



Housing and Residence Life

RULES & REGULATIONS

Move-In/Move-Out Procedures

Residents are required to follow established procedures when moving in and out. To ensure a safe and orderly move, please follow these procedures carefully. If you have questions about the process, please contact our office at 470-578-5483 or housing@kennesaw.edu.

Protection of Possessions

You are urged to purchase renter's insurance for protection against loss or property damage, or you should check to see if you are covered by another homeowner's policy. To protect your personal possessions, we suggest the following in addition to having insurance: lock your room and apartment at all times; record serial numbers of your possessions; and take valuable items with you if you are gone for an extended period.

Recreational and Service Areas

Residents agree to abide by additional rules and regulations established for use of recreational and service facilities provided by Housing and Residence Life.

Room Entry

Residents enter into a housing contract ONLY for their own bedroom and a portion of the common area. Residents are prohibited from entering any other space (vacant, or occupied, locked or unlocked) without expressed approval from the occupant of that space. Violation may result in student conduct action, substantial fines, and possible conviction.

Room Inspection and Search Policy

KSU officials and Housing and Residence Life staff reserve the right to enter student apartments under certain conditions. Entry into occupied apartments or rooms is divided into three categories:

Inspection

Entry to ascertain health and safety conditions, or to check physical condition, is typically done twice a semester with advance notice.

Search

Entry for the purpose of investigating suspected violations of university regulations and/or city, state, or federal law. Campus authorities will not enter the room or unit for purposes of search without permission from the resident(s) or prior permission from the Sr. Director of Housing and Residence Life, Vice President for Student Affairs, or designees, or in compliance with state law.

Note: Permission to search is not required when contraband to be confiscated is in view of the University authority.

A request for permission to search may be made when reasonable cause exists to suspect that a violation is occurring or has occurred. A copy of the authorization form shall be presented to the resident(s) or left in the room/apartment if the resident(s) is absent. The authorization form contains the place searched, name of the person giving authorization, descriptions of items sought, and name of requestor.

Emergency

Entry when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building. In such cases, campus authorities may enter immediately.

Should a resident believe a university staff member misused or abused his or her authority to inspect a room, the resident should submit a written complaint that must be emailed to housing@kennesaw.edu.

Vehicles and Parking

All residents are required to park in the designated parking areas for each community. Residents may park one authorized vehicle on campus and must register that vehicle with KSU Parking and Transportation. Guests must park in designated guest parking, and must comply with any designated time limits. Recreational vehicles, boats, jet skis, etc., are prohibited on campus. Housing and Residence Life staff reserves the right to remove or refuse parking to any vehicle, which may endanger life or property, or is not properly maintained or legally registered. Non-operable, abandoned, or unauthorized vehicles will be removed by Housing and Residence Life at the expense of the resident or other owner, for storage or public or private sale, at Housing and Residence Life staff's option, and resident or owner shall have no right of recourse against Housing and Residence Life staff. Housing and Residence Life staff shall determine the definition of non-operable, abandoned, or unauthorized vehicles.

The term "vehicle" includes, but is not limited to, both motorized and non-motorized vehicles such as automobiles, trucks, vans, motorcycles, boats, trailers, campers, mobile homes, motor homes, commercial trucks, buses, and heavy motorized or mechanized equipment or vehicles.

An "abandoned motor vehicle" shall include, but is not limited to, any vehicle, motor vehicle, or trailer that has been left unattended on the community property for a period of not less than thirty days without anyone having made a claim. Vehicles parked in spaces with time limits may be removed prior to thirty days.

Vehicle Maintenance and Cleaning

Washing vehicles and performing mechanical work is strictly prohibited on the premises unless special areas are designated at the Housing and Residence Life staff's sole discretion.

Emergency Repossession:

The Provider reserves the right to repossess a Resident's Room Space in the event of an epidemic or other health concerns. If Resident should contract a communicable disease, Resident may be required to leave the Room Space until Resident is no longer contagious. This is due to the hazard of infecting others in the residence hall community.

Housing Safety Regulations

Following a few common-sense precautions can help keep our communities safe for everyone:

- Lock the doors of your vehicle at all times
- Report suspicious persons or activities immediately
- Be alert and take responsibility for your community
- Do not allow strangers into your apartment/community
- Do not put yourself into compromising situations

Decorations

Decorative items such as fishnets, parachutes, and other items that are flammable are not permitted in residents' rooms and are prohibited unless they have been fireproofed. Only UL approved lights may be used. Decorations may not be visible from outside the apartment, with the exception of holiday decorations, which must be:

- Appropriate for the holiday being celebrated
- Displayed only during the time period immediately surrounding the holiday
- Appropriate for a community living environment
- In compliance with all fire and facility regulations
- Due to fire/ facility damage risk, live cut trees are not permitted
- For health and safety reasons, objects once containing food or drink cannot be displayed for decoration, such as empty alcohol bottles

Extension Cords and Multiple Plugs

An extension cord must be UL approved, 16 gauge, and not exceed an un-spliced length of six feet with a polarized plug and a single outlet. It may not be placed under floor coverings or furnishings and may not be secured by penetrating the insulation.

Flammable Items

Items such as fuel, etc., may not be stored in residents' rooms or apartments.

Fire Lanes

Emergency lanes are strictly reserved for use by emergency vehicles only. Unauthorized vehicles parked in these areas will be towed at the owner's risk and expense.

Fire Equipment

Equipment is provided to monitor fire safety conditions. Misuse of these items or other emergency equipment constitutes a danger to the safety of the community. Tampering with, vandalizing, or misusing fire safety equipment is prohibited and constitutes reason for eviction and up to expulsion from KSU. Familiarize yourself with the location and operation of fire equipment and evacuation routes. Fire equipment is also located throughout the corridors and includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Safety drills will be conducted in accordance with state law. Failure to evacuate when alarms sound is grounds for disciplinary action and fines.

Irons

Ironing is permitted, but irons must always be used with ironing boards that have a fire-resistant cover. Irons should never be plugged in when not in use or left unattended. Irons with automatic cutoff mechanisms are encouraged.

Open Flames

Items which require an open flame to operate or which produce heat (i.e., Bunsen burners, candles, alcohol burners) are not allowed in the facilities. Unlit candles may be used.

Weather Safety

KSU Police provide all guidance during weather emergencies. Cobb County Emergency Management Agency (CEMA) operates a tornado siren on campus, which is tested at noon on selected Wednesdays. If a non-test tornado warning sounds, move to the lowest level interior area available, stairwell, or an interior bathroom without windows. Crouch down and cover your head. If outside, move at right angles to the tornado as you seek shelter.

Architectural Structures

Antennas

Radio/Television antennas or other objects shall not be placed or erected on the roof or exterior of buildings.

Buildings

No defacement on the outside or inside of any building within the communities is allowed. Such defacement will result in fines and student conduct action.

Balcony or Patio

The balcony or patio shall be kept neat and clean at all times. No rugs, towels, laundry, clothing, appliances, or other items shall be stored, hung, or draped on railings or other portions of the balcony or patio. The University Village has no balconies, even though some units contain decorative features with operable doors that may resemble a balcony. Storage or use of cooking grills is not permitted on balconies or patios. Fines will be assessed if inside furniture or other unauthorized items are found on the patio.

Cleaning

Residents are expected to appropriately clean and maintain the units, including but not limited to bathrooms, kitchens, and bedrooms. Lack of cleaning can result in unhealthy living conditions, odor, mildew, mold, pests, etc. Residents are expected to clean regularly and comply with all requests made to maintain a healthy environment. Failure to clean can result in fines and student conduct action.

Entrances, Hallways, Walks, and Grounds

Entrances, hallways, walks, and other public areas shall not be obstructed.

Fixtures

Residents shall not display any signs, exterior lights, or markings. No awning or other projection shall be attached to the outside of the buildings. No satellite dish or other signal receiving equipment may be attached to the balcony or building exterior.

Fountains

The fountains are located on the property for aesthetic purposes. Bubbles or soap of any kind, gelatin, vehicles, dye, trash, or people are not allowed in the fountains at any time. Violations will result in student conduct action.

Internet/Cable

Residents must not tamper with any internet/cable wiring/fixtures and must comply with all usage rules as outlined in any Housing and Residence Life documents.

Locks

Locks may NOT be changed/installed by residents. Locks and all original keys/key cards must be returned upon vacating the premises, including temporary move-outs if applicable.

Painting

Housing and Residence Life staff maintain all paint and finishes throughout the residential communities for aesthetic consistency and appropriate condition. Residents may not paint or alter in any way the walls or finishes in any on-campus housing facilities.

Trash

All trash and garbage will be placed in designated trash receptacles located in or near the community. Residents must deposit trash and refuses directly into designated receptacles and not leave in the units or common areas, hallways, balconies, or similar places. Residents agree to place trash inside the receptacle, not outside the receptacle or in the surrounding area. Housing and Residence Life staff reserve the right to impose fines for violation of this policy as well as for littering, and residents will face student conduct action.

Walkway

All walkways are intended for pedestrian use only. No cars or motorized vehicles are allowed on the pedestrian walkways at any time with the exception of emergency or maintenance vehicles. Skateboards and bicycles should be used with great caution, always yielding to pedestrians. In addition to student conduct action, violating this policy can result in police and legal action.

Windows and Structures

All windows and similar structures may only be used for their intended usage, and any safety or security devices installed must remain in place at all times. Use of foil and other similar unsightly materials, including but not limited to, neon or flashing lights, advertisements on or over windows is strictly prohibited. Windows and doors shall not be obstructed. Blinds are provided on windows, and such blinds shall not be removed. If residents install draperies over the blinds, any damage will be repaired, and draperies will be removed by residents at their own expense. Damage to property, including but not limited to paint, plaster, cabinets, carpets, floors, furniture or damage to any part of the premises caused by leaving windows or doors open during inclement weather will be the responsibility of the residents.