

**EMORY UNIVERSITY RESIDENTIAL POLICIES
ATLANTA AND CLAIRMONT CAMPUSES
2022-2023**

All Emory University residential policies may be amended at any time at the discretion of the Offices of Residence Life, Sorority and Fraternity Life, and Housing Operations.

The residential community at Emory University enhances the academic environment and strives to provide students with a safe, well-maintained, and positive living experience. Students have the right to expect an environment that is conducive to study, sleep, and socialization. Many diverse individuals comprise the residential community at Emory. To foster this shared environment, it is necessary for the university to have policies and procedures that serve as community standards for all residents. These policies are in place to protect individual and community rights.

It is an expectation that once students sign their housing agreement(s), they understand the rules and regulations of living in campus housing, regardless of whether residency is within a traditional residence hall, suite, apartment, sorority, fraternity house, or themed house. Throughout the year, electronic mail messages and other forms of communication are distributed or posted to convey information to residents. Information is also provided at community meetings and interactions between residential staff and residents. Students are responsible for knowing about, and are held accountable for, the information listed below as well as information noted in the **Emory Campus Life Handbook**. Residence Life staff (e.g., Resident Advisor, Community Advisor, Coordinator, Complex Director, Assistant Director, Associate Director, etc.) are responsible for documenting policy violations. When residents violate policies, the university is obligated to act. Please refer to the Undergraduate Code of Conduct or contact the Office of Student Conduct (404.727.3154) for more information about the student conduct process. Residents violating housing policies will be referred to the conduct office.

The terms “residence,” “residence hall,” or “university housing” used herein refer to the residential facilities (residence halls, apartments, sorority, fraternity and themed lodges/houses) owned or leased by the University in which students reside.

UNIVERSITY POLICIES, RULES AND REGULATIONS

1.1 Bias Incidents

Emory University is committed to fostering an environment in which all members of the residence halls and apartments can live and study without incidents of bias. In conjunction with the University’s discriminatory harassment policy, the Offices of Residence Life and Student Conduct have developed a Bias Incident Reporting Protocol.

The term 'bias incident' refers to language and/or actions that demonstrate bias against persons because of, but not limited to, their actual or perceived race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, or status as a military veteran. The Bias Incident Response Team (BIRT) includes members of the university community who are available to support and guide Emory community members seeking assistance on how to handle a bias incident. Team members document incidents and meet with affected community members as needed to ensure safety and provide referrals, assistance, and comfort. BIRT works collaboratively with Residence Life staff to respond to reported bias incidents.

Some, but not all, bias incidents may rise to the level of discriminatory harassment, sexual misconduct, or other violations of policy or law and will be subject to applicable disciplinary and legal processes. It is important to note that expressions of opinion on social or political issues (even on controversial questions of race, gender, identity, etc.) are protected under the university's Open Expression Policy, and therefore cannot be the subject of disciplinary sanctions.

BIRT will receive the report and respond to you, as the incident reporter, within 24 hours. A team member will seek additional information regarding the incident, provide support resources, and schedule a time to meet with you, if appropriate. If the reported action did not violate law or Emory University policy, BIRT will explore options for resolution and work with the reporter to resolve the incident. The reporter will then be asked by the [Emory Ombudsperson](#) to provide feedback on the reporting process.

If the action violates the law or Emory University policies, the incident reporter may be encouraged to act through one of the following offices/individuals.

- Office of Student Conduct
- Title IX Coordinators
- Office of Equity and Inclusion
- Emory Police
- Emory Human Resources/Employee Relations
- Supervisors/Deans/Other Campus Administrators

What happens when I report anonymously?

All BIRT members will receive your report and determine whether the report is actionable. If no action is possible or necessary, the incident will be documented. If the incident is actionable, the BIRT Coordinator will communicate with involved parties, develop a plan to resolve the issue, and document the resolution.

For more information, please refer to the Bias Support Services.

[Bias Support Services | Emory University | Atlanta GA](#)

1.2 Use of Alcohol and Drugs

Activities that take place within university housing are governed by applicable laws and regulations, the terms of the Residence Life Policy for Undergraduate Students, the Housing Agreement, and the Undergraduate Code of Conduct. A Campus Life online registration form is required whenever the service of alcoholic beverages takes place within any university community space.

- Residents under the age of 21:
 - Are not permitted to be in possession of, consume or store alcohol in any residential facilities, consistent with state law.
- Residents aged 21 and over:
 - Are permitted to be in possession of, consume or store alcohol in their assigned room/apartment in any residential facility, consistent with state law.

1.2.1 In and around Residence Halls

- Alcohol is not allowed in community spaces or outdoor areas (such as lawns, porches, decks, parking lots, lobbies, lounges, study rooms, or hallways) without prior approval from the Office of Residence Life. Organizations that fall under the Office of Sorority and Fraternity Life (OSFL) are required to follow regulations from OSFL, including event registration, and from their respective (inter)national organizations.

- Common use containers (such as kegs, cases of beer, and punch bowls) are not permitted in residential buildings.
- Drinking games, activities, and paraphernalia (e.g., funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are prohibited within residence halls and contiguous areas.
- Brewing or production of alcoholic beverages is prohibited.
- The Office of Residence, Sorority, and Fraternity Life reserves the right to confiscate alcohol paraphernalia regardless of its decorative purpose if it poses a health and safety concern.

1.2.2 Guest Notification

Residents of university housing are required to inform all guests of the regulations and to make sure their guests abide by all provisions of this policy. In cases where the guest of a resident violates this policy, the hosting resident will be subject to student conduct consequences.

1.2.3 Georgia State Law

Emory University abides by Georgia State law concerning the sale, possession, consumption, and use of alcohol. Students under the age of twenty-one (21) who purchase or knowingly possess an alcoholic beverage violate state law and University policy.

1.2.4 Drugs and Paraphernalia

The use, possession, sale, or distribution of paraphernalia, narcotics, or illegal drugs (e.g., marijuana, ecstasy, cocaine etc.) is prohibited on the campus and in the residence halls of Emory University. The unauthorized use of, possession, sale, or distribution of drugs sometimes prescribed for medical purposes (e.g., antidepressants, amphetamines, barbiturates, study drugs such as Adderall and Ritalin, and tranquilizers) are also strictly prohibited. Pipes, bongs, hookahs, and the like are not permitted. The Office of Residence, Sorority, and Fraternity Life reserves the right to confiscate such items, regardless of their decorative purpose. Students are subject to student conduct action if any drug violations take place.

1.3 Discrimination and Harassment

Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of harassment and discrimination. Pursuant to the University's commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

This policy is a republishing of the Emory University Equal Opportunity and Discriminatory Harassment Policy, which can be found at:

<http://www.emory.edu/EEO/equalopportunitydiscriminatoryharassment.htm>

1.4 Firearms and Weapons

The possession or use of any firearms and weapons, including but not limited to pellet guns, paint ball guns, airsoft guns, BB guns, stun guns, taser guns, switchblades, gravity knives, clubs, blackjacks, target rifles, fireworks, explosives, Nunchaku, brass knuckles, or ice picks and other items that are dangerous are prohibited. Students who own firearms must arrange to store them off campus. Items of this nature will be confiscated, and the student referred to the Office of Student Conduct.

1.5 Smoking/Tobacco Use/Vaping

Emory University is a tobacco-free campus. The use or sale of tobacco products including e-cigarettes and vaping of non-tobacco products is prohibited in all residential facilities and campus buildings.

1.6 Theft/Loss

Emory University does not assume any responsibility for articles lost or stolen from rooms. Residents need to take precautions to ensure that theft does not occur. The University cannot assume responsibility for personal property stored in, delivered, or shipped to a residence hall. Report any theft or loss to Emory Police and your residential facility staff.

RESIDENTIAL POLICIES

1.7 Abandoned Property

All personal possessions, furnishings, trash, and/or discarded items must be removed from the resident's assigned room/apartment/house etc. prior to checking out of the space. Property left behind in or around any university residential space will be considered abandoned. Abandoned items may be donated or discarded without prior notification to the resident. Staff will remove items remaining in the resident's room after check-out, at the owner's expense.

1.8 Keys/Locks

Keys should always be carried with you and never be loaned or duplicated. Additional locks may not be installed, nor may residents tamper with an existing lock. Residents are issued one room/apartment key for their residence. In buildings equipped with proximity (prox) access readers, residents should use their Emory card to gain access to the building. Residents in buildings without prox access readers will be issued a building entrance key.

Keys and temporary access cards are property of the University and must be returned to the Office of Housing Operations upon termination of residency. If a key is lost or not returned, the locks to that room will be changed and a lock change fee will be incurred. This replacement cost depends on the number of bedrooms for each residence.

1.8.1 Access/Room Entry

While the Offices of Residence Life, Sorority and Fraternity Life, and Housing Operations make every reasonable attempt to respect students' privacy, they reserve the right to enter any space and, if deemed necessary, to conduct a search of the room. Typically, staff will limit room entry to the following instances.

- a. Health and Safety Inspections—to maintain the residential facilities health and safety inspections are conducted to ensure a clean and safe environment, and that no policy violations occur.
- b. Administrative Searches - Administrative searches are conducted because of suspicion that a university policy or regulation has been violated and that evidence of a violation will likely be found in a particular place. Authorization is given by the Senior Director of Housing Operations (or designee) or the Senior Director of Residence, Sorority and Fraternity Life (or designee). The student whose room/belongings are in question shall be present whenever possible; however, administrative searches may take place without a room's occupant(s) being present. At the conclusion of a search the student will be notified of the outcome and the names and titles of all

people conducting the search. Administrative searches are not done in conjunction with, under the direction of, nor on behalf of, the Emory University Police. Administrative searches are not conducted for the purpose of criminal prosecution. If it is believed that potential criminal violations exist, either before or during a search, the Emory University Police will be contacted, and a criminal search warrant may be obtained.

- c. Facility Work - to provide routine, emergency, or preventative custodial and/or maintenance work.
- d. Personal Emergencies - to respond to an indication of danger to life, health, or property.
- e. Policy Violation – to respond when there is reasonable cause to believe that a violation of Housing or University policy is occurring.

1.8.2 Lock-Out Policy

There will be a \$10 charge placed on the student's account for each lock-out. Contact information for assistance with lockouts is posted in each residential building.

Central Campus residents should first contact the hall staff available in their building. The Resident Advisor (RA) on-call is available between 5:00pm – 8:00am on weekdays and 8:00am-8:00am on weekends and can be contacted on the on-call phone. Assistance is also provided by the service desk in the Raoul Hall housing office between 8:00am – 5:00pm on regular business days.

Clairmont Campus residents should go to the Clairmont Campus Service Center in Clairmont Tower between 9:00am – 6:00pm (Monday – Friday) and 12:00pm – 5:00pm (Saturday and Sunday) or call the phone carried by the RA on-call 5:00pm – 8:00am on weekdays and 8:00am-8:00am on weekends.

Eagle Row residents should first contact their Community Advisor (CA). The area CA on-call is available between 5:00pm – 8:00am and can be contacted on the on-call phone. Assistance is also provided by the service desk in the central Housing Office (located in Raoul Hall) between 8:00am – 5:00pm on regular business days.

A Residence Life staff member will request identification from the resident (e.g., Emory Card) to confirm that the individual is gaining access to their assigned room. After entering the room, the staff member will request that the resident show their room key to ensure the key is not lost.

1.9 Pets

Due to health and safety hazards and sanitation concerns pets are not allowed in any residential facility. Fish are permitted with the mutual consent of roommates. The maximum capacity allowed for a fish tank is two (2) gallons. Students seeking to bring a service or assistance animal to the residence hall must register with the [Department of Accessibility Services](#) and receive written authorization for the animal from the Office of Housing Operations prior to bringing the animal to campus.

1.10 Posting Policy

All items posted in the residence halls should be placed in the designated areas in the building. Posting is not permitted on external facing room doors, elevators, glass surfaces, or painted surfaces. Posted materials may not cover permanent signage. The name of the student or student organization seeking to post must be on the flyer. It is the responsibility of the student or the student organization to remove the flyers within the timeframe indicated.

Banners and other posted materials may not be displayed on the exterior of the residence halls without prior approval from Housing Operations, and may be subject to restrictions on size, content, and length of time they may be displayed. Posting in designated locations does not constitute review or endorsement of the content.

1.11 Quiet Hours and Courtesy Hours

To provide an environment that is conducive to sleeping and studying, quiet hours will be maintained Sunday to Thursday from midnight till 8:00 am, and Friday and Saturday 1:00 am till 8:00 am. These times will be extended during final exam periods. All residents are required to respect their neighbors by maintaining 24-hour courtesy hours.

1.12 Vacant Space

Any resident who occupies a room with a vacancy must be prepared to receive a roommate at any time during the academic year. Spreading out to the vacant space or inappropriate use of the vacant space will be addressed by the Residence Life staff. Any attempt to maintain or create a vacancy in a room or apartment by discouraging new residents from moving in or encouraging current residents to move out will not be tolerated. Such behaviors will be addressed by the appropriate staff and/or student conduct. Residence Life and Housing Operations reserves the right to assign residents to any unassigned bed/room at any time.

1.13 Vacating Residence Halls

Residents must vacate their residence hall room according to the posted schedule; it is expected that students vacate no later than 24 hours after their last final exam or by the time posted for residence hall closures in the Emory University Calendar. Residents who do not check out by the posted time and date will be assessed a \$50/hour fine for each hour (up to \$300/day) until they vacate.

1.14 Vendors

Individuals or groups who wish to sell tickets or goods must receive prior approval from the Office of Residence Life or Sorority and Fraternity Life. Approved solicitation is usually limited to an area in the lobby of the residence hall and requires a written notice verifying permission from the Office of Residence Life.

No commercial or general business activities may be conducted on the premises. Students and student groups are not exempt from this policy. If you encounter people soliciting in your hall, please report them to a staff member or the Emory Police immediately. The Office of Residence, Sorority, and Fraternity Life reserves the right to approve or deny any collection boxes for philanthropic activities. Unapproved boxes will be removed, and their contents will be discarded.

1.15 Visitation

Guests must abide by the rules and regulations of the University. Residents are responsible for the conduct of their guests. Visitation refers to the privilege of having one or more guest(s) to a resident's room and/or residential area. The rights of other residents, especially a resident's roommate, take precedence over this privilege. Guests are not permitted to take up residence in rooms to which they are not assigned. Students must exercise good judgment when having a gathering in their room so as not to disrupt the community.

A guest is defined as any person not assigned to live in the room and/or residential area, whether they are residential students, commuting students, or other guests. Each residential area has a standard 24-hour visitation policy, meaning that with roommate consent, a resident may have other people in their room at any time. Long-term guests (three nights or longer) are prohibited.

1.15.1 Renting

Residents of university residence facilities are not permitted to sublease, rent, or share their residence with any individual(s) that are not on the residential housing agreement/lease as assigned by the University. This

includes but is not limited to posting the residence for rent anywhere in print or electronically, such as on Airbnb.

1.15.2 Guest Notification

Residents of university residence halls are required to inform all guests of the residential policies and to make sure their guests abide by all provisions of this policy. In cases where the guest of a resident violates this policy, the hosting resident will be subject to student conduct consequences.

HOUSEKEEPING AND SAFETY REGULATIONS

1.16 Alterations

No permanent alterations can be made to a room or apartment, including, but not limited to, painting the walls. All shelves, beds, tarps, etc., must be free-standing and may not be affixed to walls, ceilings, balconies, or other permanent fixtures. Ceiling fans, dimmer switches, and other electrical alterations are prohibited. Prior approval by the Housing Operations office is required to make any modifications to a room/apartment, or shared space. When approved, such modifications become the property of Emory University and must remain when the resident departs from their room/apartment.

1.17 Balconies

For the safety of residents and guests, items may not be hung, draped, or otherwise affixed to balconies. Items include, but are not limited to,

- Flags
- Hammocks
- String lights
- Other tapestry or large decorative items
- Tarps

Throwing any items (including fireworks) off balconies is prohibited. Balconies include any platforms overlooking an area below, whether they are outside an apartment or in a breezeway.

1.18 Bicycles

There are many places to appropriately store bicycles on campus and near residential facilities. Bicycles should be stored in bicycle racks. Bicycles may not be stored in stairwells, hallways, student bedrooms, bathrooms, or other indoor areas of the residential facilities. Bikes found in the stairwells will be removed for safety reasons. Bicycles left at the end of the academic year will be considered abandoned and donated to charity.

NOTE: We strongly suggest you register your bicycle with the Emory Police Department and keep it locked when not in use.

1.19 Candles and Incense

Candles, incense, and other combustible materials are prohibited in the residence halls, regardless of decorative purposes. Students who desire exemption for religious practices must receive approval in writing from the Office of Spiritual and Religious Life and their building supervisor prior to use or possession in the residential facility.

1.20 Cooking

Cooking is restricted to kitchen areas in the residential facilities set aside for this purpose. Residents may not cook in their bedrooms or living rooms etc.

1.21 Decorations

Residents are encouraged to personalize their rooms, while still following the guidelines below:

- a. We encourage small tacks or nails to be used to hang posters, prints, and pictures. You will be charged at the end of the year for any damage caused by any adhesive product. Velcro, double-sided tape, hooks with double-sided tape, etc. will damage surfaces and are prohibited.
- b. Residents may not paint or adhere any type of covering to any piece of university furniture or surface in their rooms, apartment, or shared area.
- c. Light fixtures, sprinkler heads and pipes should never be used to hang things, as they are not mounted to hold additional weight. Additional weight on sprinkler heads will cause them to burst and flood the area.
- d. Decorations for your room, or shared space consisting of flags, sheets, nets, or large pieces of material hung or draped from the ceilings/walls are prohibited. Large pieces of material are considered a fire hazard, especially when draped across the ceiling.
- e. Overhead or room lights should not be covered with any material.
- f. Black (or dark) overhead light bulbs are prohibited in existing light fixtures.
- g. No live or cut trees are permitted in any residential facility. Artificial trees should not block access to fire safety equipment or exits and should be fire retardant.
- h. Only Underwriters Laboratories (UL) or Electronic Testing Laboratories (ETL) approved lights are permitted. Halogen floor and desk lamps are prohibited. Do not overload outlets or hang lights near flammable materials. Be sure to unplug decorative lights at the end of the day. Lights may not be hung from sprinkler heads or the exterior of the residential room door, or on balconies. Light strips may be installed if they meet the previously mentioned requirements, however, residents are responsible for the repair costs of any damage caused by their removal at the end of term.
- i. Furniture and furnishings are to be used only for their intended purpose and may not be placed outside of the residential buildings. University equipment, furniture, or furnishing may not be removed from the room they were placed in by university staff or disassembled. Students will be charged for replacement or repair costs.
- j. Waterbeds are prohibited in all residential facilities.

1.21.1 Holiday Decorations

Students are welcome to decorate for the holidays. All lights must be UL, ETL, or CPSC approved. Live cut trees, candles, and paper/plastic wall coverings are not permitted in residential facilities. Students observing traditions involving candles should work with the Office of Spiritual and Religious Life to identify spaces where candle use may be permitted.

Sorority lodges and fraternity/themed houses are permitted to request holiday decorations. The organization /themed houses must provide the decorations and a design layout plan. Housing Operations and Office of Sorority and Fraternity Life will review the design plan and approve or deny based on capacity.

- a. Requests to decorate must be submitted at least 45 days in advance of the holiday/event.
 - i. Requests should be made via this form: <https://forms.office.com/r/qX5pCWjR52>.
- b. Housing Operations will be responsible for installing and removing exterior decorations and any approved interior decorations. For safety reasons, this must not be done by students. Winter holiday decorations will be installed after Thanksgiving break and will be taken down during or after the winter recess.
- c. Flame resistant artificial trees are only permitted between Thanksgiving break and the winter recess.
- d. Organizations can put up limited exterior decorations that are not attached in any way to the facility, are not electric, or have an active flame (ex: jack-o-lantern without a lit candle). These decorations must be out of the way of foot traffic and should not block pathways or doors.

1.21.2 Event Decorations in Sorority Lodges and Fraternity Houses

- a. Social event-based decorations must be included in OSFL event registration and must be set up the day of the event and completely cleaned up by 10am the day after the event.
- b. Chapters may not use sand, water, hay, or any other material that could damage any surface when decorating inside or outside of the building.
- c. Students are not permitted to construct and/or utilize stages, beer pong / beer dice / water pong / drinking game tables of any kind, platforms, or any other homemade furniture

1.22 Fire Safety

Fire alarms, suppression systems, and other safety equipment are located throughout all residential facilities. Residential staff review evacuation procedures during initial meetings. These evacuation routes may also be found in hallways/corridors within the residential facility. Residents should be familiar with multiple means of egress in the event the most convenient or traveled path is not available because residents are required to leave the buildings when alarms are activated.

Residents should report inoperable or tampered-with fire safety equipment immediately to their hall staff. Severe disciplinary action, which may include termination of the Housing Agreement and/or suspension from the University, will result for residents responsible for starting a fire in or near any residential facility, or tampering with fire alarm and smoke detector equipment.

Residents of facilities with a building sprinkler system should not tamper with the sprinkler system and should take special precautions to avoid accidentally activating the sprinkler system. As previously mentioned, sprinkler heads should not be used to hang items in the room. Students may be held liable for damage that occurs in rooms/shared areas because of sprinkler activation.

1.22.1 Electrical Appliances

To ensure maximum health and safety standards in all residential facilities, several categories of electrical appliances have been established. Items not permitted or hazardous appliances will be confiscated if found within any residential facility.

- **Permitted items and appliances, included but not limited to:** (all items must be Underwriters Laboratories (UL), or Electronic Testing Laboratories (ETL) approved):

- air purifiers
- blenders
- coffee makers (must be equipped with an automatic shut off feature)
- clocks
- electric razors
- fans
- hair dryers
- hot air popcorn poppers
- hot pot/electric tea pots
- irons
- microfridge
- musical instruments
- power strips - UL or ETL approved
- rice cookers
- televisions

- **Not Permitted items and appliances, included but not limited to:** (may not be used or stored in traditional or suite-style residence halls.)

- Air fryers

- convection ovens
- crockpots
- electric blankets
- electric skillets
- extension cords
- George Foreman Grills (or similar devices)
- halogen lamps
- hamburger makers
- hot plates
- Instant pots
- freestanding microwaves
- plug-in air fresheners
- space heaters
- Stove top espresso and coffee makers/percolators
- toasters
- toaster ovens
- waffle or crepe pans

1.22.2 Flammable Materials, included but not limited to:

- candles and incense
- gasoline
- grill briquettes (charcoal)
- kerosene
- lighter fluid
- paint - oil-based
- paint thinner
- propane
- Tiki torches

are not allowed in any residential facility. If students have questions about whether something is allowed, please contact the residential staff. Emory strongly encourages any furniture a student provides to be fire-retardant. Contact the Housing Operations Office (404.727.7631) if you are unsure whether an item or appliance is permitted.

1.22.3 Grills/Outdoor Grilling

Residents may only grill on external grills already installed on campus by the University. Grilling is not allowed in any other location. Portable gas or charcoal grills will be confiscated. Please be respectful of nearby residents when using the grills.

1.22.4 Stairways, Hallways, and Breezeways

For fire safety and security reasons, stairways and shared hallways must be kept free of combustible items and all other objects that would contribute to the intensity of a fire or prevent free and clear access to an egress. This includes plants, boxes, bicycles, shelves, and other items. Do not use stairwells or hallways for storage of any kind. Nonflammable door decorations are permitted; however, holiday lights are not permitted on the exteriors of doors.

1.23 Lofts/Raised Beds

The University does not permit residents to build or install their own lofts or raised bed structures.

1.24 Refrigerators

One refrigerator or one microfridge, not to exceed three (3) cubic feet in size (UL approved), is permitted per room. The refrigerator may be a rental unit, or a unit owned by the student. Returning the rental refrigerator is the sole responsibility of the resident.

1.25 Safety and Security

Students are expected to take an active role in maintaining safety and security on campus. Failure to do so jeopardizes the safety of everyone concerned. Therefore, the following practices must be observed.

- a. Only designated entrance/exit doors are to be used.
- b. Doors are to be returned to a secured (locked) position after entering or exiting.
- c. Windows and doors should always be locked when students leave their rooms or when asleep.
- d. Students should always carry their Emory Card and keys.
- e. University-owned keys are never to be loaned out or duplicated.
- f. Students should not let non-residents into the building (tailgating) or prop doors at any time.
- g. Students should report lost keys and Emory card immediately.
- h. Objects may not be dropped or thrown from windows nor may screens or windows be removed.
- i. Students are not permitted on roofs, banisters, or on any other structure that is not designed for common traffic.
- j. Anyone or anything that appears suspicious should be reported to Emory Police immediately.
- k. Students should always use caution when traveling on or around campus, especially after dark. Emory Police provide a SafeRide service for students from 9:00PM-5:00AM and can be requested by calling 404.727.7555.

1.26 Storage

Personal storage space is not available in any residential facility.

1.27 Sports and Related Activities

Sports and related activities inside the residence halls are prohibited due to the potential danger to individuals and property, including safety equipment, such as sprinklers or fire extinguishers.

1.28 Trash and Recycling

Trash that is improperly disposed of is a nuisance for other residents and custodial staff. All trash and recycling materials should be disposed of in properly marked containers. Note that all materials can be recycled or composted except for Styrofoam. Residents should dispose of their trash and recycling on a regular basis to avoid creating health hazards. Large items (such as pizza boxes, cardboard boxes, rugs, or other heavy/bulky items) should be removed to the exterior dumpsters located near each residence hall.

1.29 Vandalism and Pranks

Residents should take proper care of their building and its furnishings. Vandalism will result in strict student conduct action. Examples include, but are not limited to broken furniture or windows, torn bulletin boards, shared areas with an abundance of trash, etc. Students witnessing acts of vandalism or who know the identity of the responsible person(s) should notify a Residence Life staff member immediately. The University reserves the right to assess residents collectively or individually for damage to their building or its furnishings. Pranks that result in disturbances or distress to others, or cause damage to university or personal property (or those that foreseeable could have caused such disturbance or distress) are prohibited. Examples include water fights, shaving cream fights, penny locking, removal of peepholes, social media challenges, etc.

1.30 Painting on Campus

Residents are not allowed to paint residence hall rooms or shared areas. Residents should take proper care when painting their personal property on campus. Painting should never be done in the residence halls and should be contained to outdoor grassy areas. If painting must be done in another area, a drop cloth that extends three feet around the painted object must be used. This includes painting windows.

Window painting should only be done on windows to a shared space on the first floor of a residence hall. Approval to paint windows must be granted by the community Residence Hall Association, except for sorority lodge windows. Windows in student rooms, suites, and apartments should not be painted. Painting and posting content that goes against Emory policies may result in removal or disciplinary action

MISCELLANEOUS RULES AND REGULATIONS

1.31 Motorized Vehicles

Vehicles with electric motors or combustion engines, including but not limited to motorcycles, scooters, skateboards, hover boards or similar devices, may not be stored in or around the residence halls and apartments. Motorcycles and scooters should be parked in their designated parking spaces and registered with the Office of Transportation and Parking Services. Permission for storage of vehicles in the residence halls for medical purposes may be obtained via the Office of Accessibility Services. Only electric motorized vehicles that are approved by UL (Underwriters Laboratories) or the CPSC (Consumer Product Safety Commission) can be stored in the residence halls. Vehicles found in violation of this policy will be removed by the University, and all costs associated will be charged to the responsible party's student account.

1.32 Residential Meeting Spaces

Emory University permits academic departments, administrative departments, and SGA-chartered student organizations to reserve certain residential spaces during the academic year.

Central campus spaces may be reserved through the Conference Services Office located in Raoul Hall. A reservation form must be submitted at least fourteen (14) days, but no more than thirty (30) days in advance of the event. Information regarding the available spaces, the associated costs to reserve each space, complete reservation policies, and the reservation form may be accessed online at <http://25live.collegenet.com/emory>

Note: Renters' Insurance - The University is not responsible for damage, loss, or theft of property in any residential facility, or for personal injury. Students are encouraged to obtain renter's insurance to cover such losses. For college renter's insurance information check out <https://gradguard.com/renters/emory>.