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Living at  
Florida International University



Resident Handbook

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1990 - 1991



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## Welcome!

Welcome to the residential community at Florida International University. Whether this is your first time living on campus or you are returning to your "home away from home", we hope that you take the opportunity to become involved in campus life.

Housing facilities and resources at FIU are intended to provide a supportive environment in which students may live and learn. Learning occurs through interaction with students from different backgrounds, by organizing programs and activities, and dealing with daily problems and concerns. Many opportunities for personal growth and development will be available to you. Campus life will provide you with experiences and friendships that will last a lifetime.

Living in a residential community requires that all members understand their rights and their responsibilities. These published rules govern residential living and are in accordance with local, state, and federal laws, university regulations, and basic health and safety standards. As a resident, you share the responsibility for abiding by these rules and respecting the rights of other residents.

In addition, you are encouraged to review the Housing Agreement "Terms and Conditions" in which these rules are incorporated and the "Rights and Responsibilities of Students" section of the FIU Student Handbook, since you are responsible for compliance with these policies.

If you have questions or problems, please contact a Resident Assistant or the Coordinator of your housing complex. Both student staff and professional staff are trained to assist residents by resolving problems, providing information, and ensuring that each housing facility provides a supportive environment for learning.

Again, welcome. Enjoy your learning opportunities in student housing at Florida International University.





## Purpose of the Handbook

In order to assist you in maximizing your residence life experience, this handbook has been provided:

1. To serve as an introduction and guide for all resident students.
2. To enable you to become familiar with the FIU housing system - its services, programs, facilities, staffing, responsibilities, policies and procedures.
3. To inform you of your rights and responsibilities as a community member within the residential environment.
4. To serve as a point of reference throughout the year.

Please take the time to thoroughly read this handbook and address any questions to your Resident Assistant or Housing Coordinator.

## Living at Florida International University

FIU offers apartment-style housing for students at both the North Miami Campus and at University Park. The name of each complex reflects the name of each campus at the time the housing complexes were built. When the names of the campuses were changed, each housing complex retained the name by which it had been identified.

The Tamiami Housing Complex at University Park offers six apartment styles and houses 732 students. Located in an urban setting, the complex is divided into 10 small buildings clustered around a central office and meeting facility. Recreational facilities include the Golden Panther Arena, a sports complex with tennis and indoor/outdoor basketball, and a small nature preserve with trails.



The Bay Vista Complex at North Miami houses 552 students in five different apartment types. The four-story facility has an entry lobby, lounge, and recreational room with television and a small common area for social events. Facilities on the campus include an Olympic-sized pool, a new library and a language lab. Located on beautiful Biscayne Bay, the campus offers the benefits of the larger university combined with the atmosphere of a smaller campus.

## Organization

### Resident Assistants

A Resident Assistant (RA) is a specially selected and trained student who lives in each living unit.

Your RA is there to help you. He/she can help you with maintenance problems, roommate conflicts, or other problems. Throughout the course of the year, your RA will plan many varied activities and meetings. The Resident Assistant is the catalyst for the development of community and is available to assist you in pursuing academic and personal goals. Get to know your RA!

Whenever the Complex Office is closed, an RA is "on duty" to assist you. The name and apartment number of the RA on duty is posted at each Complex Office.

### Housing Coordinator

The Housing Coordinator is a full-time professional who lives at the housing complex and is responsible for the educational and operational functions of the living area. Each coordinator has a master's degree and significant experience in residential living. The Housing Coordinator manages the day-to-day operations, including supervision and evaluation of resident assistants and support staff. The coordinator is also responsible for maintaining the facility and organizing necessary repairs. The coordinator assists students in the development of programs and handles disciplinary matters.





## Housing Complex Office Staff

The office staff is made up of a number of students and full-time employees. They are all here to serve your needs.

At both the Bay Vista and the Tamiami Complexes, the front desk can help you with maintenance requests, parcel and mail information, and direct you to the appropriate person for any other needs.

## Associate Director of Housing

The Associate Director of Housing coordinates administrative support services for the housing program, including budget planning, student billing, applications, contracts and assignments, computer operations, conference housing and maintenance, repair, and renovation of facilities.

## Director of Housing

The Director is responsible for developing housing policies and procedures and for the management of the total housing program. The Director manages all budgets and the budgeting processes and coordinates major purchases and expenditures.

## University Housing Office

The University Housing Office, located at the University Park Campus, Tamiami Housing Complex (H-101), oversees housing operations for both housing complexes. General information, housing applications, assignments, contracts, billing, accounting and requests for contract releases are handled in this office.

# Assignment Policies

## Assignments

Assignments are made for the Fall and Spring terms, and separately for the Summer sessions, according to the information



provided on the housing application. Assignment of space is made by the University Housing Office; however, mutual roommate requests will be honored if space is available. Apartment changes (transfers) are permitted at designated times each term. Such changes require approval by the Housing Coordinator. Vacant spaces may be filled at any time by assignment of new or transferring students, so residents must keep unassigned space available for occupancy.

## Consolidation

As the year progresses, some students move out of the housing complex, creating vacant spaces within units. Therefore, in order to make the housing operation successful, the Housing Office may find it necessary to consolidate units by requiring residents without roommates to move into other units with vacancies. Each resident is entitled to occupy assigned space only. All empty spaces must be available for immediate occupancy by new or transferring residents at all times.

## Checkout

At the end of the contract period or 24 hours after the last exam (whichever comes first), residents are required to check out of their units unless they have signed an agreement for the following term and their Housing account is clear. **FAILURE TO FOLLOW PROPER CHECKOUT PROCEDURES WILL RESULT IN FORFEITURE OF YOUR HOUSING DEPOSIT.** Proper check-out involves contacting your RA or the RA on duty in order to have the room inspected and to return the key.

## Census

At the beginning of every term, each RA has to verify the occupancy within his/her area of responsibility. This process requires that each occupant of an apartment sign a room roster form.





## Semester Breaks

You may remain in your unit at no additional charge during semester breaks as long as you have signed a housing agreement for the next term and all your housing fees have been paid. University Housing remains open during the Thanksgiving and Christmas holidays and Spring Break.

## Living in a Community

### Roommate Rights

This document is issued as a reminder to each resident of your responsibility to your roommate and other residents. Your enjoyment of life in University Housing will depend to a large extent on the thoughtful consideration that you demonstrate for others. As a resident, you have:

1. The right to a clean unit in which you live.
2. The right to expect that a roommate will respect your personal belongings.
3. The right to study free from undue interference in one's unit. Unreasonable noise and other distractions inhibit the exercise of this right.
4. The right to sleep without undue disturbance from noise, lighting, guests of a roommate, or similar disruptions.
5. The right to free access to one's unit and facilities without pressure from a roommate.
6. The right to expect that guests hosted during visitation hours will respect the rights of the host's roommate and other residents.
7. The right to a limited degree of personal privacy.



8. The right to be free from fear of intimidation and physical harm.
9. The right of redress of grievances.

## Helpful Hints About Roommates

### Cleaning

Cleanliness and neatness will go far in making residence hall life more tolerable. Make definite commitments on cleaning responsibility and stick to them. If someone forgets an appointment with the vacuum cleaner or dust cloth, a timely reminder often helps more than complaints or threats.

### Communications

The easiest way to solve a problem that may arise is to talk about it. Your roommate may not realize something is bothering you and silence will only make things worse. Tact and communication will smooth out problems before they become stumbling blocks in your relationship.

### Borrowing / Lending

Some people love to loan things to anyone. Some don't mind if a roommate borrows. Some believe in never lending or borrowing.

Find out where your roommate stands on this issue and state how you feel about your belongings. Make definite rules such as, "hair dryers, clothes, stereos may be borrowed - the car never - and money as a last resort."

### Cooperation

Remember that residence hall living means cooperation and sharing. One person cannot dictate for the other and all things





cannot conform to one person's lifestyle. Adjust conditions so that both of you can live comfortably. Sharing an apartment can be interesting and beneficial if courtesy and respect are in large supply.

If problems do develop and cannot be solved between you and your roommate, see your Resident Assistant. The RA's have experience with such situations and will be glad to work with both of you. Seek help early, and you will find that most problems do have a solution.

### Independence

Get to know your roommate! Learn what interests you share and build on them, but remember to respect one another's individuality and privacy. Do not depend on your roommate to supply every emotional and social need. Make other friends and get involved in campus activities.

### Partying

Find out about your roommate's friends and if they plan to hold late night parties in your apartment. If you are the one with the visiting friends, check the schedules out with your roommate. Consider one another's dispositions and feelings, and arrange visits and parties around each other's study times.

### Sleeping and Studying

During the first week of school, decide what your study and sleep schedule will be. If your hours coincide, determine who sets and turns off the alarm. Determine if either of you require total darkness and quiet to sleep and if you are able to study with a radio, stereo, or TV on or if they should be turned off.

## Safety & Security

Crime can happen on campus just as it can happen in the community. Don't take chances and don't take your safety for granted. You can protect yourself against crime by taking simple precautions.



1. Keep your door locked at all times.
2. Always find out who is knocking before you open the door. Look through your peephole.
3. Never leave your apartment door or wing door propped open.
4. Keep your keys safe. Don't lend your key to anyone and don't leave keys lying around.
5. If your key is lost or stolen, report it to your Complex Office immediately so that the lock can be changed.
6. Have your keys ready before you get to your door or your car, especially after dark.
7. Always report any suspicious activity to Public Safety.
8. Don't walk alone, especially at night.
9. Avoid dark paths or shortcuts. Always use public walkways.
10. Carry identification with you at all times.
11. Let your roommates know where you are going and when you will return.
12. If you are the victim of crime, report the incident to Public Safety.

## Programming

Programming is an integral part of the housing program at FIU. It is a method by which residents and staff contribute to and influence the learning processes by creating, planning, supporting, financing, administering and encouraging programs. These programs may be structured or unstructured interactions which offer you opportunities





to heighten your awareness and understanding of yourself and others.

The basic types of programs are social, cultural, recreational and educational. In each housing complex, efforts are made to maintain an appropriate balance. Your ideas and suggestions are important. Get involved, become a part of the residential community. The choice is yours!

### Residence Council

At each campus, residents have the opportunity to become actively involved in their community through participation in the residence council. A group of elected representatives serve on each council. These representatives serve as community leaders in each complex. Meetings are held on a regular basis to discuss issues and to plan and organize activities and programs for residents. The residence council serves as a liaison between residents and housing staff, acting as the voice of the residential community.

The Bay Vista Hall Council(BVHC) and the Tamiami Village Council(TVC) meet on a regular basis. Look for flyers announcing their meetings and activities.

## Payment Policy

Payment is due in full before check-in each semester, according to the information published in the Housing Rate and Payment Information. Financial Aid recipients and scholarship recipients may request deferral of housing fees from the Director of Housing. A \$25 late fee is assessed when a payment or request for deferral of fees is received after the payment deadline. Payments are made at the Cashier's Office, PC Building, first floor at University Park, or at the Cashier's Office, Academic I, at the North Miami Campus. To insure credit to your account, receipts should be submitted to the University Housing Office. Housing payments may not be deposited in the night drop.

Payments must be made in U.S. funds. Checks must be drawn on a U.S. bank. Cash payments are accepted at the Cashier's Office. Checks returned by the bank are subject to a \$25 charge by the



University Housing Office in addition to a charge from the University.

Non-payment of fees may result in the cancellation of the housing agreement and/or eviction from University Housing.

### FLORIDA INTERNATIONAL UNIVERSITY HOUSING RATES SCHEDULE FOR 1990-91

The following rates for the 1990-91 academic year have been approved by the Board of Regents.

North Miami Campus (Bay Vista)		University Park Campus (Tamiami)	
Unit Type	Semester Bed Rate	Unit Type	Semester Bed Rate
A. (SINGLE)	\$1605	Studio (SINGLE)	\$1747
		Efficiency (DOUBLE)	\$ 967
		Efficiency (FAMILY)	\$1644
B. (DOUBLE)	\$969	One Bedroom (DOUBLE)	\$1433
		One Bedroom (FAMILY)	\$2436
C. (DOUBLE)	\$1246	Two Bedrm (QUAD)	\$1074
	(FAMILY) \$2119	Two Bedrm B(3) (DOUBLE)	\$ 999
D. (DOUBLE)	\$1108		(SINGLE) \$1242
E. or			
EE. (QUAD)	\$831	Four Bedrm (EIGHT)	\$ 835

Term	Payment Deadlines	Check-in Dates	Check-out Dates
Fall 1990	July 27, 1990	Aug. 19, 1990	Dec. 16, 1990
Spring 1991	Nov. 30, 1990	Jan. 2, 1991	April 28, 1991
Summer A/C 1991	April 5, 1991	May 2, 1991	June 22, 1991
Summer B 1991	May 30, 1991	June 24, 1991	Aug. 14, 1991

### Payment Information

All housing fees are due in full before a student is eligible for check-in. Payments may be made in person or by mail at the Cashier's Office. Specific payment information will be sent with a statement of fees. Payments must be received by 3:00 P.M. on the payment date. A \$25 late fee is assessed for any late payment. The \$100 deposit submitted with the application is not applied towards the semester





rate. This deposit remains in the University Housing account during the student's residency.

### Deferred Payment

There are two types of housing fee deferrals available to FIU students:

1. **FINANCIAL AID:** Any FIU student who has received a financial aid award letter may defer housing fees up to the amount of the award for housing. Tuition is deducted in order to determine the amount. If the award does not cover full fees, only the amount covered can be deferred. The remaining amount is due by the published payment deadline for the term. College-work study awards will not be considered when granting deferrals.

2. **ATHLETIC GRANTS:** Students receiving athletic grants may defer up to the amount of the award for housing. Any difference between the award and the housing fee assessed must be paid by the published payment deadline for the term.

A "Fee Deferral Request" form must be filed with the University Housing Office with supporting documentation before the payment deadline for the term. Deferrals are not granted after the payment deadline without a \$25 late fee. Exceptions are made for late applicants to University Housing.

*ALL STUDENTS WHO SIGN HOUSING AGREEMENTS ARE PLACED ON ACCOUNTS RECEIVABLE AND ARE NOT ELIGIBLE TO REGISTER FOR ANOTHER TERM, RECEIVE TRANSCRIPTS OR OBTAIN DIPLOMAS UNTIL ALL FEES ARE PAID.*

### Additional Fees

**LATE FEE** –A late fee is assessed for any payments made after the published deadline or for any Fee Deferral Request submitted after the payment deadline. The current late fee is \$25.



**CANCELLATION FEE** –Once the Housing Agreement is signed, release from the agreement must be requested in writing. A \$75 cancellation fee is assessed for approved releases, unless the student graduates, is denied admission, or is dismissed from the University. Supporting documentation must be provided.

### Assignments

Apartment assignments will not be made until shortly before the term begins. Your housing agreement specifies the type of space to which the assignment will be made. Returning residents select their apartments in the Spring Term and are guaranteed a specific space.

### Questions?

Contact the University Housing Office if you have questions.

University Housing Office  
Florida International University  
University Park Campus  
Tamiami Trail  
Miami, Florida 33199

or call: (305) 348-4190/91

## Facilities and Services

### Bus Service

The University offers a shuttle bus between campuses called the FITS (Florida International University Transit System), and more commonly referred to as "the shuttle." FITS shuttles between campuses, with a stop at The Mall at 163rd Street in North Miami Beach. Schedules are available at each Complex Office.

Public bus service is also available. Call 348-2410 for information.

### Family Housing

A limited number of units on each campus can accommodate a





maximum of two members of the same immediate family, such as a married couple or parents and a child under two years of age. Families can only be assigned to C units at the Bay Vista Complex and either efficiencies or one bedroom apartments at the Tamiami Complex. A marriage certificate (for married couples) or a birth certificate (for a child) is required.

### Special Interest Housing

Special interest housing is offered at the Tamiami Complex. International House, located in building G, is for students interested in an international emphasis. Scholars House, located in Building H, is a residential program coordinated with the Office of Undergraduate Studies for students receiving academic scholarships and awards.

### Modified Facilities

Both the Tamiami and the Bay Vista Complex offer units modified to accommodate students with physical impairments.

### Energy Conservation

Utility costs affect housing rates, therefore efforts to conserve energy are in everyone's best interest. You can help with energy conservation by doing the following:

1. Turn off lights and appliances when leaving a room or lounge area.
2. Use hot water conservatively.
3. During hot weather keep doors and windows closed to conserve air conditioning. Close blinds when leaving a room.
4. Keep A/C sources clear of furniture, stereos, and books that may block airflow.
5. Turn off the A/C when not in the apartment. Close windows when the A/C unit is in use.



6. Report to the Housing Office immediately any leaking showers, faucets, toilets, as well as windows and doors that fail to close properly.
7. When drying clothes, use only the minimum drying cycles.
8. Don't leave refrigerator doors open.
9. Be alert to any waste of utilities, and report any problems you cannot correct yourself to a staff member.

### Cafeteria

Meal plans are available at the campus cafeterias located in the Student Center at the North Miami Campus and in University House at University Park.

### Cooking

Each unit has a kitchen area with a stove top, refrigerator, sink, and cupboards. Regular ovens are provided at the Tamiami Complex, while microwave ovens are provided at the Bay Vista Complex. A full kitchen is available for residents' use in the Community Room at the Bay Vista Complex and in Building A at the Tamiami Complex.

### Cleaning

The cleaning of each apartment is the responsibility of all residents in the unit. Custodial service is not provided in student units. Residents must provide their own supplies.

### Ice Machines

Ice machines are located in the Community Room at the Bay Vista Complex and in Building A at the Tamiami Complex.

### Vending Machines

Vending machines are located in the lobby at the Bay Vista





Complex and at the Community Room, Building A, at the Tamiami Complex. Requests for refunds must be made to each Complex Office. Report machines that are out of order to the Complex Office staff promptly so that a service call can be made.

### Keys

A key is issued to each resident at check-in. The key is for your apartment and mailbox. At the Bay Vista Complex, the key also unlocks the main lobby doors. Report lost or stolen keys immediately to the Complex Office so that the lock can be changed and a new key issued. A \$45 lock change charge is assessed for each lost key.

### Exit Doors

At the Bay Vista Complex, doors at the end of each wing are to be used only in case of emergency. When doors are opened, an alarm will sound. Opening doors in non-emergency situations will result in disciplinary action. Doors are kept locked for your safety.

### Laundry Facilities

Laundry facilities are located on the second floor at the Bay Vista Complex and in each building at the Tamiami Complex. Tokens needed for the machines at the Tamiami Complex are available for purchase in Building A. Quarters are needed for the laundry facilities at the Bay Vista Complex. Report malfunctioning machines to the Complex Office.

### Mail Delivery

Mail is delivered to each housing complex. Mailboxes are located in the lobby at the Bay Vista Complex and in Building A at the Tamiami Complex.

Bay Vista Complex residents should have their mail addressed as follows:



YOUR NAME  
2800 N.E. 147th Street  
Apt.# \_\_\_\_\_  
North Miami, FL 33181 USA

Tamiami Complex residents should have their mail addressed as follows:

YOUR NAME  
10750 S.W. 11th Street  
Building# \_\_\_\_\_ Apt# \_\_\_\_\_  
Miami, FL 33174 USA

Be advised that mail which has the name of the University or FIU anywhere on it will be delivered to the University mail room; this delays mail being sent to you by several days.

### Mail Forwarding

Upon leaving the Housing Complex, each resident must provide a forwarding address. Mail will be forwarded for one (1) month after check-out. Mail will not be held at the Complex Office nor will it be placed in another students' mailbox after a resident checks out. Mail will be returned to sender if no forwarding is provided.

### Pest Control

Professional exterminators spray all units at each complex monthly in order to control pests. Specific dates are posted at each complex. Residents can help this effort by following sanitation guidelines. If you find that you have a problem with pests, please contact your Housing Coordinator to arrange for special spraying.

### Recreation

A volleyball pit, picnic tables and Bar-B-Q grills adjacent to each housing complex are planned for installation in 1990.

### Smoking

Smoking in any enclosed public area, including elevators, lobbies,





and community rooms, is prohibited.

### Storage

Storage of personal belongings is limited to your closet within the apartment. No other storage is available, so please plan accordingly.

### Post Office

A U.S. Post Office is located in the Student Center at the North Miami Campus. At each housing complex, outgoing mail may be left at the front desk for pick up.

### Telephones

Residents may contract with Southern Bell for local telephone service. Public telephones are available at each complex. Call 780-2355 to install telephone service.

### Television

Television sets are located in the Lounge (Building A) at the Tamiami Complex and in the Community Room on the first floor of the Bay Vista Complex. Residents may bring their own TV units for use in their apartments.

### Maintenance

Whenever a maintenance problem occurs or a repair is necessary, you must place a maintenance request at the Front Desk or in Building A. Work is completed on a first-received, first-served basis, except for emergency work. Once a maintenance request is filed, maintenance personnel will enter the apartment anytime between 9:00 AM and 4:00 PM Monday through Friday. Residents do not have to be present in order for the work to be performed. Notify your Housing Coordinator if your request is not completed within a week.

### Bulletin Boards

Bulletin Boards are located in the lobby at the Bay Vista Complex



and in Building A at the Tamiami Complex. Notices must be approved by each Housing Coordinator before posting.

### Fire Alarms/Fire Equipment

Each housing complex is equipped with a modern fire alarm system that is regularly inspected and approved by the state. Smoke detectors are located in every unit. Emergency lights are located in the hallways and stairwells of the North Miami Campus. Fire extinguishers are located in the hallways on both campuses. In the case of smoke or fire, the alarm will be activated and all residents must evacuate the building. Removing or interfering with the use of fire safety equipment, such as fire extinguishers and smoke detectors, is a third degree felony under Florida Statute 806.10 and is prohibited in student housing units. Also, setting off false fire alarms is prohibited by Florida Statute, Section 806.101, and is a misdemeanor of the first degree.

Fire drills are conducted regularly. All residents must evacuate whenever the fire alarm sounds. Failure to do so will result in disciplinary action.

## Housing Policies and Standards of Conduct

Violation of any housing policy and standard of conduct governing residential housing on the campus, or violation of any provision of the Housing Agreement shall be considered a violation of the Code of Conduct and may result in the termination of the Housing Agreement.

### Section I. Health, Safety, and Welfare

#### 1. Fireworks, Firearms, and Weapons

1.1 The use and/or possession of fireworks, firecrackers, or other explosives is prohibited by Florida statute and is not permitted in or around housing facilities or on the campus.





1.2 The possession or storage of firearms, ammunition or other weapons such as bows/arrows, swords, billy clubs, brass knuckles, martial arts weapons, and similar devices is prohibited in all apartments and public areas of the housing units and on the campus.

## 2. Fire Safety Equipment

2.1 Setting of false fire alarms is prohibited by Florida statute, Section 806.101, and is a misdemeanor of the first degree.

2.2 Activating fire alarms or smoke detectors, tampering with fire safety equipment, or misusing fire safety equipment is prohibited in all housing units.

2.3 Removing or interfering with the use of fire safety equipment, including smoke detectors in student rooms, is a third degree felony under Florida Statute 806.10 and is prohibited in student housing units.

2.4 Candles and open flame heating units, such as hibachis or gas grills, may not be used in student apartments or on any balconies.

## 3. Drugs

3.1 Manufacture sale, use, or possession of any substance declared illegal by a municipal, state, or federal law is prohibited in student housing and on the campus.

3.2 Drug-related paraphernalia is prohibited on campus.

## 4. Alcohol

4.1 Students are permitted to have in their apartments whatever beverages they are permitted to possess under state law. The legal age for possession or consumption of alcoholic beverages in Florida is 21.



4.2 Beer kegs are not permitted in student apartments.

4.3 Alcoholic beverages may not be sold, served or given to minors in any housing unit.

4.4 Consumption of alcoholic beverages in public areas such as courtyards or balconies of the housing units is prohibited.

4.5 Social events in which alcohol is served must conform with the Alcohol Beverage Policy of the University and must be registered with the Housing Coordinator at least 5 working days in advance of the event.

## 5. Smoking

Smoking in enclosed public areas is prohibited by law. Such areas include lobbies, elevators, and community rooms.

## 6. Pets

6.1 Pets are not permitted in student housing units.

6.2 Fish in appropriate containers may be kept in student housing units.

6.3 Charges for special pest control services and special cleaning will be assessed to residents with unauthorized pets in their units.

## 7. Cooking Appliances

7.1 Alcohol stoves, hibachis, charcoal, and gas grills may not be used in student living units, on balconies, in stairwells, or on walkways or entry areas to any housing facility.

7.2 Grills and other open element cooking devices used in designated grill areas may not be left unattended once lit.





**8. Railings, Balconies and, Roofs**

8.1 Sitting, standing, climbing on, or hanging from any balcony, balcony railing, or roof is prohibited.

8.2 Banners, signs, clothing, plants, or other items may not be hung from balconies or balcony railings.

8.3 Throwing of any object from a window, ledge, roof or balcony is prohibited.

**9. Trespass**

Individuals who are not authorized, licensed, or invited to enter housing facilities are subject to arrest for trespassing if they fail to leave after being directed to do so.

**10. Cleanliness**

10.1 Trash, garbage, and other waste items are to be placed in designated trash bins or dumpsters and may not be left in hallways, on balconies or in trash rooms.

10.2 Infestation resulting from improper disposal of garbage or improper storage of food may require special cleaning and/or pest control services at the resident's expense.

**11. Harassment**

11.1 Verbal or physical threats or intimidation of students or staff in housing is prohibited.

11.2 Sexual, racial, ethnic, or religious harassment is prohibited.

**Section II. Facilities Maintenance**

**1. Damages**

1.1 Damages which occur in a student apartment will be charged to the student(s) at a rate which includes actual replacement and labor costs.



1.2 Public area damages will be charged to those identified as responsible at a rate including actual replacement cost plus labor.

1.3 Public area damages not charged to a specific individual may be charged to residents of a floor, building, or housing unit.

**2. Windows and Screens**

2.1 Windows may not be open when air conditioners are in use.

2.2 Screens may not be removed from windows at any time.

2.3 Signs, pictures, banners and similar objects may not be displayed in windows so that they are visible from the outside. Exceptions may be granted in writing by the University Housing Office.

**3. Painting, Wallpapering, and Decorations**

3.1 Painting of apartments by residents is not permitted.

3.2 Wallpapering and panelling is not permitted.

3.3 Poster, pictures, and other decorative objects may be attached to interior surfaces of units with the understanding that residents of the unit will be held financially responsible for any resulting damages.

**4. Elevators**

4.1 Tampering with or re-wiring elevators is prohibited.

4.2 Elevators may not be used during general building evacuation in a fire or severe weather emergency.

**5. Air Conditioners**

5.1 Individual air conditioning units may not have the air





flow blocked by furniture or other items.

5.2 Air conditioning vents may not be blocked.

### 6. Apartments

6.1 Residents are responsible for reporting all required repairs to furnishings, appliances, and facilities assigned for their use by completing a Maintenance Request Form at the Complex Office.

6.2 Residents will be charged for repairs if damage appears intentional or is a result of misuse.

## III. Administration

### 1. Apartment Assignments and Changes

1.1 Assignment of space is at the discretion of the University Housing Office.

1.2 Apartment changes require approval prior to the move and are permitted at designated times each term only.

1.3 Vacant spaces in apartments may be filled at any time by assignment of new or transferring residents.

1.4 Mutual roommate requests will be honored if space is available.

1.5 Residents who move to another apartment within the housing unit without authorization from the Housing Office will be required to return immediately to their assigned space.

### 2. Check-In and Check-Out

2.1 Residents are required to check in at designated times and dates or space may be re-assigned.

2.2 Residents must vacate their apartment at the end of their



contract period or within 24 hours after their last exam, whichever comes first. NO EXCEPTIONS WILL BE GRANTED. Failure to do so will result in additional charges being assessed and/or forfeiture of deposit.

2.3 Residents who withdraw from the University must notify the University Housing Office and are required to check-out of their unit within 24 hours of withdrawal.

2.4 Residents who will continue residency in another unit must relocate to the new unit as soon as it is available for occupancy. This must be done no more than 24 hours after the end of the term or contract period.

2.5 Failure to check out properly according to written instructions provided will result in charges for cleaning, lock changes, or other services required to prepare the apartment for use by new residents and will result in forfeiture of the housing deposit.

### 3. Keys

3.1 All keys issued to residents are the property of Florida International University Housing.

3.2 Keys may not be duplicated.

3.3 Keys may not be given to others for their use.

3.4 Lost keys must be reported to the Housing Complex Office immediately. Residents are charged for a lock change and key replacement.

3.5 When an apartment change is authorized, keys must be exchanged at the time of the move.

### 4. Locks

4.1 Locks or chains may not be added on any doors





in student apartments.

4.2 Locks may not be changed or replaced except by authorized housing personnel.

4.3 Locks may not be tampered with in any way that interferes with the use of keys or prevents locking/unlocking of the door.

#### 5. Access to Units

5.1 Access to student apartments is limited to residents and their guests, staff performing assigned duties, and University officials concerned for safety, welfare, and health of residents.

5.2 Designated staff may open an apartment if assured that the person requesting access is an assigned resident and has identification.

5.3 Residents are responsible for locking doors and assuring the security of the assigned apartment.

#### 6. Inspection of Units

6.1 The Housing Office reserves the right to inspect apartments on a regular basis for necessary repairs, cleanliness, and safety checks.

6.2 Such inspections will be announced at least 24 hours in advance through public posting of the information.

#### 7. Telephones

7.1 Telephone services must be arranged by students directly with the local service provider.

7.2 Residents are responsible for all financial costs related to telephone services for which they contract.

7.3 Residents are responsible for all long distance charges



made to their personal billing number.

#### 8. Storage and Removal of Belongings

8.1 No storage is provided for resident belongings before, during, or after residency.

8.2 All belongings must be removed from the assigned apartment at the end of the contract period.

8.3 Belongings which remain in any apartment at the end of a contract period will be treated as abandoned property and will be disposed of. Labor charges for removing abandoned property will be assessed to residents.

#### 9. Bicycles and Motorbikes

9.1 Bicycles and motorbikes may not be stored in the student apartments, hallways, entry areas, stairwells or balconies.

9.2 Bicycles must be stored in bicycle racks.

9.3 Motorbikes must be parked in parking lots.

9.4 Improperly stored vehicles will be removed to the nearest storage rack. The University assumes no responsibility for removal of improperly stored vehicles.

#### 10. Posting Boards

10.1 Notices, flyers, ads, and other informational items may be posted only on designated boards, with authorization by the Housing Coordinator.

10.2 Posting on glass entry doors and on walls is not permitted.

#### 11. Sales, Solicitation, and Canvassing

11.1 Door to door solicitation, sales, and canvassing are not permitted.





11.2 Door to door distribution of flyers and leaflets is not permitted.

11.3 Students may not engage in any sales or business activities in their apartments or within any public area of the housing facilities.

## 12. Furnishings

12.1 Furnishings may not be removed from the assigned locations.

12.2 Residents are responsible for all furnishings provided in their apartments.

12.3 Alterations to furnishings may result in a charge for replacement or restoration to original condition.

12.4 Waterbeds are not permitted in student housing.

12.5 Lofts or homemade bunkbeds are not permitted in student housing units.

12.6 Beds may not be disassembled or stacked on cinder blocks.

## 13. Antennas

13.1 External antennas of any type are not permitted.

13.2 Rewiring of antennas provided is not permitted.

## 14. Identification

A University ID Card or other form of identification with a picture must be presented upon request of a University official including residence hall staff.

# IV. Community Standards

## 1. Guests - Student Apartments

1.1 Overnight guests of the same sex are permitted and must



be registered at the Complex Office. Hosts assume full responsibility for their guest's conduct and familiarity with the rules and policies.

1.2 Overnight guests of the opposite sex are not permitted in student apartments.

1.3 Guests may not be registered for more than two consecutive nights.

1.4 In designated married student housing units, overnight guests of either sex are permitted, but must be registered and may stay no longer than two consecutive nights.

## 2. Quiet

2.1 Stereos, radios, TV's and other sound systems should not be played so loudly that they disturb others.

2.2 Speakers may not be placed in windows in such a manner that they direct sound outside the apartment.

2.3 Loud talking, skateboarding, and activities in the courtyards, on balconies, or in stairwells which are disruptive to others are not permitted.

2.4 During examination periods, there will be 24-hour quiet period posted. Playing of radios, stereos, television sets or any other noisy activity is prohibited.

2.5 Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or a staff member at any time.

## 3. Social Events

3.1 Social events, parties, and meetings must be registered with the Housing Coordinator and scheduled in common areas rather than apartments if the number in attendance exceeds six people in addition to apartment occupants.





Registration is required a minimum of five(5) working days in advance.

3.2 Noise should not be of such volume that it disrupts others.

3.3 Social events in student apartments are subject to all municipal, state, and Federal laws as well as all University regulations.

3.4 Approval must be obtained for events in which alcohol will be served.

#### 4. Laundry Facilities and Vending

4.1 Coin operated washers and dryers are used at the student's risk.

4.2 Misuse of laundry or vending machines, including but not limited to use of false or foreign coins, removal of items without paying, and removal of or attempted removal of coins is prohibited.

4.3 Refunds for all machines are made by the vendor. Refund requests can be completed at the Complex Office.

#### 5. Cars

5.1 Cars may be washed in parking lots, providing there is no interference with or disruption of normal traffic patterns. Cars may not be parked in the grass or sidewalks.

5.2 The Housing Office assumes no responsibility for damages that may result to any cars or personal property.

#### 6. Parking

6.1 Parking lots adjacent to housing units are for residents and their invited guests only.



6.2 All cars parked in housing lots must have valid FIU student, faculty, staff decals or valid guest permits. Unregistered cars may be towed at the owner's expense.

6.3 Residents must display a resident decal in addition to an FIU parking decal in order to park in the lots adjacent to the Housing Complex.

6.4 Vehicles parked for more than 60 days or inoperable vehicles may be towed away or disposed of at the owner's expense.

6.5 Guests must obtain a visitor's parking pass from Public Safety and must park in designated areas only.

#### 7. Mail

7.1 Regular mail will be placed in assigned mailboxes on any day that mail is delivered to the complex by the Postal Service.

7.2 The Housing Office assumes no responsibility for accepting and holding packages, registered mail, or certified mail.

7.3 The resident is responsible for providing a forwarding address at the time of check-out. Mail will be returned to sender if no address is provided.

7.4 Tampering with mailbox locks or removing mail addressed to another person is prohibited. Mail addressed to other than current occupant should be returned to the Complex Office.

#### 8. Messages

8.1 Personal messages will not be taken for residents at any business telephone except in cases of emergency.





8.2 Written messages left at the Complex Office will be placed in mailboxes at the time mail is distributed. In no case will the Complex Office guarantee delivery.

### 9. Recreational Facilities and Equipment

9.1 Sports may not be played in the vicinity of housing units except in designated areas.

9.2 Damages resulting to grounds, buildings, or facilities as a result of recreational activities will be charged to the participants.

9.3 Residents assume responsibility for all equipment they check out.

### Grievances / Complaints / Suggestions

The University Housing Office wants to know what your needs are. Stop in and let us know whenever you need assistance. We are also always willing to hear suggestions and complaints!



## University Housing Numbers

### University Housing Office - University Park

Location: H-101 Tamiami Housing Complex  
University Park  
Florida International University  
Miami, Florida 33199  
Telephone: (305) 348-4190/91

Services: Issuing housing agreements  
Assigning space  
Rate information  
Accounting information  
General housing information  
Conference/Guest Housing Information/Reservations

### Bay Vista Complex - North Miami Campus

Location: Lobby, Bay Vista Complex  
2800 NE 147 Street  
North Miami Campus  
N. Miami, Florida 33181  
Telephone: (305) 940-5587/83

Services: Apartment changes and transfers  
Programs and activities  
Maintenance and repairs  
Day-to-day concerns

### Tamiami Complex - University Park

Location: Building A, Tamiami Housing Complex  
10750 SW 11 Street  
University Park  
Miami, Florida 33174  
Telephone: (305) 348-1050/51

Services: Apartment changes and transfers  
Programs and activities  
Maintenance and repairs  
Day-to-day concerns





## Important University Numbers

<b>Academic Advising</b>	UP	348-2892
	NM	940-5754
<b>Admissions</b>	UP	348-2363
	NM	940-5760
<b>Athletics</b>		
Sports Information	UP	348-2756
<b>Campus Recreation</b>		
Fitness Center	UP	348-2575
Nautilus Center	NM	940-5678
Racquetball Reservations	UP	348-2900
Swimming Pool	NM	940-5800
Tennis Courts	NM	940-5813
<b>Bookstore</b>	UP	348-2691
	NM	940-5580
<b>Bus Schedule Information</b>		
FITS		348-2410
<b>Cafeteria</b>	UP	348-2697
	NM	940-5584
<b>Campus Ministry</b>	UP	348-2215
	NM	940-5609
<b>Career Planning &amp; Placement</b>	UP	348-2423
	NM	940-5813
<b>Cashier's Office</b>	UP	348-2126
	NM	940-5813
<b>Disabled Student Services</b>	UP	348-3532
	NM	940-5813



<b>Financial Aid Information</b>	UP	348-2431
	NM	940-5765
<b>Graduation</b>	UP	348-2341
<b>Information</b>	UP	348-2000
	NM	940-5500
<b>International Student Services</b>	UP	348-2421
	NM	940-5813
<b>Judicial Affairs, Student</b>	NM	940-5817
<b>Library - Information</b>	UP	348-2479
	NM	940-5724
<b>Lost &amp; Found</b>	UP	348-2189
	NM	940-5800
<b>Minority Student Services</b>	UP	348-2436
	NM	940-5817
<b>Photo ID</b>	UP	348-2189
<b>Public Safety/ Emergency</b>	UP	348-2911
	NM	940-5911
<b>Information</b>	UP	348-2626
	NM	940-5555
<b>Registration &amp; Records</b>	UP	348-2392
<b>Student Activities</b>	UP	348-2137
	NM	940-5813











