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Middle Georgia State University Policy Manual

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4.1.4.4 Policies/Regulations

Access & Inspections of Residence Hall Facilities

Middle Georgia State University shall retain legal ownership and ultimate possession and control of student’s room and University property assigned to such room. The University reserves the right to maintain and preserve the residence halls; therefore, residence life staff, University personnel, agents and contractors authorized by the University may enter any residence hall space at any time for safety inspection, maintenance, cleaning, inventories, epidemic or emergency, pest control, occupancy verification, to claim University property, and/or general repair. The University reserves the authority to allow access to a student's room when requested by any law enforcement officer possessing a valid search or arrest warrant. The University reserves the right to remove and hold in storage or dispose of any items deemed hazardous to the building or its occupants (i.e., explosives, firearms, alcohol, chemicals, open flame burning items, hunting bows, weapons, etc.) and/or other prohibited items.

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In the interest of the health and general welfare of the community, the University reserves the right to inspect apartments for cleanliness and upkeep or to make repairs at a reasonable time. These inspections are done to help insure a healthy and safe environment for residents. Items of particular scrutiny are overloaded circuits, pets, and unsanitary conditions that may attract bugs. Smoke alarms are checked to make sure they are in working order.

Alcohol Possession/Use

The MGA Residence Life community (faculty, staff, and students) is part of a larger community and, as such, is not only governed by its own regulations but by University policies and state law. Middle Georgia State University prohibits:

- the use or possession of alcohol by anyone in the Residence Life community or on the premises; this applies to everyone regardless of age;

- the transport and/or consumption of alcohol in open containers in any public area including any property that surrounds an apartment and is considered Residence Life property;
- the manufacture or selling of alcohol;
- public intoxication;
- common containers of alcohol (kegs, party balls, trash cans, funnels, beer hats, etc.);
- students' presence where an alcohol violation is occurring, regardless of whether the resident/guest is using or possessing alcohol;
- alcohol paraphernalia in residential units.

See [University Policy 4.1.6.2](#).

Alterations to Residence Hall Facility

No changes will be made in the residence hall or housing space by residents. This includes, but is not limited to shelves, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, other structural changes or alterations to furniture, or the removal of University furniture and its replacement with items owned by the resident. No person shall, without proper authorization, remove any property from its assigned place in a University facility.

No person shall damage, deface or destroy University property. This includes marking or writing on apartment/suite doors. Residents should avoid using nails or sticky substances on sheetrock and wood. Thumbtacks and push pins are allowed to hang items on sheetrock walls. Damage done by nails or other fixatives will result in per item charge to the student's account.

Cleaning

Residents are expected to appropriately clean and maintain the assigned space, 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 procedures action.

Communication, Official

Student email is an official means of communication at Middle Georgia State University (MGA), and it is the student's responsibility to frequently check their MGA student email account. It is also the student's responsibility to update their student information online [SWORDS](#) or with the Registrar's Office if any personal information changes while enrolled. In addition to student email, MGA provides important information to students via SMS (text message). Providing your telephone number to MGA authorizes the university to contact you regarding enrollment deadlines and requirements and/or campus emergencies. Enrollment messages will be labeled Enrollment Alert, while messages regarding campus safety or emergencies will be labeled Knight Alert. To opt out of receiving one or both of these, please indicate your preferences by accessing your [SWORDS](#) account and selecting "*Personal Information*" and then "*Update Addresses and Phones*."

Computers

Internet jacks are located in suites; however, students must supply their own Ethernet cord if they want to connect their computer to the Internet. Personal wireless (wifi) routers are not allowed in residence halls at MGA. Students found in possession of these routers will be asked to take the device home. If the router is found in use a second time the router will be confiscated.

Consolidation

Middle Georgia State University reserves the right to reassign students for the purpose of consolidation and to schedule unoccupied rooms for guests' usage at any time. Where there is a vacant space, it must be maintained in

a manner by the occupant(s) that will allow another person to move in immediately. The University reserves the right to make temporary assignments and to assign or reassign accommodations at its discretion.

Damages to Residence Hall Facilities

Residents will be held responsible for any and all damages to the unit, its furniture, appliances and equipment, and for maintaining the unit in a safe and sanitary manner. Residents are held responsible for making an appointment with Residence Hall staff to have the apartment or suite inspected prior to the resident's departure. If the unit is not surrendered in a clean and orderly condition, the residents will be charged for the expense of any additional cleaning.

Residents are jointly responsible for the cost of replacement or repair of any breakage or damages in the common areas within their assigned housing unit. Charges will be equally assessed upon each member of the assigned room, hall, or apartment in the event the responsible person remains anonymous (collective liability). Residents may also be assessed the expense of the repair or replacement of any property in public areas judged damaged by residents or their guests in a given room. Damages to a given residence hall that cannot be attributed to an individual student will also be assessed, and these costs will be shared by all residents of that residence hall.

Residents are responsible for the condition of the housing space and all furnishings that are assigned to them and shall reimburse the University for all damages to or loss of these furnishings. Residents are responsible for maintaining the cleanliness of their room. Charges for damages and/or cleaning shall be assessed to the student's account.

Disorderly Conduct

Behavior which, in Middle Georgia State University's sole discretion, has a negative impact on the living and learning environment of the residence halls will be subject to student conduct procedures that could include immediate revocation of the privilege to live in a residence hall. Disruptive behavior (i.e., physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the breezeways, pranks, other rough play, etc.) that could endanger the health and safety of staff, residents, or guests will not be tolerated.

Drop Policy

A student's housing assignment can be dropped if a student's class schedule is dropped for academic reasons or because Satisfactory Academic Progress (SAP) has not been met. In most cases the student's name will be immediately added to the waiting list so that housing can be assigned once the student is either back in good academic standing, a SAP appeal has been granted, and/or the student's class scheduled has been re-established. It is the student's responsibility to cancel his or her housing contract and remove their name from the waiting list if their class schedule is dropped for academic reasons or because Satisfactory Academic Progress (SAP) has not been met.

For more information on [Academic Standing](#) is available in the academic catalog.

For more information on [Satisfactory Academic Progress](#) is available online.

Drugs Possession/Use

No person shall possess, consume, manufacture, dispense, be in the presence of or under the influence of illegal drugs or engage in improper self-medication while on University property or conducting University business. No person shall possess or utilize paraphernalia explicitly for drugs use. MGA prohibits:

- selling, possessing or using any substance currently classified as a dangerous drug by the Georgia Controlled Substance Act or classified as illegal by state or federal law;
- possession of drugs that may be used to incapacitate other individuals;

- possession and/or use of drug paraphernalia, including but not limited to any form of bong or smoking device, such as a hookah, even if not used or if used for tobacco products;
- students' presence where a drug-related violation is occurring, regardless of whether the resident/guest is using or possessing drugs.

**See [Univerity Policy 4.1.6.2](#).

Electrical Equipment/Appliances

Computers, stereos, televisions, radios, etc. are allowed. Refrigerators (maximum 2.7 cubic feet and 5 amps) and microwaves (maximum 1.0 cubic foot) are permitted in rooms. Microwaves and full size refrigerators are furnished in all apartment kitchens (Aviation Hall, University Pointe, and Harris Hall). Automatic shut off irons are permitted; however, if, during room inspections or security checks, an iron without automatic shut off is found, it will be confiscated. All electrical appliances must be plugged directly into wall outlets. Extension cords are not allowed.

Garbage, Disposal of

Residents must deposit all garbage in the dumpsters designated for the facility. Residents should dispose of garbage from their residence on a daily basis. Garbage is not to be left outside apartment doors, in the halls, or in breezeways. Failure to dispose of garbage properly will result in a charge of \$30.00 being applied to student's account.

Alternative Housing Option

Alternative options for housing assignments are available at MGA. All students are eligible to opt-in to these housing assignments by contacting the Director of Housing & Residence Life or the Assistant Director of Housing. Students can contact both of these individuals by emailing housing@mga.edu. The option may appeal to the following:

- Students who wish to live with a student in another classification, i.e. first-year student with a third-year student;
- Students who may feel more comfortable with a suitemate of a different gender;
- Students who are related, i.e. siblings, cousins; or
- Students with ADA accommodations.

All students will follow existing residence life policies for room changes or roommate changes after being assigned to alternative housing options at MGA. The Office of Housing & Residence Life strongly suggests that students interested in an alternative housing assignment consider the suite-style housing options on the Cochran Campus (Gateway Hall, Regents Hall, and Knights Hall) but assignments are available in every residence hall on all residential campuses. All students within the housing unit must request the alternative housing option in order for the accommodation to be approved.

MGA strongly discourages students who are in an intimate relationship from living together in a residence hall housing unit, although we do not question the student's motives for wanting to live in any alternative housing option.

MGA understands that it is the student's choice whether they inform parent(s) or guardian(s) about their decision to live in alternative housing options. The Office of Housing & Residence Life strongly encourages students to talk with their parent(s) or guardian(s) about housing choices so that they can be in support of the student's decision.

Hallways, Stairs, Breezeways, Decks, Balconies, and Patio

All stairs, breezeways, decks, and patios must be kept clean and free of obstruction at all times (this includes all sports equipment). For units with private balconies or decks, outdoor furniture may be placed in the area as long as it does not obstruct entrances/ exits. Dirt, trash, garbage, or waste should not be swept onto or over balconies, patios, or breezeways. The University reserves the right to remove any obstructions that may create unsafe or unsightly conditions. Items should not be thrown off of or onto any deck, balcony, or patio and items should not be thrown out of or into any window. Entering or exiting a residence hall or apartment through a window or from a balcony is prohibited except in case of emergencies.

Harassment and Intimidation

To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. Physical or emotional harassment is not tolerated in the Residence Life community. Harassment is the intimidation, invasion of privacy, or any threat to the well-being of another or their property that is communicated verbally, in writing or through any other means of communication (phone, computer, etc.). No person shall harass, threaten to harm, or exhibit behavior that threatens to harm another person. This shall include harassment on the basis of race, gender, religion, age, sexual orientation, etc.

No person shall physically or verbally assault, batter, or intimidate another. These actions are subject to student conduct procedures and/or legal action.

Items Not Allowed In Residence Halls

- Drugs or drug paraphernalia, alcohol or alcohol paraphernalia
- Weapons, explosives, inflammables**
- Electrical items other than clocks, radios, stereo equipment, televisions, or computers
- Toaster ovens and microwave ovens larger than 1.5 cubic feet
- Refrigerators larger than 2.7 cubic feet
- Outside television/radio antennas, or satellite dishes
- Waterbeds or water-filled furniture
- Neon signs, candles and incense burners, open flame-burning or coiled hot plates or halogen-touchie lamps
- Objects once containing food or drink, such as empty alcohol bottles/cans used as decoration
- Decorative items such as fishnets, parachutes, and other inflammable items
- Air-conditioning units, heat lamps, or space heaters
- Pets are prohibited in or around the residence halls. This also applies to visiting pets.
- Large bulky items which require storage
- Hoverboards , *self-balancing scooters, battery operated scooters, and hands-free segways*

**Board of Regents [Policy 6.11](#) prohibits possession of guns or any type of deadly weapon, except as permitted by Georgia law, on the campuses of Middle Georgia State University. University [policy 6.10](#) details how and when weapons may be carried on MGA campuses in accordance with USG guidance and Georgia law.

Personal Items

Students must provide bath and bed linens, laundry supplies, cleaning tools and products, and other personal items. Students living in apartment style housing must also supply kitchen ware and utensils. Students are expected to clean common areas, bedroom and bathroom.

Personal Property

No person shall possess, tamper with or borrow, without permission, the personal property of others. Such actions will be treated as theft.

The University is not responsible for residents' personal property. This includes damage, loss, fire, theft, or flooding. The University assumes no liability for claim of loss and expects apartment residents to take reasonable

precautions against theft of personal property by locking their door when leaving. Because it is difficult to trace and identify stolen property, residents should keep a record of the descriptions and serial numbers of all valuables as well as mark them permanently. Records of these items should be kept in a safe location, but readily accessible and available to police officers in the event of theft. Residents may acquire insurance from an outside source to cover personal belongings if they so choose. All losses should be reported to the University Police Department immediately and then to their insurance company, if applicable.

Safety – Joint Responsibility

Certain privileges are extended to individuals by virtue of their membership in the residence life community. In order to protect the community, no person shall permit use of, share, or sublet their apartment/suite for commercial or solicitation purposes. No person shall fail to take responsibility of his or her visitors, which include informing them of policies and being responsible for their behavior within the residence life community and while on University grounds or at University functions.

Safety Precautions

Students should take some responsibility for their own safety and are encouraged to practice the following precautions:

- Carry student ID card and keys at all times.
- Lock living space doors and personal vehicles.
- Report suspicious persons or activities immediately.
- Be alert and take responsibility for personal and community safety.
- Don't allow strangers into apartment/building.
- Avoid compromising situations.

Safety Rails

Students should not make modifications to the residence room or its furnishings (e.g., disassembling furniture, hanging items from ceiling tile supports, tampering with telephone wires, etc.). Furniture may not be removed from the room. For student safety all elevated sleeping surfaces have bed safety rails installed. It becomes the student's responsibility to enter a work order if a bed safety rail is missing or not secured to any elevated surface in their room. Work orders must be submitted via Residence Life Coordinators (RLC's) or Community Assistants (CA's) . **Students are not permitted to ever remove the bed safety rail.**

Bed Safety Rails and Headboard-Footboard Access:

- Bunk beds/Loft Kits must not be moved from walls creating a side without a bed safety rail.
- Safety Rails must not be rendered ineffective by placing against the wall.
- Either the headboard/footboard acts as a ladder.

Furniture must not obstruct access to headboard or footboard used as a ladder. For student safety, bunking, debunking and height adjustment of bunk beds must be requested on via Residence Life Coordinators (RLC's) or Community Assistant (CA's) . The request will be performed only by approved staff. Any questions regarding residence room furnishings should be addressed to sent to housing@mga.edu.

Seasonal Decorations

Only UL Approved lights may be used in residence halls. Decorations may not be visible from outside the apartment or suite, 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).

Service Animals

For policies and procedures regarding service animals at Middle Georgia State University, the Office of Accessibility Services should be contacted at (478)934-3023.

Summer Camps

During summer sessions, Middle Georgia State University students are not allowed in the residence hall(s) where camps are hosted. Likewise, camp attendees are not allowed in student suites, apartments, or buildings

University Point Gate Security

The University Point apartment complex, located on the Macon campus, is owned by Middle Georgia State University and operated by the department of Residence Life. The complex is secured, like all other MGA property, by the MGA Police Department; however, additional security measures have been put in place in order to restrict access to registered residents. The complex is secured through a campus card reader system that requires resident validation through the MGA Knight Card, utilizing a set of automatic gates. This system is the primary point of security for residents between the hours of 6:00 a.m. to 6:00 p.m.; outside of these hours, a contract security company will be present to verify resident validity. A License Plate Recognition (LPR) system is also present, monitoring vehicle access and behavior. Motor vehicle operators observed damaging or running past the gate, bypassing security parameters, will be charged a fine as a deterrent.

In the event that automated security becomes inoperative, temporary security measures will be enacted. If automated security systems are down between 6:00 a.m. to 6:00 p.m., and for less than 24 hours, MGA Police will oversee access control for the complex. If automated security systems are down for more than 24 hours, the contract security company will oversee access control until all systems resume normal operations.

Visitors & Guests

- Visitors/guests are required to have on their person a government-issued identification with photo while in or around MGA residence halls.
- Visitors/guests are required to present government-issued identification with photo before entering the security gate at University Pointe in Macon.
- Visitors/guests are required to present government-issued identification with photo when requested by any University official.

Examples of government issued identification include U.S. passport, driver's license issued by a state's Department of Motor Vehicles, U.S. military ID, permanent resident card, and foreign government-issued passport.

Use of Residence Hall Facilities

Residents must use the living facilities in a quiet, peaceful, and lawful manner for residential purposes only. Residents, invited guests or any member of the resident's household shall not act in any manner that disturbs other residents' reasonable expectation of a quiet and peaceful environment, such as acts that are objectionable or obscene, dangerous, or otherwise disruptive.

Weapons, Explosives and Inflammables

It is strictly prohibited to possess or use firearms and other weapons in all University residence halls. Also prohibited is the possession or use of firecrackers, gunpowder, explosives, incendiary devices, or other materials that endanger health or safety. This includes storage of kerosene, gasoline, naphtha, benzene, or any other explosive and/or inflammable material. No person shall display, possess, use or intend to use firearms, dangerous

weapons, explosives and other hazardous objects. Weapons, explosives and other hazardous objects covered by this regulation include, but are not limited to the following:

- all handguns, rifles and shotguns;
- all BB guns, pellet guns, air/CO2 guns, paint guns and blow guns;
- all longbows, crossbows and arrows;
- folding/pocket knives with blade longer than three (3) inches in length (with exception of culinary);
- knives used for purposes other than culinary;
- all fireworks, explosives, laboratory chemicals, dangerous compounds;
- gunpowder, firearm ammunition and flammable petroleum fuels;
- all martial arts weapons (e.g., nunchucks and throwing stars);
- any item used as a weapon in the commission of a crime;
- any operative animal trap or other device that is used to ensnare animals;
- items such as mace or pepper gas that are used inappropriately that may be considered a weapon;
- gasoline driven vehicles of any kind;
- vehicle parts;
- heavy repair equipment;
- accessories to any vehicle or engine parts;
- any hazardous, dangerous, or illegal material or substance.

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