fire safety equipment is prohibited; this includes but is not limited to wrongfully discharging a fire extinguisher, covering/removing smoke detectors, hanging items from sprinkler heads. Fire safety equipment includes but is not limited to: alarms, extinguishers, signage, smoke detectors, heat sensors, door closers, and sprinklers. Additionally, the act of setting items aflame is also prohibited. Anyone found causing an intentional fire alarm, tampering with fire safety equipment or not properly evacuating during a

fire alarm may result in arrest, possible fine and/or disciplinary action through the Student Code of Conduct.

### OTHER EMERGENCY AND LIFE SAVING EQUIPMENT

All residence halls are equipped with Automated External Defibrillators (AED), Stop the Bleed Kit, and Naloxone (Narcan) nasal spray rescue devices. (The devices for Gladding Residence Center are located in GRC III.) These items are located in AED boxes in the event of a medical emergency or suspected overdose. These devices have step by step instructions and guidance on how to use and administer but should be used only in the event of an emergency and if an individual is trained in doing so. If any of these devices are utilized, VCU Police should be contacted immediately at 804-828-1234 and medical professionals should be requested. For more information on these devices and training on AED and Stop the Bleed Kits, please visit [Safety & Risk Management](#). Additional resources regarding Naloxone training and the use of naloxone spray which is permitted to be possessed by residents can visit [Rams in Recovery](#).

### STATE FIRE MARSHAL RESIDENCE HALL SAFETY INSPECTIONS

Periodically, the State Fire Marshal, with escort from Residential Life and Housing and the VCU Office of Safety and Risk Management will conduct inspections throughout the year. Violations of state code may result in the confiscation of prohibited items, charges under the Student Code of Conduct, and/or a fine.

### MISSING STUDENT

If you believe that a student is missing, please contact the VCU Police Department, (804) 828-1234 for guidance. RLH does not enter a student's room or apartment at the request of another individual to check or verify occupancy without the presence of VCU Police.

**SECURITY CAMERAS**

VCU Police operates an extensive network of security cameras across the VCU Campus, including the residence halls. Security cameras are located externally around residence halls and in public access locations of residence halls such as main entrances, emergency exits, and lobbies. For the privacy of residents, cameras are not located within residential hallways, community bathrooms, individual apartments, bathrooms, or bedrooms. Residential Life and Housing staff cannot provide access to security cameras to residents or the general public. Any requests for security camera footage must be submitted to VCU Police.

**STUDENT INFORMATION**

VCU officials maintain confidentiality of student records and disclose information in accordance with the Family Educational Rights and Privacy Act (FERPA). This means that VCU officials may disclose student record information without the consent of the student in certain situations. To support university operations, for example, VCU officials share information about students with other educational officials as necessary to perform their job duties. FERPA permits this disclosure to school officials who have a legitimate educational interest in the student information. For example, FERPA permits disclosure in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

In addition, VCU officials have obligations to report information about a student depending on the content of that information. For example, faculty and staff must comply with VCU's policy on the duty to report. Unless FERPA permits a certain disclosure, VCU requires consent from a student to disclose information from their education record to another individual. Additional information can be found on the [VCU FERPA website](#).

We offer each resident the opportunity to provide missing person contact information. Providing this information is optional. This information is confidential, accessible to authorized campus officials and only disclosed to law enforcement personnel in furtherance of a missing person investigation. All residents have the right to indicate a specific contact (in addition to a general emergency contact) related to missing person notification. This can be done through the Housing Application.

Residential students may authorize Residential Life and Housing to discuss their housing related records with one or more other individuals. This can include records such as but not limited to housing assignment information, residential conduct incidents, and residential behavioral concerns by submitting a release of records found on the [VCU Housing website](#).

**VCUCard**

The student identification card (VCUCard) is a VCU-issued card. It is linked to the student's record that indicates the student's status as a currently enrolled resident and entitles them to various services and privileges in the residence halls. All VCU students who are assigned to on-campus housing must obtain a VCUCard from the VCUCard Office prior to moving into their residence hall, or no later than two days after moving into their residence hall. Failure to obtain a VCUCard will result in denied access to the residence hall and may result in referral to the student conduct process. Residents must use the VCUCard to gain access to the residence halls. Residents must carry their VCUCard with them at all times while on campus. Lending or distributing a VCUCard is strictly prohibited. Digital copies of your VCUCard may not be used to provide entry into the residence halls via a third-party app.

A VCUCard must be presented when entering any of the university residence halls. This will usually be done by swiping or tapping the card against a card reader to verify access. Please be mindful as you swipe your VCUCard to ensure that it registers your access attempt and notifies the desk staff member. If your attempt is not successful, you may be asked to return to the desk for verification. Failure to produce proper identification upon a reasonable request by a university official (including Resident Assistants and Desk Assistants) may be considered a violation of the Student Code of Conduct for failure to comply with a reasonable request or directive of a university official.

A resident who is unable to present their VCUCard upon entry into a residence hall may request a temporary pass permitting a single entry. Residents may obtain two temporary passes per semester at no charge; however, residents may be charged for each subsequent pass. To ensure residence hall access, residents should take immediate action to locate or replace their VCUCard.

## **RESIDENCE HALL FACILITIES AND SERVICES**

### **ACCESSIBLE RESIDENCE HALLS FOR STUDENTS WITH DISABILITIES**

VCU is committed to providing campus-wide accessibility. If current or incoming residents are seeking housing-related accommodations, please contact the [Office of Student Accessibility and Educational Opportunity \(SAEO\)](#) (for students on the Monroe Park Campus) or [The Division for Academic Success](#) (for students on the MCV Campus).

### **ABANDONED PROPERTY**

If university staff can reasonably determine which student appears to be the owner of tangible personal property lost or abandoned in residence halls after the end of the contract period, Residential Life and Housing staff will send notification to the student's university email address. Instructions for claiming lost or abandoned property will be included in the notification email. Students may be charged for the removal, transport, and storage of any lost or abandoned items reasonably determined to belong to them:

- Charge per box under 25 pounds: \$50 (minimum charge)
- Charge per box over 25 pounds: \$75
- Large, bulky items (mirrors, hampers, rugs, etc.): \$50
- Charge per refrigerator, microwave, or TV: \$100

The university will hold such property for 120 days. If the student does not claim the property within 120 days, items may be sold through Surplus Property, donated to charitable organizations, or disposed of in the trash. The university assumes no liability for damage or loss of any lost or abandoned property on its premises.

### **AIR CONDITIONING (AC) AND HEATING**

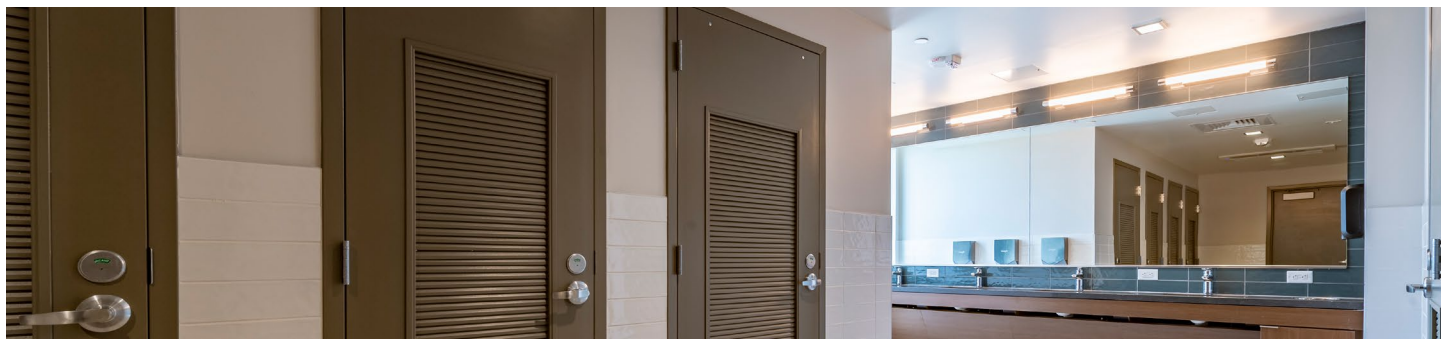
All halls are equipped with air conditioning and heating. When the AC or heating is on, keep windows closed so that equipment can operate efficiently. If the room temperature is outside of the set thermostat range in all residence halls except Gladding Residence Center, please submit a work order at [fss.vcu.edu](http://fss.vcu.edu). Gladding Residence Center air conditioning and heating requests can be completed online at [mycommunity.americancampus.com](http://mycommunity.americancampus.com).

Rhoads is on two pipe centralized AC/Heat. This means that only AC or heat will be provided to the building. RLH will notify residents of the switch over from AC to heat in the Fall, and heat to AC in the Spring. Brandt and The Honors College are on centralized AC/heat systems, which require annual servicing; the AC in these buildings is typically turned off in December/January for this servicing.

The suites in Gladding Residence Center III and the apartments in Ackell, Broad & Belvidere, Cary & Belvidere, Grace & Broad, West Grace North and West Grace South each have individual heat pumps that are controlled in each apartment. The AC will not work if the temperature outside is lower than 60 degrees Fahrenheit. The unit should never be set below 65 degrees Fahrenheit, as that may cause freezing of the unit and flooding as the unit thaws. Some buildings also have thermostats that are programmed at a certain temperature and will not go above or below this set point.

### **BATHROOMS**

RLH has a gender-affirming bathroom policy. Shared bathroom facilities within the residence halls are designated as either single gender (men's or women's bathrooms) or for everyone. RLH is committed to providing clean and safe bathrooms for use by any student. All students are welcome to use a shared bathroom that corresponds to their sex or gender identity, or a single-person bathroom.



In Rhoads Hall, community bathroom facilities are designated for men or women with a shared community sink area and multiple individual-use, private stalls for showers and toilets for use by one person at a time. These facilities are cleaned by housekeeping on a daily basis.

In Gladding Residence Center, gender-affirming community-style bathroom facilities have a community sink area for shared use by individuals of any gender and multiple individual-use, private, lockable rooms with shower and toilet for use by one person at a time. These facilities are cleaned by housekeeping on a daily basis.

Bathrooms in suite-style rooms (Brandt, Gladding Residence Center, Gladding Residence Center III) and apartments (Ackell, Broad & Belvidere, Grace & Broad Residence Center, West Grace North, and West Grace South) have a shared community sink area and individual-use, private, lockable room with shower and toilet for individual use. Residents assigned to these spaces are responsible for cleaning these facilities. Toilet paper is not provided by RLH for student use in these bathroom facilities.

To encourage safety and comfort in shared bathroom facilities, the following policies must be followed in all residence halls:

- Residents and guests may use bathroom stalls or lockable rooms for private toileting or bathing use only. Any use of a shower or toilet stall/ room by more than one person at a time or for other purposes is not permitted.
- Residents and guests must exercise courteous cell phone use in all bathroom areas; the Student Code of Conduct prohibits recording a video or taking a photo in violation of an individual's reasonable expectation of privacy.
- Residents and guests must treat common bathroom spaces with respect and clean up after themselves and report any maintenance or housekeeping issues.

### **BICYCLE AND MOTORIZED VEHICLE STORAGE**

Bikes are permitted to be stored in residence hall personal spaces (bedrooms, suites, apartments), only if all residents of that space agree to storage and bikes do not impede egress from the space. Bikes may not be stored in common areas within the residence halls (as defined below), except on designated bike racks. Bikes, skateboards, or scooters may not be ridden in the residence halls.

Residents who have lost their bike lock key and wish to receive help in retrieving their bike should place a work order at [fss.vcu.edu](https://fss.vcu.edu). Gladding Residence Center residents who have lost their bike lock key and wish to receive help in retrieving their bike should request this be completed online at [mycommunity.americancampus.com](https://mycommunity.americancampus.com). Residents should expect to provide documentation to prove the bike belongs to them prior to the lock being cut. Residents should [register their bikes](#) with VCU Police upon arriving to campus in order to expedite this process and help protect their property.

Motorized vehicles (e.g. hoverboards, e-bikes, e-scooters) are prohibited in courtyard areas or inside the residence halls and are not to be parked/ chained anywhere in the residence halls, courtyard, lobbies or sidewalks. Non-motorized vehicles may be parked/chained in designated areas only.

Any vehicle, including bikes, chained to a window, gate, light/sign post, pole or in any non-designated areas will be impounded and disposed of per the [university's policy regarding bicycle parking and removal](#). The university is not responsible for damage to locks or vehicles that are impounded.

### **CLEANING SERVICES AND HOUSEKEEPING**

The housekeeping staff are responsible for cleaning and maintaining the common areas of the residence halls, including community laundry rooms, recreation areas, study areas and common bathrooms. Resident access to these areas may be restricted during daily cleaning or periods of maintenance.

### **COMMUNITY SPACE RESERVATIONS**

RLH maintains a variety of community and green spaces at our residence halls. The RLH community building and programming efforts take priority for residential usage of these spaces. However, these spaces can also be reserved for university events or meetings. All reservations for residence hall spaces must also follow the [VCU Reservation and Use of Space Policy](#).

There are also classrooms located within some residence halls. VCU uses these classrooms primarily for credit academic courses, but these spaces may be reserved for other acceptable uses when available. Priority will be given to activities sponsored by RLH. All classroom reservations are scheduled through Virtual EMS or by emailing [conferences@vcu.edu](mailto:conferences@vcu.edu).

Requesters must be a current VCU resident, faculty, or staff in order to utilize and reserve spaces or classrooms. Reservations may only be a one-time request as RLH is unable to accommodate recurring meetings. Reservations must be coordinated through RLH Conference Services via email at [conferences@vcu.edu](mailto:conferences@vcu.edu). If booking an event outside of these hours, there may not be staff available to help with logistics.

RLH requires all departments, organizations and individuals to abide by the RLH Community Space guidelines when using an RLH space.

### DAMAGE BILLING

Residents who damage property within their space, across the residence hall, or in any other residence hall may be documented and referred to the student conduct process and may be required to pay restitution to VCU.

### Individual Billing

If a resident moves out of their residence hall space or as the result of a room change, RLH staff will inspect the space vacated to ensure there is no damage beyond wear and tear of normal living within the space (including a need for excessive cleaning). If damage is found to have occurred, a damage assessment may be applied to the student's VCU account. Please check your VCU email (up to 30 business days) after a room change or moving out of your residence hall for any possible damage assessments and appeal opportunities.

### Group Billing and Communal Damages

Residents may be held responsible for any damage or excess housekeeping either during the period of occupancy or after moving out of the space. Please check your VCU email (up to 30 business days) after moving out of your residence hall for any possible damage assessments and appeal opportunities. Additionally, if damage occurs to communal spaces (i.e. bathrooms, lounge areas, study rooms) for which no individuals are identified as responsible, all residents of a floor, area, or building can be assessed charges for damages.



### ELECTRICAL OUTLETS

Many electrical outlets across residence halls are equipped with a feature called GFCI or Ground Fault Circuit Interrupter. This means that in the event of a power surge or overload, the outlet will stop working. If this occurs, it has likely surged and needs to be reset. Residents can reset the outlet by pressing the "Reset" button at the center of the outlet. Note: If the cause of the surge has not been corrected, the outlet

will stop working again. Residents should unplug the appliance(s) or remove the water causing the surge before continuing. If the reset is unsuccessful, all residents, except those in Gladding Residence Center, must place a work order for maintenance to check the outlet and correct the issue at [fss.vcu.edu](https://fss.vcu.edu). Gladding Residence Center residents must request this be completed online at [mycommunity.americancampus.com](https://mycommunity.americancampus.com).

### INTERNET AND COMPUTING POLICY

Residents are expected to comply with university policy as well as federal and state law governing the use of computer and networking resources, including applicable copyright laws. In addition, personal wireless routers are prohibited in the residence halls. In order to not interfere with the university wireless signal, residents with wireless printers on campus must turn off the wireless signal on the printer. Failure to comply with policy or law may result in disconnection of internet service and/or university disciplinary action.

[Connect wireless devices](#) like smart TVs, Amazon Echos, gaming systems and more without using your eID with VCU Splash.

How to login in:

1. While on the VCU network, visit [splash.vcu.edu](https://splash.vcu.edu)
2. Read the "VCU Computer and Network Resource Use Policy," check the agreement checkbox if you agree, and press continue.
3. Login with your VCU eID and password if prompted.
4. Enter your device's wireless MAC address, name and a description. Then click Add Device.

If you are unsure where to find your device's MAC address, please refer to the device manual or search the Internet for a guide on how to locate this.

5. Once your device has been added it will appear in the "Manage Devices" section. Please wait for the device to have an "Active" status in the "Manage Devices" section. This may take a few minutes.
6. You should now be able to connect your device to the Splash Network.
7. Contact VCU ResNet if you experience issues with registration or the network, 8:00 a.m. - 4:30 p.m. Monday through Friday, at (804) 828-8943.

### INTERNET, MEDIA, AND TELEVISION STREAMING SERVICES

All halls have internet movie services, which are streamed via the [movies.vcu.edu](http://movies.vcu.edu) website. Movie programming may be viewed on any computer or mobile device with access to the VCU wired or wireless internet. Gladding Residence Center has coax cable television service, augmented by internet streaming capabilities on the Gladding Residence Center wireless network. Roku, Apple TV, Amazon Fire, Alexa, Google, and gaming systems will all function on the Gladding Residence Center wireless network.

### KEYS AND LOCKOUT OF RESIDENCE HALL SPACE

All residents should lock their doors every time they leave their residence hall room, suite, or apartment. Residence hall keys are the sole property of VCU and may not be duplicated under any circumstance. A resident may not lend or give a residence hall key to any other individual at any time. Violators of this rule will be held responsible for any damage or misconduct resulting from possession of a key by another. Students who fail to take appropriate care of keys may be subject to charges under the Student Code of Conduct.

### LOCKOUT

It is understood that from time to time, a resident may become locked out of their residence hall by either leaving their key in their room or temporarily misplacing their key. Residents who are locked out of their rooms may be assisted by staff to gain entry. Students should contact the area office during the business day at the Information Desk or the RA on duty after hours for assistance.

### LOST KEYS

Residents who lose keys should report this loss immediately to their area office so that a spare key may be issued, and a lock changed for continued safety and security of the residence hall space. Residents who lose their key may be responsible for the cost of a lock change. The cost of a lock change is \$65.00 for all residence halls except for Gladding Residence Center which will be charged \$50.00 for a lost room key.



### STOLEN OR BROKEN KEYS

Residents who have a key that is broken or stolen should report this to their area office so that a new key can be made, or locks changed. Residents will not be charged the cost of a lock change if they present the broken key to the Area Office or submit a police report stating that the key was stolen. Note: Report a stolen key to the area office as soon as possible so that the lock can be changed, even if you are waiting for a copy of the police report.

### KITCHENS

All residence hall apartments have kitchens, which are equipped with sinks, dishwashers, refrigerators and stoves with ovens. Kitchens in Ackell and Broad & Belvidere are also equipped with above-stove microwaves. Kitchens in Broad & Belvidere are also equipped with garbage disposals. Gladding Residence Center and Gladding Residence Center III have common kitchens on certain floors for all residents to use. While cooking, please turn on the overhead vent to avoid a buildup of smoke and activation of a smoke detector or fire alarm.

To avoid charges for excessive housekeeping or unusual wear and tear on university property, residents must practice the following good housekeeping strategies:

- Keep kitchens clean by removing trash, routinely cleaning out the refrigerator and freezer and wiping up spills in the microwave or stove/oven.
- Use garbage disposals only for soft foods while running water through the disposal to avoid mechanical failure and damage to the equipment.
- Use dishwashers only with full loads, in order to save water.
- Use only dishwasher detergent in dishwashers (liquid dish soap will cause the machine to overflow).
- Agree on a cleaning schedule with roommates.
- Clean kitchens and common areas within apartments in preparation for new roommates.

Community kitchens located in residence halls must be cleaned by the resident after each use. Residents may be charged for excessive housekeeping or damage to any kitchen or common area to which they have private or communal access. Failure to follow these housekeeping strategies may result in the community kitchen being closed for a period of time.

### **Cooking Safely in the Residence Hall**

Residents cook and prepare food in the residence hall in apartments, suites, community kitchens or bedrooms. While not all residence hall communities have dedicated kitchens and may only have a microwave, please keep the following guidelines in mind regardless as to where you may be cooking.

- While cooking, turn on the overhead vent to avoid a buildup of smoke and activation of a smoke detector or fire alarm.
- Never leave your food unattended, stand by your pan. Turn the burner off before you leave the kitchen.
- Watch what you are cooking. Fires start when the heat is too high. If you see any smoke or the grease starts to boil, turn the burner off and move the pan from the heat to a burner that is off or countertop with a pot mat or trivet.
- Turn pot handles toward the back of the stove so that no one can bump them or pull them over.

- Keep a pan lid or baking sheet nearby. Use it to cover the pan if it catches on fire to put out the fire.

### **LAUNDRY**

Washing machines and dryers are located within each apartment in Ackell, Broad & Belvidere, Cary & Belvidere, Grace & Broad, West Grace North, and West Grace South. If there is a problem with a washer or dryer within your apartment, please submit a maintenance request at [fss.vcu.edu](https://fss.vcu.edu).

All other residence halls have laundry rooms within each building for residents to utilize for their laundry needs, at no cost to them. The machines in the laundry rooms are ready for use by pressing the desired setting and then pressing start. If there is a problem with a washer or dryer within your community, please follow the posted directions in the laundry room to submit a service request.

It is recommended that all residents use High Efficiency (HE) laundry detergent. Laundry facilities must be cared for properly. This includes removing lint after each dryer cycle and removing clothes and lint that fall behind dryers to reduce fire hazards. Dryer ducts are cleaned on a regular basis by a professional contractor; residents living in apartments are expected to allow contractors access to ducts, located in ceilings, for cleaning purposes.

### **MAIL SERVICES**

RLH manages each mail center and communicates with the United States Postal Service (USPS), United Parcel Service (UPS), Federal Express (FedEx), DHL, Lasership, Amazon Fulfillment, and other private carriers of correspondence, both domestic and international. Mail Centers are staffed by student workers and are supervised by the Assistant Director for Mail Services and Conference Support.

Mail is typically delivered Monday through Saturday. Upon arrival, all mail is sorted and placed into mailboxes or scanned into the mail and package tracking system by the student workers. Mail and packages are not delivered on Sundays.

All residents receive email notifications for packages once they have been processed by mail staff and are ready to be picked up. Residents served by the Residence Hall Central Mail and Package Center, located at 207 N. Laurel St., also receive email notifications for first-class mail once it has been processed by mail staff and is ready to be picked up.

Packages and mail will be delivered to the following locations, where students can pick items up once notified of their delivery:

- Brandt/Rhoads Hall Mail Center: Serving Brandt and Rhoads residents
- Gladding Residence Center Mail Center: Serving Gladding Residence Center and Gladding Residence Center III residents
- Residence Hall Central Mail and Package Center (207 N. Laurel St.): Serving Ackell Residence Center, Broad & Belvidere, Cary & Belvidere, Grace & Broad, Honors, West Grace North and West Grace South residents

All same day delivery services (Amazon Prime Now, InstaCart, etc.) and food delivery services (Blue Apron, DoorDash, GrubHub, HelloFresh, etc.) are typically scheduled for an exact delivery time and location. These services are permitted if specialized delivery arrangements are set directly between the resident and carrier. However, RLH will not assume responsibility for the collection or delivery of these services.

Packages and mail can be picked up during the academic year at the following times:

- Monday–Friday, 9 a.m.–8 p.m.
- Saturday–Sunday 12–4 p.m.

Pickup hours may be extended during high volume times (i.e. the beginning of each academic semester, Black Friday, Cyber Monday, etc.). During academic breaks, mail center schedules will vary. RLH Mail Services will send emails, update information at [housing.vcu.edu/help/mail](https://housing.vcu.edu/help/mail), and post signs indicating hours during breaks. During inclement weather, the mail centers will operate on the same schedule as listed on the VCU alert page.

Mail service for campus residents ends at the close of their housing contract or once they move out, whichever occurs first. Students will not receive mail on campus after they have moved out. Forwarding Service is NOT available. The USPS will not accept forwarding requests or address changes for residential addresses on VCU's campus. Mail received for a student after they move out will be returned to the sender.

For fastest delivery, use the addresses as listed at [housing.vcu.edu/help/mail](https://housing.vcu.edu/help/mail). DO NOT include the words "Virginia Commonwealth University,"

"VCU," or use the zip code "23284" in the address as this will DELAY arrival.

Visit [housing.vcu.edu/help/mail](https://housing.vcu.edu/help/mail) for more information on mail services provided to residential students

### **MAINTENANCE REQUESTS**

Requests for maintenance service for all residence halls except Gladding Residence Center can be completed at [fss.vcu.edu](https://fss.vcu.edu). This includes Gladding Residence Center III, which utilizes [fss.vcu.edu](https://fss.vcu.edu) for maintenance service requests. Gladding Residence Center maintenance requests can be completed online at [mycommunity.americancampus.com](https://mycommunity.americancampus.com). Gladding Residence Center residents will need to create an account the first time they log in.

Charges for maintenance and repairs determined to be beyond normal wear and tear may be billed to the resident. Except in the case of emergencies, the reported problem will be addressed within 48 business hours or as soon as is reasonably practicable thereafter. Some repairs may be delayed if parts need to be ordered or an external repair service is needed. Residents will receive acknowledgment of receipt of their work order and status updates via email.

When a repair is needed immediately to protect the safety of students or the facility, call emergency maintenance at (804) 828-9444, in all buildings except Gladding Residence Center. Residents in Gladding Residence Center should notify the Information Desk for emergency maintenance or housekeeping response.

### **NO FURNITURE OR PERSONAL PROPERTY STORAGE**

Due to a shortage of storage space, all university provided furniture must remain in the assigned room, including double rooms converted to single occupancy or triple rooms converted to double occupancy. The university does not provide storage for personal property.

### **NO PERSONAL SECURITY DEVICES**

The use of personal security devices, installations or systems in residence hall spaces is prohibited. RLH, VCU Police, Fire, and EMS Personnel must have the ability to access a space without any additional locks, attachments, or barriers. This includes but may not be limited to changing locks from the standard-issue lock and key provided by RLH, security door chains, locks, enforcers,

door jammer, door security bar, or keypad alarms. Additionally, to protect the privacy of other residents, video cameras (i.e. video camera doorbell or other video recording device) attached to the exterior of a door or door threshold are prohibited.

While the use of a personal video recording device within an individual bedroom is permitted, if it is placed in a room with more than one occupant or in a shared space area such as a suite or apartment, all residents must approve of the device. Recording residents without prior consent is strictly prohibited and may result in referral to the student conduct process (See invasion of privacy prohibited by section I.B.7 of the Student Code of Conduct.). The device cannot be connected to the VCU network.

### PEST CONTROL SERVICE

If a resident notices pests of any kind in their room or anywhere in the residence hall, they must report it immediately by completing an online work order at [fss.vcu.edu](https://fss.vcu.edu). Gladding Residence Center residents must complete a work order online at [mycommunity.americancampus.com](https://mycommunity.americancampus.com).

RLH encourages residents to keep food in sealed containers and empty trash regularly to prevent pests. Failure to maintain a suitable living environment that results in the need for repetitive treatment or pest control will result in charges billed to the resident.

### RESIDENCE HALL POSTING AND COLLECTION BIN GUIDELINES

RLH maintains posting and collection areas within the residence halls where RLH staff promote programs, activities or resources for residents. RLH also makes certain posting or collection areas available to registered student organizations at VCU and VCU departments for this purpose and for a limited period of time. VCU departments and registered student organizations must submit a request with a copy of the intended posting and description of the promoted program, activity or resource at least 10 business days in advance. This allows time for RLH to determine if space is available, and if the request is consistent with the purpose of promoting programs, activities or resources for residents. To make a request, an individual authorized to act on behalf of the department or student organization must submit [Residence Hall Posting Request or Collection Bin Request](#). A posting that satisfies the above criteria will not be denied based on its viewpoint.

### Residence Hall Posting

After a request is received and approved, the department and/or student organization will receive written instructions for posting in the residence halls and must abide by these guidelines:

- Posting must be either 8.5"x11" or 11"x17."
- Posting may only designated locations.
- Only one posting is allowed per posting area. Any additional posting will be removed and discarded.
- Postings will be removed and discarded once the event date has passed or at the next regularly scheduled clearing of the posting area.
- Posting outside of designated areas will be removed and discarded regardless of event date.

**Removal of Postings:** Postings can only be removed by Residential Life and Housing staff members (i.e. Administrative Assistants, Resident Assistants, Hall Directors, Facilities Staff Members, etc.). Removal of postings from designated locations without authorization is prohibited and may be referred to the student conduct process. A report that a posting violates any university policy or law should be directed to the Hall Director of the residence hall and/or the university office responsible for enforcing the applicable policy.

### Collection Bins

After a request is received and approved, the department and/or student organization will receive written instructions for collection bins in the residence halls and must abide by these guidelines:

- Collection bins must be placed in the appropriate places in each residence hall as deemed by the Hall Director (or designee).
- Collection bins are required to be provided by the registered student organization or VCU department.
- Collection bins must meet the RLH requirements for size, condition and protection against fire hazards.
- A collection bin drive may not exceed 2 weeks and must be picked up by the date designated in the approval confirmation.
- Registered student organizations and VCU departments are responsible for emptying bins of collected items at least every three days to ensure collection bins do not overflow

**Removal of Items:** Items placed in collection bins may only be removed by the sponsoring organization or Residential Life and Housing staff members. Removal of items from the bin without authorization is prohibited and may be referred to the student conduct process



### **RESIDENCE HALL ROOM ENTRY**

RLH respects the privacy of residents, and, pursuant to the Housing Contract, VCU reserves the right at any time to enter student rooms, suites, or apartments with or without advanced notice during reasonable hours for routine operations, including maintenance, inspections, repairs, or housekeeping duties, or at any time for an emergency.

### **HEALTH AND SAFETY INSPECTIONS**

As part of routine operations, residential life hall staff such as Resident Assistants and Hall Directors will conduct periodic health and safety inspections during the semester and at the conclusion of the semester. During health and safety inspections, residents will receive advance notice. Health and safety inspections serve the goal of ensuring that a space is in an appropriate state as determined by RLH. This can include but not be limited to ensuring there are no health or safety issues present such as blocking egress into and out of a space, no excessive trash or cleanliness issues that may attract pests or ensure that there are no prohibited items that may impact the health or safety of the broader residential community.

All residents are responsible for ensuring that their individual bedroom and shared spaces (i.e. bathroom, kitchen, living room suite/apartment) comply. Residents can be documented and referred to the student conduct process for individual or group violations. Health and Safety inspections will usually include a plain view/visual examination or inspection of the space including electrical systems and outlets, fire safety devices such as sprinkler heads and smoke detectors. Residents will be notified of either passing or failure of the inspection and will be given the opportunity to address the issue either immediately or upon a follow-up inspection. Prohibited items may be confiscated and stored in the Area Office of your residence hall. Residents must pick up these items prior to returning home, any items not retrieved by the conclusion of the semester or school year will be discarded.

### **ROOM CHANGES**

Residents are assigned a space as outlined by the Housing Contract, but RLH may assign residents to a new space either for administrative reasons or upon request.

#### **Administrative Room Change**

RLH reserves the right to move a resident to another space on campus, for example, to accommodate maintenance or in the best interest of the residential community. Please refer to the housing contract for more information on changes in occupancy or rates.

#### **Voluntary Room Change**

RLH authorizes room changes based upon current room availability. Residents requesting a room change should be prepared to be flexible about room location and style. If a resident is requesting a room change due to conflict with another resident, RLH will generally consider voluntary requests for room changes only after residents have lived together and tried to work through disagreements for a reasonable amount of time, such as three weeks. Room change requests can be made through a resident's [VCU Housing Portal](#). Residents are encouraged to resolve conflicts and learn from the different lifestyles and living habits of others. Please refer to the section on "[Building a Positive Living Environment with Roommates](#)" for additional guidance on how to navigate roommate conflicts.

**Unauthorized Room Change**

Residents are prohibited from changing rooms, including changing rooms within a suite or apartment, without written approval from RLH to your VCU email.

**ROOM CLEANLINESS**

Residents are responsible for maintaining a clean room and may be charged individually or as a group for excessive housekeeping. Excessive housekeeping is defined as any situation requiring cleaning that is not part of the custodian's normal, daily routine. This includes, but is not limited to, cleaning items in common areas, rooms, or apartments such as: fire extinguisher powder, clumps of mud, food, bodily fluids or trash that has not been disposed of in the designated receptacles (e.g., dumpsters, trash rooms).

Excessive housekeeping charges are imposed on residents of rooms, floors and buildings on an escalating basis.

**ROOM CONDITION REPORTS**

Prior to resident arrival, RLH staff conduct maintenance and housekeeping to prepare the space for move-in, this includes conducting any repairs and cleaning the space. Residents will be afforded the opportunity to submit a Room Condition Report (RCR) upon moving into their space. Residents will receive the link to their RCR through their VCU email upon check in. This will provide the opportunity for residents to make a note of any damages or issues (i.e. wall damage, damage to furniture). If there is an active issue (such as a light out or clogged toilet) this should be addressed by submitting a maintenance request at [fss.vcu.edu](https://fss.vcu.edu) for all residence halls except Gladding Residence Center ([mycommunity.americancampus.com](https://mycommunity.americancampus.com)). Room Condition Reports should be submitted no later than 72 hours after moving into the space unless otherwise stated. Failure to complete a Room Condition Report within the time period will result in accepting the space as is.

**SURVEY REQUESTS**

For requests received from external individuals or groups for a survey to be sent out to residential students, RLH will review the request on a case-by-case basis. RLH is sensitive to residential students being over-surveyed and are conscientious of survey fatigue. While we may consider sending a survey out to a specific group of students, oftentimes we will explore other alternatives to sending out a mass email to residents.

If there are currently RLH surveys open, or the survey does not pertain to the residential experience, the request will be denied. If there are no RLH surveys currently open, a targeted population is being requested, and there is a direct impact on the residential experience, requests will be reviewed by the Assistant Director of Assessment.

Alternatives to requesting that an email be sent out include posting on social media and tagging RLH so the post can be shared, and/or printing posters with a QR code directing students to the survey to be hung up in the residence halls.

**TRASH DISPOSAL**

All residents are responsible for the appropriate disposal of any trash accumulated from living within the residence hall. All residence halls either have a designated trash room or centrally located dumpster where trash can be discarded. Discarding excessive trash in community areas, study rooms, community kitchens, laundry rooms, hallways, outside of the door, or stairwells, even briefly, is strictly prohibited. Residents who fail to comply will be asked to remove their trash or if discarded by a RLH staff member, will be charged a fee and/or referred to the student conduct process.

**WINDOWS**

All windows are protected with an affixed window screen. Tampering with or removal of window screens is prohibited. Residents who damage or remove a window screen such that it requires repair or replacement may be documented and referred to the conduct process and/or charged the cost of replacement.

Climbing into or out of windows is prohibited. Moving or passing items into and out of windows is also prohibited. Violators will be referred through the student conduct process. An individual who enters a residence hall other than through the standard security identification process is subject to action for trespass.

Throwing items out of windows is prohibited. This includes, but is not limited to, throwing trash or liquids outside of a window. Violators will be documented and referred through the student conduct process.

**VACANT SPACES**

During the course of the semester or near the end of the semester, vacant spaces may become

available within an apartment, suite, or bedroom. Residents must refrain from moving into or placing personal items in a space or area to which they have not been assigned. This also includes moving furniture together (i.e. beds, desks, dressers, etc.) or moving furniture from a common space or living room. Should a space become open within an apartment, suite, or bedroom, residents should assume that the space will be assigned to a new resident at any time. RLH will attempt to notify the current resident of an incoming new roommate, but this is not guaranteed due to time constraints or emergency circumstances. Failure to adhere to this policy may incur a fine or fees for cleaning or occupying more than one space or area.



## RESIDENTIAL LIVING

Living with the residence hall community is a privilege, not a right. As such all residents are expected to adhere to the specific policies and procedures outlined within the Guide to Residential Living and specific provisions regarding their space. The residential experience can have a positive impact and we encourage all residents to fully participate and take advantage of the opportunities afforded to them within and across the residence halls.

### RESIDENTIAL LIFE STAFF

Residential life staff live in the residence halls so that they can assist residents.

#### Desk Assistant (DA)

The DA is a VCU student who provides information services, monitors access control within residence halls, and processes guest and visitor check-in requests. They provide customer service, act as a resource agent and are often the first to greet residents and visitors within our community.

#### Resident Assistant (RA)

The RA is a VCU student who lives in the residence hall with residents. They are selected for their demonstrated leadership and communication skills, care of others, knowledge of university resources, and desire to build community. RAs receive training that equips them to be a resource for information and referrals within the residence halls and throughout the university community.

#### Hall Director (HD)

The HD is a full-time, master's degree-level professional who has demonstrated experience in residence hall work. The HD is responsible for the overall operation of the residence hall. The HD lives in the residence hall, supervises RAs, and fosters a supportive environment for residents in the residence hall.

#### Administrative Assistant

The Administrative Assistant is available during business hours (Monday through Friday from 9 a.m. to 4 p.m.). The Administrative Assistant is a full-time staff member who assists with the replacement of keys, room changes, and processing of maintenance and repair requests.

### RESIDENCE HALL STUDENT ORGANIZATIONS

#### Community Council

Residents will find that the quality of the residence hall experience is directly related to their efforts to get involved in the floor and hall community. Community Councils are the primary source for changes made in residence hall life and operations. Community Council representatives work in conjunction with University administration on issues such as room and board rates, policies and procedures, improvement of the buildings, educational programs and leadership development opportunities.

The camaraderie that develops among the residents is unmatched by any other living option. Residents who take advantage of this kind of community living environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for residents to get involved in numerous activities and programming. A great deal of this is through the Community Council. Though the types of governing bodies may vary from hall to hall, there is always a way to ensure the student's voice is heard. Please speak with the RA or Hall Director about how to get involved.



### Residence Hall Association (RHA)

Residence Hall Association (RHA) is composed of residents interested in improving their total living environment within the university residence halls. RHA is an organization of representatives from all eleven Community Councils on campus, and it also serves as an umbrella organization for Community Council. The organization is committed to the development of residents both academically and personally. RHA is also consulted regarding the interpretation and review of residence hall policies. RHA has been a leader in the Virginia Association of Residence Halls (VAARH) and has been in the forefront as a residence hall government group. RHA has also been actively involved in providing students living in the residence halls opportunities to participate in both the regional and national level organizations and conferences.

### Resident Assistant Council (RAC)

The Resident Assistant Council (RAC) is the service and advocacy group that is composed of Resident Assistants representing each residence hall staff. They work to advocate for residents, Resident Assistants, and the residential student experience across the VCU campus and provide feedback to Residential Life & Housing leadership on how to create a better residential experience. The RA Council also provides service to the VCU and Richmond community through volunteer opportunities and works to further their professional development through participation in state, regional and national housing organizations.

### LIVING WITH ROOMMATES

#### Building a Positive Living Environment with Roommates

Settling into a new living situation takes time. Successful roommate relationships often require working through disagreements that may be uncomfortable. Roommates who learn how to compromise and be considerate of one another will develop a cordial relationship with respect to each other's needs and rights. While having a roommate may not be a new experience for a person, for most residents, it is the first step in meeting a group of people who will be friends and colleagues throughout their lives. Great roommates don't have to be best friends. Residents are encouraged to have discussions as soon as possible with their roommates concerning lifestyle and living habits. Residents should complete a roommate agreement upon moving in. [Tips for a Healthy Roommate Relationship](#) can be found on the Residential Life and Housing website.

#### Roommate Agreements

Experience has shown that discussing the following issues will help prevent misunderstandings:

- Purchase and use of personal items, toiletries, cleaning supplies, and food
- Study time and quiet/courtesy hours
  - Volume and use of music, TV, cell phones, gaming equipment, and other sound-emitting devices
- Sleeping schedules
- Visitation and guests
- Cleanliness, tidiness, and removal of trash

Consider all of these items when completing a roommate agreement and discuss them thoroughly

with all residents of your housing assignment. Consider how each of you will inform your guests of your group's shared understanding of how to use the shared living areas. Your group must complete your agreement in writing and turn it into the RA within the first few weeks of the academic year and whenever a new roommate moves into the space. Remember, roommate agreements are not set in stone and as the semester and school year changes so too may your living habits. RLH encourages you to discuss with your roommate and revisit your agreement throughout the semester or as needed.

### Roommate Conflicts

RLH understands that conflict can arise in a group living environment and can be healthy if managed appropriately. Residents should attempt to resolve interpersonal conflicts through discussion of issues and concerns. If residents are unable to resolve a conflict among themselves, they should then contact their RA to discuss their living situation. An RA will attempt to resolve conflicts between residents. If conflicts cannot be resolved with the assistance of the RA, the resident(s) will be referred to the building's Hall Director (HD). The HD will further seek to help the residents resolve any outstanding issue. If no resolution is met, the HD may recommend a voluntary room change to either or both parties. If a resident in this situation voluntarily requests to move, they may submit a room change request through the VCU Housing Portal, and a room change may be granted based on room availability. In the event that continued conflict disrupts the residential community environment, RLH reserves the right to administratively reassign both students and as outlined in the RLH Housing Contract.

### RESIDENCE HALL PROGRAMMING INITIATIVES

RLH strives to foster a healthy and enriching residential experience and learning environment. It accomplishes this through a variety of programming methods that you may either observe or be encouraged to participate in. To receive the best residential experience, residents should take advantage of many of the following opportunities:

- **Bulletin Boards:** Resident Assistant Staff periodically update bulletin boards throughout the residence halls. These bulletin boards may have informative, thought provoking, and/or visually appealing information.

- **Community-Specific and Hall-Wide Programming:** RA, Hall Directors, Community & Connection Ambassadors, and Community Council members may put on community events on your floor or throughout your hall to encourage meeting new residents or learn something new about yourself or the VCU Campus.
- **Resident Individual Interactions:** RAs periodically may request to meet with you at different points throughout the semester to check-in and see how you are doing or if you need to be directed to any resources across campus. Be sure to engage with them and share how they can best support you.

### RESIDENCE HALL PROCEDURES AND OTHER RELEVANT POLICIES

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RLH is designed to facilitate effective community living. This concept requires that all members of the community take ownership of their role in the community and understand how their behaviors impact others with whom they live in close proximity. RLH is committed to educational and personal growth for residents and RLH policies set forth a set of standards for members of the residential community. We encourage residents to hold each other accountable to these standards of the residence hall community.

Conduct in the residence halls is subject to federal, state and local laws and university policies, including the university bulletins, VCU Student Code of Conduct, this guide and the terms and conditions of the housing contract.

- Contract cancellation and removal from the residence halls and/or university may result from the violation of policy or law.
- Violations that endanger the safety and welfare of others or cause disruption of the residence community may result in removal from the residence halls, charges via the Student Code of Conduct, and, in situations where a student poses a threat to any member of the university community, interim suspension from the university.

In addition to this guide and the Housing Contract, additional university-wide policies have direct application to the residence hall community. All residents should be familiar with the following policies:

- [Alcohol and Drug Policy](#)
- [Computer and Network Resources Use Policy](#)
- [Interim Suspension Procedure](#)
- [Sex-Based Misconduct Policy \(Interim\)](#)
- [Title IX Sexual Harassment Policy \(Interim\)](#)
- [Student Code of Conduct](#)

While not directly related to the residential experience, all students are advised to be familiar with these and other VCU policies:

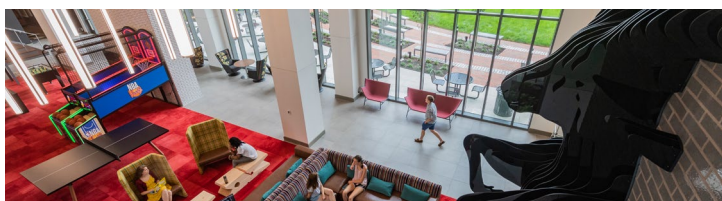
- [VCU Honor System and Standards of Academic Conduct](#)
- [Grade-Review Procedure](#)
- Other university policies can be found in the [Policy Library](#).

The scope of the [Student Code of Conduct](#) applies to all conduct by students on University property, at VCU-sponsored activities, and off campus. The Director of Student Conduct and Academic Integrity or designee shall decide at their sole discretion on a case-by-case basis whether the Student Code of Conduct shall be applied to conduct occurring off campus.

Violations of this guide may result in the following charges through the Student Code of Conduct process:

- Animals
- Common spaces
- Cooking & Electrical Appliances
- Decorations
- Disruptive or Abusive Behavior within Housing
- Furniture Misuse
- Gatherings/Parties
- Guests
- Hall Sports
- Noise
- Possession of a Prohibited Item
- Residential Fire Safety
- Smoking
- Solicitation
- Student Room Responsibility

\*The full definitions of these charges can be found throughout the Guide.



**ALCOHOL**

Students must comply with the laws of the Commonwealth of Virginia and [University policies](#) and rules regarding the use, possession, or distribution of alcohol. The following relates to alcohol within the residence halls.

**Common Areas**

No one (including residents, or their guests, who are of legal drinking age (21+)) is permitted to possess or consume alcohol in any common area of the residence halls, which is defined as but not limited to; bathrooms, lobbies, study rooms, community rooms, classrooms, hallways, stairwells, laundry rooms, etc.

**Empty Alcohol Containers**

Residents permitted to consume alcohol must discard all empty alcohol containers promptly. RLH prohibits the keeping of empty alcohol containers for any reason, including as decoration, regardless of the age of the resident. Residents under the legal drinking age (21+) who are found to have empty alcohol containers will be documented and may be referred through the conduct process.

**Guests and Alcohol**

Guests who are of legal drinking age (21+) may not possess or consume alcohol in the residence hall if their host is not of legal drinking age. NOTE: A guest can be a VCU resident visiting the room of another VCU resident who is under the age of 21. In this instance, the of-age guest resident is not permitted to consume alcohol in the underage resident’s space.

Guests under legal drinking age are not permitted to be in the presence of anyone consuming alcohol in the residence hall.

**Residents Over 21 Living with Residents Under 21**

Residents who are of legal drinking age (21+) may possess and consume alcohol within their assigned room, suite, or apartment, in the presence of roommates (regardless of age) or guests of legal drinking age.

Residents who are of legal drinking age (21+) and live with residents under the drinking age (21+) are not permitted to store alcohol in any space shared

with an underage resident except as follows: If the residents share a bedroom, alcohol stored in the bedroom must be labeled with the name of the resident that it belongs to.

## ANIMALS

Pets are not permitted in residence halls, with the exception of fish in one 10-gallon tank per bedroom.

Consistent with university policy governing [Animals on University Property](#) and state and federal law, residents requiring emotional support or service animals in the residence halls may request a reasonable accommodation from SAEO. To bring an emotional support animal into the residence hall, a [housing accommodation request](#) must be submitted. In addition, VCU welcomes the presence of trained service animals on its campus in areas open to the public consistent with the provisions of university policy and applicable law. A service animal is generally permitted to be on university property in any place where the animal's handler is permitted to be.

Any animal must be kept clean, groomed and within the control of its handler at all times. The handler will be responsible for appropriate care for the animal and facility, must use appropriate spaces for animal toileting and will be charged for any damage to property or facilities caused by the presence of the animal.

For any animal permitted to reside in a residence hall, a resident must submit proof of required vaccinations and must meet with a RLH staff member to review and sign an Acknowledgment of Policies and Procedures on Emotional Support/Service Animals.

**Important Note:** A resident who desires to have an animal (emotional support or service animal) must receive approval from both Student Accessibility and Educational Opportunity (SAEO) and RLH. Residents should not have or bring an animal to the residence hall until approval has been received from approving offices. It is the responsibility of the student to ensure compliance of this policy and have both approvals. Additionally, animal approvals are only valid for the academic year in which they are approved. A new request must be submitted

and approved each academic year. For service animals, this process requires advance notice to both SAEO and RLH in order to make necessary arrangements, but VCU will permit any animal that qualifies as a service animal to accompany its handler.

## COMMON AREA (OR COMMON SPACE)

The residence halls have common use spaces designated for residential student use. These common spaces are designed for the primary purpose of community building, which includes both independent social and recreational/educational activities of residents/guests and structured programming. For the purpose of this policy, a common area is defined as any space and/or area outside a student's individual room, suite or apartment. They include, but are not limited to, stairways, hallways, bathrooms, lounges, courtyards, lobbies, kitchens, elevators, entrance ways and study rooms.



To maintain a comfortable shared living space for all residents, the following behaviors are prohibited in common areas:

- Removal of furniture
- Sleeping
- Nudity
- Sexual contact
- Violation of any applicable university policy, including this guide, Student Code of Conduct or the policies prohibiting sex-based misconduct

RLH will provide housekeeping services for the basic upkeep of the building. Although housekeeping will regularly clean common areas in the residence halls, it is the responsibility of all residents and guests to properly dispose of their trash or recycling, and to keep common areas clean and in order. The residents of the hall are responsible for keeping the building in an acceptable condition. The residents may be billed for housekeeping/grounds services beyond those needed for basic upkeep.

If residents witness damage to common areas, they must discourage the behavior and identify the responsible individuals to a RLH staff member. Damage charges resulting from the misuse or abuse of common areas may be assessed to all residents of the area. If the individuals responsible for the damage are identified, then only responsible persons are charged.

Examples of resident responsibilities within common areas include:

- Dispose of all trash properly. Place all trash into exterior dumpsters and/or trash rooms.
- Sweep and mop spilled liquids and excessive dirt on floors.
- Clear and clean stickers, writing and other marks on walls.
- Clean kitchens, including washing used dishes, wiping up spills and putting dishes away.
- Limit laundry room use to only residents of the hall.
- Do not leave personal items in common areas. Items left out for an extended period of time may be removed and discarded by RLH staff.
- Keep hallways and stairways unobstructed; do not leave items in hallways and stairways to ensure a clear path for exit in the event of emergencies.
- Bikes are not permitted to be placed or stored within hallways, lounges, or stairways.

### **COOKING AND ELECTRICAL APPLIANCES**

Small appliances and equipment are permitted in residence halls only if they are UL-certified

products and not on the Prohibited Items list, which is provided later in this document. UL-certified products meet certain product safety standards permitting them to be allowed within a residence hall.

The use of cooking appliances (other than microwaves) in student bedrooms is prohibited. Items that require an open flame to operate are prohibited. Possession of any prohibited cooking or electrical appliance in the residence halls is in violation of the Virginia Statewide Fire Prevention Code. Prohibited or illegal items may be confiscated at the discretion of the department.

### **MicroFridge Units**

The following residence halls have been equipped with MicroFridge units; Brandt, Gladding Residence Center, Honors, and Rhoads. These are both dual microwave and two-door refrigerator/freezer units. Residents are not permitted to bring their own microwave or refrigerator as RLH has provided a unit per bedroom. Residents who bring their own units will be directed to remove the unit or will be documented for having a prohibited item and referred to the conduct process.

### **Microwaves**

Microwaves are only permitted in the following residence halls; Cary & Belvidere, Grace & Broad, West Grace North, and West Grace South. All other residence halls are equipped with a microwave and as a result are prohibited from bringing their own microwave. (Standard microwaves are provided in Ackell, Broad & Belvidere and GRC III, and MicroFridge microwaves are provided in Brandt, Gladding Residence Center, Honors, and Rhoads.) Residents in approved halls for microwaves may bring a microwave that meets the following conditions: Microwaves must be of a compact size, UL-approved, no more than 0.8 cubic feet and use a maximum of 750 watts. Only one microwave is allowed per apartment and no other cooking devices can be used.

### **Refrigerators**

MicroFridge refrigerators are provided in Brandt, Gladding Residence Center, Honors,

and Rhoads, while standard-sized refrigerators are provided in Ackell, Broad & Belvidere, Cary & Belvidere, Grace & Broad, GRC III, West Grace North, and West Grace South. As a result, residents are not permitted to bring their own personal refrigerator (mini-fridge, freezer, chest freezer, cooler, etc.). Residents requesting an additional refrigerator as an accommodation should submit a request to [SAEO](#) and receive approval prior to bringing the item. If approved, refrigerators may not be stored in closets or other areas not providing adequate ventilation. The power cord must be grounded and not exceed a length of six feet. Refrigerators must be plugged directly into the wall outlet and not a surge protector, because these appliances can commonly overload a surge protector.

### **Other Appliances**

Crockpots, instapots and pressure cookers; rice cookers; toasters or toaster ovens, and air fryers are prohibited from use within residence hall bedrooms in any hall. These items may be used within an apartment kitchen space, or in a community kitchen. Cooking appliances approved for use in community kitchens may be stored in residence hall rooms, but must be unplugged and clearly NOT in use within the room. Please refer to the [Prohibited Items List](#) at the end of this document for additional information concerning which cooking and electrical devices are not allowed in the residence halls.

### **DECORATIONS**

Residents may not post or hang materials in violation of applicable university policies, or state or federal law. Instances of this may be adjudicated through the Student Conduct process. Please refer to the [Prohibited Items List](#) at the end of this document to ensure residence hall policies are not violated when furnishing a residence hall room.

### **Adhesive Materials and Painting**

Affixing any item to a residence hall surface, such as a wall, ceiling, floor, furniture or door cannot be done using double-stick tape or any adhesive that may remove the finish or cause damage to the surface.

### **Painting**

Painting of university property is prohibited, this includes painting individual bedroom, suite, or apartment walls, surfaces, or other university-owned items. Spray painting is prohibited within the residence halls, including but not limited to hallways, sidewalks, outdoor furniture or other surfaces.

### **Hanging Decoration Limitations**

Excessive decorations on room walls can be hazardous. In accordance with State Fire Marshall restrictions, RLH prohibits covering more than 50% of a residence hall room wall. Decorative items may not be used in, on or within 18 inches of the ceiling, lighting, sprinkler heads, conduit lines, pipes or electrical fixtures. Wall hangings, tapestries, blankets, banners, and other decorative materials suspended from walls or other vertical surfaces must be flame resistant or noncombustible. RLH prohibits hanging or posting any item in a window except for curtains or drapes with a manufacturer's tag stating that they are made of flame-resistant materials.

### **Door Decoration Limitations and Considerations**

The side of the room or suite door that faces the hallway may not be decorated. Only a small message/memo board, not exceeding 200 square inches (approximately the size of a tabloid-sized sheet of paper), may be placed on this side of the door. Both the room number and the nametag created by the RA must remain visible.

VCU is committed to creating and supporting a safe and welcoming campus community for all students, faculty and staff. We work continuously to create an open environment with meaningful opportunities to learn and engage. At VCU it is the responsibility of every member of the community to foster an environment of respect, openness, and understanding. VCU is dedicated to creating and promoting an environment free from racism, sexism, ageism, heterosexism, homophobia, ableism, and xenophobia.

The University encourages residents to consider the impact that any messages or items posted

or displayed in residence hall spaces may have on neighboring residents, hall mates and staff who pass. To support a safe and welcoming residential community, RLH staff, in consultation with the university, will provide support for members of the community that have been impacted by bias-related messages in the residence halls, including voluntary opportunities for educational programs or mediation, as appropriate.

**FURNITURE MISUSE**

Students may not damage, deconstruct or remove university equipment or furniture from its assigned room, suite, lounge or other area within a residence hall (including moving furniture into or out of a vacant space). Any such act is misuse. RLH may refer students through the student conduct process or charge a fine or fee for the misuse of furniture or equipment.

**GUESTS**

A “guest” is

- (1) a residential student with an active contract who has VCUCard access to visit another residence hall,
- (2) a resident living in the same hall who is visiting bedrooms/suites/apartments to which they are not assigned, or
- (3) an individual who is not a resident of a VCU residence hall.

A “host” is any resident allowing guest access to their residence hall. The resident host is responsible for the behaviors of any individual guest(s). The resident host is subject to disciplinary action if a guest violates University regulations because the host failed to monitor a guest’s behaviors or knowingly allowed a guest to violate university policy.

Residents may host guests to their residence hall, if all residents and guests meet the following expectations:

- All residents and guests must abide by all policies while in the residence hall, including the Student Code of Conduct, Guide to Residential Living, posted occupancy limits, and applicable health and safety protocols.

- Residents are permitted to host no more than three guests at any given time, and guests may be hosted in the VCU residence halls for no more than three consecutive nights and no more than six nights total in any 30-day period.



- Residents must have their roommate(s)’ consent to invite a guest into a shared suite or apartment.
- If an invited guest violates residence hall or university policy, they must vacate the residence hall immediately. Guests documented for violations of policy will be referred to Student Conduct and may lose their guest access pending investigation.
- Residents should only invite and sign in guests that they know.

To promote the health and safety of the residential community, guest access may be restricted or expanded based on available public health data and guidance. Any changes to access for nonresidential students and non-affiliated guests will be communicated to all impacted residents via email.

**Guests: Residential Access**

Any resident of a VCU residence hall may enter any other open VCU residence hall as a guest by swiping their VCUCard at the entrance to the hall they are visiting, which logs their guest visit.

While a resident may visit another residence hall without registering or signing in, they must meet their host in the lobby and a resident of

the hall must host the visit according to the general requirements for all guests. Access to all buildings will be deactivated when a resident checks out of their residence hall.

### **Guests: Off-Campus Access**

Any guest who does not live in a VCU on-campus residence hall, including a VCU student who lives off campus, must sign in. To expedite the guest registration process, residents must provide their guest's information to Residential Life and Housing in advance by creating a visitor reservation in the [Housing Portal](#). To create a visitor reservation, residents should log in to the [Housing Portal](#) and select the "Visitors" tab at the top of the screen. Next, select "Add a New Visitor" and provide as much information as possible. Residents and guests will still be required to provide identification and sign in at the information desk as described below.

Resident hosts must complete the following steps to sign in a guest:

- Residents must register the guest before arrival at the desk.
- Resident host must meet the guest at the front desk and show their valid VCUCard to the Desk Assistant.
- The resident host must sign the guest in.
- The guest will be required to present a current and valid photo ID\* at the front desk for the purposes of registration.
- The resident host must escort their guests at all times. Resident hosts assume responsibility for their guests and must ensure their guests comply with all VCU policies.

\*Acceptable forms of identification include but are not limited to, a current and valid VCU student or VCU employee Card (with a photo), a driver's license or other state issued ID, or a passport. Credit cards, ATM cards, other university or college IDs, or expired photo identification documents will not be accepted. A guest presenting an invalid ID will be denied entry to any VCU residence halls.

### **Guests: Restrictions for All Guests**

Residents are permitted to have no more than

three guests at any given time, and guests may be hosted in the VCU residence halls for no more than three consecutive nights and no more than six nights total in any 30-day period.

Residents must have their roommate(s)' consent to invite a guest(s) into the room or other shared-living space. A guest visit must not pose an unreasonable burden or unreasonable infringement on the privacy and privileges of the roommate(s). If roommates do not agree about hosting guest(s) within the room or assigned shared living area, the resident wanting to host may visit with their guest(s) in a common area of the residence hall.

Provided there is no unreasonable interference with the living environment of a roommate(s), a resident may have short-term guest(s) (those who stay for a few hours, but not overnight) at any time as long as it is within the limits noted above. If an invited guest violates residence hall or other university policy they may be required to exit the residence hall immediately, may not be signed back in until meeting with a Residential Life and Housing staff member and the resident host, and may indefinitely lose the privilege of entering any VCU residence hall. Residential Life and Housing will notify the individual of the loss of guest access privilege in writing via email to the VCU resident host's VCU email address. Any individual who attempts to enter a residence hall without guest access privileges may be subject to arrest for trespassing, and Residential Life and Housing will notify VCU Police. Guest access privileges may be restored only by the Assistant Director of Residential Life for Conduct and Care. Because residents share responsibility for their own residential community, the resident responsible for guest conduct (resident host) is not only the individual who signed in the guest but may also include other residents whom the guest visits or residents accompanying the guest at the time of misconduct.

Guest visiting periods may be altered at certain times of the year, such as breaks, final exams or other scheduled disruptions.

The University reserves the right to ban a guest

from campus who has violated University policies.

### **Guests: Minors**

Consistent with VCU's [policy on the Safety and Protection of Minors on Campus](#), RLH sets additional restrictions for guests under 18 years of age who are not enrolled students at VCU.

Guests under the age of 16 are not permitted in the residence halls at any time unless they are accompanied by a parent or legal guardian. Guests who are 16-17 years of age are permitted to enter VCU residence halls with written authorization after submitting a complete and satisfactory [Minor Guest Permission Form](#) from a legal parent or guardian. All signed forms must be submitted to the office no later than noon of the business day prior to the date of visitation. VCU does not provide childcare services and is not responsible for any monitoring or oversight of a resident's guest(s) of any age other than standard enforcement of applicable university policies. Minor guests who arrive to campus without a signed permission form will not be allowed to be checked into the residence halls. No Minor Guest Pass will be issued until a signed [Minor Guest Permission Form](#) is received. In addition, for university-sponsored visits, the sponsoring department must request a Minor Guest Pass for the visiting minor.

### Host of Minor(s) Responsibilities

The resident host is responsible for ensuring that:

- The guest's parent (or legal guardian) has submitted a [Minor Guest Permission Form](#).
- The resident host has received an emailed copy of the Minor Guest Pass, which will serve as confirmation that RLH received and approved the permission form
- The minor guest is escorted by the resident host at all times
- The minor guest properly presents the Minor Guest Pass (printed or email) to the staff at the information desk when checking into the residence hall

### **HALL SPORTS AND ACTIVITIES**

Sports and activities are prohibited in and around

residence halls including small courtyard areas. Activities are permissible in larger courtyard areas, while maintaining a distance of 25 feet from any structure (building, equipment, or landscaping). Any athletic activity that may cause injury, bodily harm, or damage to the residence hall is strictly prohibited. This includes excessive running or jumping indoors. Any activity that propels any object(s), including but not limited to footballs, softballs, baseballs, frisbees, snowballs, in and around residence halls and courtyards is prohibited. Additionally, throwing objects such as food or water balloons at cars, pedestrians, or stationary objects is a violation of residence hall policy and state law. Other forms of activities that are prohibited in the residence hall include skateboarding, bicycling, roller skating and rollerblading.

### **NOISE**

In an effort to provide a conducive learning environment, RLH implements both quiet hours and courtesy hours. Musical instruments and amplifiers are not to be played in the residence halls, including in individual rooms.

### **Quiet Hours**

Quiet hours are in place from 9 p.m. to 8 a.m., Sunday through Thursday, and 11 p.m. to 8 a.m., Friday and Saturday. Sounds are not to be heard outside rooms during these hours. Quiet hours may be extended by hall staff before and during examination periods and/or as necessary.

### **Courtesy Hours**

At all times, "courtesy hours" are in effect so as not to disturb other community members, and residents are encouraged to comply with requests from other residents and/or staff members to lower their volume.

### **SMOKING**

Smoking, vaping, and the use of all tobacco products is prohibited on VCU property, including inside and around residence halls and inside individual resident rooms. According to the university's [Smoke and Tobacco-Free Campus policy](#), "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe or any other lighted

or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic nicotine delivery system which creates an aerosol, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking. For more information about the university's smoking policy, visit [tobaccofree.vcu.edu](http://tobaccofree.vcu.edu).



### **SOLICITATION**

RLH encourages residents to engage in civil discourse within the residence halls, as such discourse can strengthen and engage the residential community. However, because RLH prioritizes staff communications to residents and the potential need for emergency response within access-restricted and private areas of the residence halls, RLH will not permit any non-staff member to conduct door-to-door campaigns within the residence halls, no matter the subject or opinion of those campaigns. RLH reserves this method of communication for the essential messages of its own staff. While it is necessary to restrict the time, place, and manner of discourse within access-restricted and private areas of the residential community in this way, RLH does not restrict speech based on the content or viewpoint of that speech.

### **STUDENT ROOM RESPONSIBILITY**

#### **Animals**

Residents with approved Emotional Support Animals (ESA) or Service Animals must ensure that their animal is properly cleaned after and that any animal waste is cleaned from any bedroom, suite, apartment, community room, or courtyard. Animal waste must not be disposed of in a communal or public trash receptacle but in the centralized trash/dumpster area of a residence hall.

### **Cleanliness**

To preserve the health and safety of members of the residential community, residents are responsible for maintaining reasonable standards of cleanliness and safety in their rooms and common areas, including proper garbage/trash disposal and securing of cable, telephone and electrical wiring. RLH may inspect rooms to ensure that residents comply with policies protecting health and safety.

### **Medications and Medical Devices**

Residents should store prescription medications properly (in their original container, with their name and prescription on the label), and ensure that prescription medication is secure at all times. Residents must not discard medical or other waste that may be hazardous (such as a hypodermic needle or sharp medical device) or contain blood or other bodily fluid in a communal trash can or dumpster. Residents are advised to purchase an approved sharps container from Student Health Services through the pharmacy.

### **Observance of Housing and University Policies**

Residents who share a space with roommates or suitemates are responsible for ensuring that their shared space complies with all RLH and VCU policies. Shared space includes bedrooms, bathrooms, living rooms, and other areas with an apartment, suite, or room. If a resident has a concern about a suspected policy violation in their space, they can report the concern to their Resident Assistant or other Residential Life and Housing staff member to address and document the suspected policy violation.

### **VANDALISM**

Residential Life and Housing prohibits vandalism. This includes graffiti, destruction of university or residence hall property, or the destruction of personal property of others (i.e. tearing down exit signs, breaking common space furniture, etc.). Residents found in violation of this policy may be sanctioned. These sanctions may range from restitution to contract cancellation from the residence halls. Residents may be billed either individually or as a group for excessive damage to living and/or common spaces.

## **CONSEQUENCES FOR VIOLATION OF RESIDENCE HALL POLICIES AND PROCEDURES**

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The following are possible consequences or outcomes for violating residence hall policies and procedures. This list of consequences is not absolute and additional outcomes may be prescribed by Residential Life and Housing as outlined in the Student Code of Conduct. Other offices may also apply the same or similar consequences such as the Office of Student Conduct and Academic Integrity, Dean of Student Advocacy, Equity and Access Services, or University Threat Assessment.

### **ADMINISTRATIVE ACTIONS**

These are actions that may be imposed outside of the Student Conduct process or if found responsible for violation of the Student Code of Conduct or Guide to Residential Living.

#### **Administrative Relocation**

Per the Housing Contract, a resident may be administratively relocated to another residence hall room on campus at any time. The administrative relocation will be issued by RLH staff or another university official.

#### **Administrative Contract Cancellation**

A resident whose contract is terminated for any reason, including violation of the terms and conditions of the housing contract or of university policy, must check out properly and vacate the residence hall within 48 hours of receiving notice of cancellation unless specifically directed otherwise, as is typical when a resident appeals an administrative contract cancellation. Refunds will not be issued when a contract is canceled. Only RLH may cancel a housing contract. A resident may request contract cancellation, but RLH approval is not guaranteed.

#### **Ban from Residence Hall(s)**

To preserve the safety and security of the residence hall community, VCU may revoke an individual's access or a resident's guest access from a particular residence hall location or from all residential facilities.

A resident will receive notification of the ban via their VCU email or via printed copy of the letter for non-residential students and guests.

The printed copy will be available for pick-up at the Central Housing Office in Gladding Residence Center, or delivered to the non-resident via their resident host, if appropriate. Individuals may not be placed on the ban list for more than three years without consultation with the Office for Student Conduct and Academic Integrity and/or VCU Police. Appeals to the ban list must be submitted in writing to the Assistant Director of Residential Life for Conduct and Care.

#### **No Contact Directive**

To preserve the safety and security of the university community, VCU may issue a no contact directive between specific members of the community based on information that such contact hinders the ability of any individual to access or participate in university programs, activities, or employment or when the parties mutually agree not to contact each other. A no contact directive includes contact in person, via third party (i.e. friends, relatives, other residents), via telephone, text, letters, email, social media, instant messages, or any other means.

Alleged violation of a no contact directive (including off-campus contact) will be adjudicated under the applicable university policy (i.e., Student Code of Conduct, Title IX Sexual Harassment Policy, Sex-Based Misconduct Policy, etc.) and may result in sanctions up to and including expulsion from the university and/or termination of employment, and, for university housing-related matters, administrative relocation or housing contract cancellation.

#### **Parental Notification**

If a student under the age of 21 is found responsible for violating any Federal, State, or local law, or any VCU rule or policy, governing the use or possession of alcohol or a controlled substance, VCU will notify their parent, guardian or individual acting as a parent in the absence of a parent or guardian of such violation, if the student is under the age of 21 at the time of the notification.

#### **EDUCATIONAL EXPERIENCES**

Educational experiences are learning opportunities, including, but not limited to, community service, drug and alcohol education, and written papers.

## STATUS SANCTIONS

Status sanctions are statuses noted a resident's student conduct record but not on their transcript, which indicate that there was a violation of the Student Code of Conduct or other policy.

### Warning

Warning is a written notice to the respondent to avoid a recurrence of any conduct that violates this policy and/or any university policy. Subsequent violations of this policy or any university policy may result in more severe disciplinary action.

### Disciplinary Probation

Disciplinary probation is a specified period, a minimum of one semester, requiring the respondent to avoid a recurrence of any conduct that violates this policy and/or any university policy that may result in additional university sanctions, including, but not limited to, deferred suspension, suspension or expulsion.

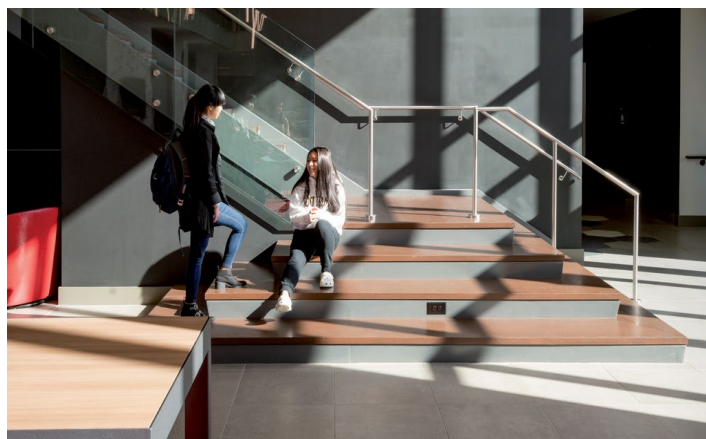
## INTERIM ACTIONS

### Interim Removal from Residence Halls/Interim Suspension from the University

To protect the safety and security of the university community, VCU may take interim action. [The Division of Student Affairs Interim Suspension Procedure](#) sets forth the standard and process for temporary removal of a student from the university, including all university property and residence halls. The university may also take more limited temporary action to remove a student from or prohibit a student from entering one or more residence halls. If an interim action requires a resident to vacate a housing assignment, the resident must surrender their residence hall key and vacate the residence hall immediately and will be escorted out of the residence halls and VCU premises. Any access to a VCU residence hall will be revoked and the resident will be placed on the residential ban list and unauthorized to be signed in as a guest of another student.

Violation of an interim removal action is trespassing and may result in arrest. The alleged violation will be adjudicated under the applicable university policy (Student Code of Conduct and/or Housing Contract) and may result in

sanctions up to and including expulsion from the university and/or housing contract cancellation. The interim action may remain in place through the adjudication process and afterward until determined by the University.





- o Water filters
- o Shower heads
- o Bidets
- Vertical or Horizontal Pole (for dance or other purpose)
- Exterior aerials or satellite dishes
- Exterior window shades or awnings
- LED Lights
- Security systems or security alarms (i.e. security chains, door blocker, cameras, etc.)
- Wall mountings, e.g. for wall-mounted televisions, computer screens, or other appliances or devices

**Cooking Appliances (Approved)**

*The following items may be stored, but not used in the residence hall room. They may only be used in community kitchen areas, where available (Gladding Residence Center):*

- Cooking and heating appliances with no open/exposed heating elements (i.e. rice cooker, instapots, pressure cookers, crockpot, air fryer, etc.)
- George Foreman-type grills, panini press, etc.
- Toasters and toaster ovens

**Cooking Appliances (Unapproved)**

*The following items with an exposed heating element are not permitted to be stored or used anywhere in a residence hall or apartment:*

- Hot plates
- Deep fryers
- Electric frying pans/griddles
- Electric stoves

If unsure about a particular appliance, please consult your Hall Director.

**Dangerous Devices and Items**

- Ammunition
- BB/air/pellet or paintball guns
- Electroshock devices
- Expandable batons or impact weapons
- Firearms
- Firearm parts
- Fireworks
- Knives (except folding metal blade less than 3 inches)
- Lasers
- Spears
- Stun guns

**PROHIBITED ITEMS LIST**

To promote the general safety and wellness of the residents and protect university facilities, in addition to any item of which possession in the residence hall is unlawful, RLH specifically prohibits the following general categories and examples of items in the residence halls unless the university has provided an item for resident use. Items on the Prohibited Items List may be confiscated at the discretion of the department. The university may require the immediate removal of any other item which it determines to pose a risk to the safety or wellbeing of residents.

**Alcohol Related Items**

- Alcohol Containers
  - o Empty Alcohol Containers
  - o Alcohol Container Collections and Decorations
  - o Kegs
- Alcohol Paraphernalia
  - o Beer bongos
  - o Funnels
  - o Beer/Water pong tables

**Attachments or Affixed Items**

- Affixing any item to a residence hall surface, such as a wall, ceiling, floor, furniture or door with double-stick tape or any adhesive that causes or results in damage
- Bathroom fixture attachments

- Stun lights
- Swords
- Tasers
- Weapons (as defined in [the VCU Student Code of Conduct](#)) or any toy, souvenir or other item that reasonably looks like a weapon

### Electrical Appliances

- Air conditioners
- Any other open-coiled appliance
- Black Lights and Black Light Bulbs
- Ceiling fans
- Desk lamps with USB charging ports
- Electric blankets
- Extension Cords and Multi-Plug Adapters (except for surge protectors meeting university safety standards)
- Halogen torchiere lamps
- Lava lamps
- Portable dishwashers
- Refrigerators (including mini-fridges and freezers)
- Space heaters
- USB outlet adapter/extender
- Washing machines
- Window fans (floor fans are permitted)

### Flammable Decorations and Open Flames

- Candles (lit or unlit)
- Candle wax burners
- Incense (lit or unlit)
- Incense Burners
- Live plants and trees exceeding two feet
- Non-flame-retardant Curtains
- Oil lamps (lit or unlit)
- Plug in air fresheners
- Torches/Camping Stoves
- Wall/Ceiling coverings (please refer to the Decorations section)

### Flammable Substances

- Gasoline

- Lighter fluid
- Motor and engine oil
- Propane

### Furniture

- Cinder Blocks
- Hot Tubs
- Loft Equipment/Bed Lofts
- Pools
- Waterbeds

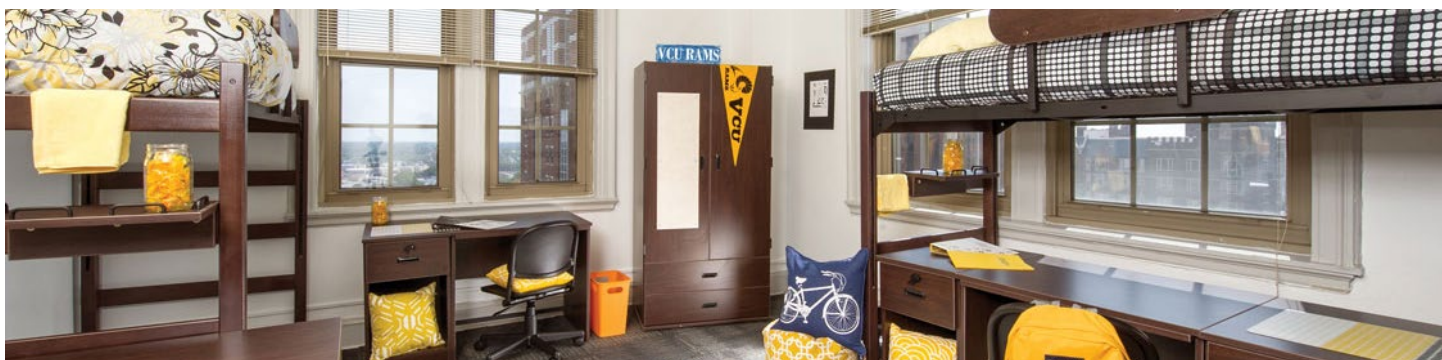
### Smoking Devices/Products

- Hookahs
- Tobacco or vaporizer products (i.e. vape)

### Miscellaneous Items

- Electric Bikes/Electric Scooters/Hoverboards
  - (defined as: self-balancing, battery powered boards known as hoverboards, or any other electric wheeled boards, sometimes referred to as electronic skateboards or scooters, equipped with a rechargeable battery)
  - Using, possessing, charging, or storing in the residence hall is prohibited
  - Non self-balancing electric skateboards, eBikes, or electronic mobility devices for people with disabilities are permitted
- Neon Sign Lights (made of neon gas)
- Pets (except fish in accordance with animal policy)
- Directional Signage
  - Government/Traffic Signs
  - Traffic cones/Safety Cones
  - Wet Floor Signs
  - Exit Signs
- Road Signs/Traffic Control (such as government road signs, traffic cones)
- Wireless Routers (or other devices that interfere with the VCU Network/Wi-Fi)

*Information in the Guide to Residential Living is subject to change. The most up to date Guide to Residential Living can always be found at [housing.vcu.edu](https://housing.vcu.edu).*



**VCU RESIDENTIAL LIFE AND HOUSING DIRECTORY****Residential Life and Housing Office**

Phone: 828-7666

Fax: 828-2466

Email: [vcuhousing@vcu.edu](mailto:vcuhousing@vcu.edu)**Physical Address:**

721 W. Main St.

Richmond, VA 23220

**Mailing Address:**

Virginia Commonwealth University

Residential Life and Housing

Box 842530

Richmond, VA 23284-2530

**Residential Leadership Center (RLC)**

30 S. Pine St.

Richmond, VA, 23220

**Ackell Residence Center Area Office**

1100 W. Broad St.

Phone: 827-0383

Information Desk: 827-0386

**Broad & Belvidere Apartments Area Office**

700 W. Broad St.

Phone: 827-2444

Information Desk: 827-2790

**Cary & Belvidere Residential College**

301 W. Cary St.

Phone: 828-7667

Information Desk: 827-9802

**Gladding Residence Center and Gladding Residence Center III Area Office**

711 W. Main St.

Phone: 827-8282

Information Desk: 828-2226

**Grace & Broad Residence Center Area Office**

1000 W. Grace St.

Phone: 827-5323

Phase 1 Information Desk: 827-7477

Phase 2 Information Desk: 827-4695

**Rhoads and Brandt Area Office**

710 W. Franklin St.

Phone: 827-0974

Information Desk: 828-8442

**West Grace North Area Office**

830 W. Grace St.

Phone: 828-7848

Information Desk: 828-7847

**West Grace South Area Office**

835 W. Grace St.

Phone: 827-1759

Information Desk: 827-8249

For more specific contact information and a listing of area staff, please see the [RLH website](#).



# Residential Life and Housing



**VCU** Division of  
Student Affairs