

2022-2023

GUIDE TO RESIDENCE LIVING

THE OFFICE OF RESIDENCE LIFE AND HOUSING



Framingham

State University

ON THE COVER...

Miles Bibb Hall

In 2020 Miles Bibb Hall was officially renamed from North Hall to Mary Miles Bibb Hall in honor of alumna Mary Elizabeth Miles (class of 1843). Miles became the first black woman to graduate from a public normal school in the U.S. and has been called a pioneering abolitionist, teacher and journalist. She was married to antislavery lecturer and abolitionist Henry Bibb from 1847-1854. During this period, she opened schools and worked on the *Voice of the Fugitive* newspaper her husband founded, and remained active in the antislavery movement where they worked to set up an endpoint of the Underground Railroad in Canada. After Bibb's death Miles married Isaac Cary and continued to teach and run her school until the 1870's.

RESIDENCE LIFE & HOUSING MISSION STATEMENT:

As an office within Student Development at Framingham State University, Residence Life and Housing strives to:

- Support student access to educational opportunities by providing quality on-campus housing options.
- Create and maintain a caring and disciplined residence hall community that supports academic pursuit, learning and student success.
- Foster a climate that is responsive to the developmental needs of resident students and which values and promotes inclusive excellence, diversity, anti-racism, responsible citizenship, and intellectual inquiry.
- Recognize and honor the traditions and heritage of Framingham State University.

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NOTE: Resident students are responsible for knowing the information, policies and procedures outlined in this guide. The University reserves the right to make changes to this publication as necessary and once those changes are posted on the Residence Life Website they are in effect.

WELCOME

Dear Resident Student,

On behalf of Framingham State University and the residence hall staff, welcome to the FSU the residence hall community. This guide is provided so that you may become familiar with safety information, amenities and services, service requests, policies, procedures, and other information relative to residential life at Framingham State University. Please review this guide carefully as you are expected to be familiar with its contents.

Living on campus offers opportunities for unparalleled convenience to interact with faculty, staff, students and access to campus resources, services and events. It also all affords residents with a unique opportunity to make connections and immerse in community.

Through your own involvement you can learn to negotiate challenges, solve problems, access resources, exercise self-care and successfully navigate the many facets of campus life.

Residence Life and Housing strives to foster an environment which promotes inclusive excellence, diversity, and responsible citizenship. We support and pursue equity and efforts to eradicate racism. The responsibility for creating healthy and successful living and learning environments, however, must also be shared by all residents. We expect that all residents will actively contribute to their communities and be open to cultivating a climate conducive to academic pursuit and respect for all.

We look forward to engaging with all members of our community and wish you a very successful year!

Sincerely,

Glenn Cochran, PhD
Associate Dean of Students, Student Life

RESIDENCE LIFE CALENDAR

FALL 2022 SEMESTER

August

30--September 1: Student Move-in Days

September

1: First Floor Meeting (Times TBA)

2: Classes & Student Teaching Begin

5: Labor Day - No Day School Classes (Residence Life and Housing office closed)

12: Open Room Change Period Begins

October

10: Columbus Day – No Day School Classes (Residence Life and Housing office closed)

November

11: Veterans' Day Observed – No Classes (Residence Life and Housing office closed)

23: Residence Halls Close at 6:00 p.m. for Thanksgiving Break (Except Linsley/Miles Bibb Vacation Housing)

27: Residence Halls Open at 1:00 p.m.

December

4: 24-Hour Quiet Hours Begin

12: Semester Classes End

13: Reading Day

16-20: Final Exam Period

20: Residence Halls Close at 6:00 p.m. for Winter Break (Except Linsley/Miles Bibb Vacation Housing)

21: Examination Snow Day

SPRING 2023 SEMESTER

January

16: Returning Student Move-in – Residence Halls Open at 8:00 a.m.

16: Floor Meetings at 7:30 p.m.

17: Classes and Student Teaching Begin

24: Room Change Period Begins

February

20: Presidents' Day – No Classes Day Division (Residence Life and Housing office closed)

March

10: Residence Halls Close at 6:00 p.m. for Spring Vacation (Except Linsley/Miles Bibb Vacation Housing)

19: Residence Halls Open at 1:00 p.m.

27: Summer Session Housing Applications Available

April

17: Patriots' Day – No Classes (Residence Life and Housing office closed)

23: 24-Hour Quiet Hours Begin

May

6: Semester Classes End

8-12: Final Exam Period

12: Residence Halls Close at 6:00 p.m.

Other noteworthy calendar dates will be noted through postings, mailings the Residence Life and Housing Web site and/or electronic communication. Residents are reminded to check their FSU Student email daily. Dates subject to change.

NON-DISCRIMINATION STATEMENT

Framingham State University (“the University”) is committed to a policy of non-discrimination, equal opportunity, diversity, and affirmative action. The University is dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

The University does not unlawfully discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status. The University prohibits unlawful discrimination or discriminatory harassment on all of those bases. Such behaviors violate the University’s Policy Against Discrimination, Discriminatory Harassment and Retaliation, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion.

The University has appointed an Equal Opportunity Officer (“EO Officer”) to oversee its compliance with these policies, as well as the state and federal non-discrimination and equal opportunity laws. Anyone with questions, concerns or complaints regarding discrimination, discriminatory harassment or retaliation may contact the EO Officer.

The Equal Opportunity Officer at Framingham State University is:

Kim R. Dexter
Assistant Vice President of Human Resources & Equal Opportunity
Equal Opportunity Officer
University Title IX Coordinator
Title II/Section 504 Coordinator
Dwight Hall, 207/324
(508) 215-5859
kdexter@framingham.edu

Students may also contact:

Jay Hurtubise
Assistant Dean of Students
Equal Opportunity Officer for Students
McCarthy Center, suite 504
(508) 626-4596
jhurtubise@framingham.edu

Inquiries may also be directed to:

The U.S. Department of Education
Office for Civil Rights
33 Arch Street, 9th Floor
Boston, MA 02119-1424
(617) 289-0111
Fax (617) 289-0150; TDD (877) 521-2172
OCR.Boston@ed.gov

Consistent with its commitment to non-discrimination, the University does not discriminate on the basis of sex in the education program or activity that it operates, and are required by Title IX of the Education Amendments

of 1972 (“Title IX”) to not discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to the Universities may be referred to the University's Title IX Coordinator, to the Assistant Secretary of the Office for Civil Rights, or both.

The University's Title IX Sexual Harassment Policy prohibits sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation as defined under Title IX and outlines the procedures for resolution of reports of these behaviors. The University provides educational and prevention programs, services for individuals who have been affected by discrimination and harassment on the basis of sex, and accessible, timely and equitable methods of investigation and resolution of complaints.

Any person with questions or concerns about any form of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence and stalking and/or retaliation may also contact the Title IX Coordinator(s) or the U.S. Department of Education, Office for Civil Rights.

The Title IX Coordinators at Framingham State University are:

Kim R. Dexter
Assistant Vice President of Human Resources & Equal Opportunity
University Title IX Coordinator
Dwight Hall, 207/324
(508) 215-5859
titleix@framingham.edu

Dr. Meg Nowak
Dean of Students
Title IX Coordinator for Students
McCarthy Center, suite 504
(508) 626-4596
titleixstudent@framingham.edu

Carey Eggen
Deputy Director of Athletics/Senior Woman Administrator
Title IX Coordinator for Athletics
Athletic Center, 2nd floor
(508) 626-4565
tixathletics@framingham.edu

The University Title IX Coordinator is responsible for the University’s compliance with Title IX and the administration of the University’s Title IX Sexual Harassment Policy.

The University’s Policy Against Discrimination, Discriminatory Harassment and Retaliation and Title IX Sexual Harassment Policy apply in all University programs and activities, including, but not limited to, athletics, instruction, grading, housing, and employment. They apply to all members of the campus communities, including, but not limited to, students, faculty, librarians, staff, visitors, contractors and applicants for employment or admission.

To explore our full commitment to non-discrimination, equal opportunity, diversity and affirmative action, please review the University's [Equal Opportunity Plan](#).

COVID-19 AMENDMENT TO GUIDE TO RESIDENCE LIVING

COVID-19 AND RESIDENCE HALL COMMUNITY

Campus COVID-19 guidelines and information are posted on the FSU Web site and residents are expected to comply with these guidelines.

The guidelines, procedures and policies outlined in this COVID-19 Residence Hall Amendment are in effect until further notice, and take priority over, and supersede any standard residence hall policies, procedures and guidelines which may be outlined in other portions of this Guide, or through other FSU official publications or postings.

While we cannot anticipate, much less eliminate all risks, a number of residence hall policies and adaptations have been planned to support public health and reduce risks. Accordingly, we need the commitment of all residents to respect campus policies and adaptations related to public health, and to personally follow everyday preventative actions for us to continue to successfully repopulate our campus.

CAMPUS VACCINE REQUIREMENT POLICY

The University's COVID vaccine and booster mandate remain in place. There are a small percentage of resident students who will not be fully vaccinated because of an approved exemption (e.g. certain immunocompromised students with an approved medical exemption; religious exemption).

Residents are urged to communicate openly about vaccination status with roommate(s) and any visitor or guest brought to the hall/room so they can make informed choices about COVID protection and risk.

Note that faculty, staff, and others in the local community may have increased risk for medical reasons. We ask all RAMS to act in a way that shows we care about one another's well-being.

ENTERING RESIDENCE HALLS

Guests entering the residence halls are strongly encouraged to be up to date with the COVID-19 vaccine.

COVID-19 RESIDENCE HALL POLICIES AND GUIDELINES

Residents are expected to abide by COVID-19 related campus and residence hall policies and guidelines in place or which may be later communicated. The following COVID-19 related residence hall policies, which are designed to support public health and reduce risks, are in place:

- **EMERGENCY TRAVEL/MEDICAL PLANS:** Residents are required to have emergency travel and off-campus medical quarantine/isolation plans in case the halls are required to close, or in the event a resident is medically recommended to go into self-quarantine or medical isolation. The University cannot guarantee the availability of quarantine/isolation housing. Residents medically advised to quarantine or to medically isolation must immediately implement their emergency plan. If unable to leave campus, they must follow directions of Health Center. In case of extenuating circumstances very limited spaces may be available on campus for students advised to quarantine or isolate. Please note:
 - Students in quarantine or Isolation are not allowed to interact with others or leave quarters except for emergency evacuation; to receive urgent medical care; to complete

quarantine/isolation at home or off-campus; or, when the Health Center confirms the quarantine/isolation period has ended.

- No visitors are allowed in quarantine/isolation rooms.
 - Resident may need to arrange for meals delivery/pickup.
-
- **FEELING SICK:** Residents who are feeling sick or have symptoms associated with COVID-19 (may include, but are not limited to fever, cough, shortness of breath, headache, fatigue, new loss of taste or smell, nausea or vomiting, diarrhea) should stay home/in residence hall room and promptly inform the FSU Health Center at 508-626-4900. In such a case, stay out of common areas and avoid interactions with others. Do not enter dining areas, classrooms other campus facilities if you are sick.
 - **MEDICAL CONSIDERATIONS:** Residents with pre-existing medical conditions placing them at greater risk for COVID-19 are encouraged to speak with their doctor(s), assess risks, and make a personal determination about whether living in a shared residential community is in your best interest before taking occupancy.
 - **ADDITIONAL POLICIES:** Residence hall policies and guidelines are subject to change. Additional adaptations will be communicated through FSU email or through other FSU publications, communications or postings.

FAILURE TO COMPLY WITH COVID-19 AMMENDMENT TO THE GUIDE TO RESIDENCE LIVING

Failure to comply with any of the policies or information included in the above amendment; or with any residence hall related COVID-19 communication, directive, posting or publication regulations may result in one or more of the following:

- Refusal of entry to residence hall by security desk attendant or other member of the Residence Life and Housing staff
- Restriction of residence halls and deactivation of access card for specified time
- Formal Student Code of Conduct complaint
- Cancellation of Residence Hall License Agreement
- Civil citation in accordance to Commonwealth regulations

In the event a resident is required to vacate a residence hall as a result of failure to comply with the University's policies and regulations regarding the COVID-19 pandemic, that resident shall not be entitled to any refund of my room and board payment. As shifting public health notices and Gubernatorial Executive orders change, so may COVID-19 related residence hall expectations, adaptations and policies.

RAM STUDENT HANDBOOK

All students are expected to observe policies and procedures as outlined in the student conduct code regulations in the RAM Student Handbook. It is important, and expected, that students are familiar with this Guide to Residence Living. The RAM Student Handbook can be found at <https://ramhandbook.com/>.

THE RESIDENCE HALLS

CORINNE HALL TOWERS

The largest of our residence halls and comprises 11 floors that can accommodate over 500 students. Rooms are primarily double occupancy rooms, though there are a limited number of singles. The hall is home to the Health and Wellness, Social Justice, and Academic High Achievement floors. Corinne Hall Towers also houses offices, including the Office of Residence Life and Housing and the Stalker Institute. It is named in honor of Corinne Hall, a former home economics teacher at Framingham State University. The residence hall opened in September 1973 and underwent major renovations in 2004 and 2005.

HORACE MANN HALL

A coed residence hall housing approximately 120 students in single and multiple occupancy rooms. Most students in Horace Mann Hall reside in single occupancy rooms. There are also two mini-suites, each of which include a living area and accommodations for six students. The hall is named for Horace Mann, the famous educator, legislator and the first secretary of the Massachusetts Board of Education. Mann was instrumental in the creation of the Commonwealth's first Normal Schools, institutions dedicated to teacher training. The institution which later became Framingham State University opened in 1839. Horace Mann Hall was completed in 1920.

LARNED HALL

This six-story coed residence hall, divided into two wings, provides living and study facilities for approximately 360 residents in double and multiple occupancy rooms. Each floor contains living quarters, and a study room and floor lounge. There is an Extended Quiet Hours Floor in the hall. Situated atop Bare Hill, the residence hall is surrounded by an exterior plaza providing an overall view of the campus. Larned Hall is named for Dorothy Larned, who served as the Dean of Women from 1942 to 1961, spoke at the hall's dedication in 1968, and received an honorary degree in 1988.

LINSLEY HALL

Linsley Hall is three-storied, three-winged, coed residence hall located at the foot of Adams Road. Linsley offers traditional single and double occupancy rooms, as well as six and eight-person suites. Linsley Hall has academic year vacation housing and residents are able to remain in the hall during the Thanksgiving, Winter, and Spring break periods. It is named after the late James D. Linsley (1936-1970), a popular professor who taught pre-Civil War American history and the history of minorities in America. The residence opened in September 1971. Linsley Hall is the only FSU residence hall that remains open during the Thanksgiving, Winter and Spring Break vacation period.

MILES BIBB HALL

Miles Bibb Hall opened in Fall 2011. Miles Bibb Hall houses approximately 410 sophomores, juniors, and seniors in four-person suites or in connected doubles and singles sharing semi-private bathroom facilities. Students residing in Miles Bibb Hall have the option to opt into academic year vacation housing for the Thanksgiving, Winter, and Spring break periods (additional cost applies). The back lawn of Miles Bibb Hall faces Linsley Hall and provides green space for students to enjoy. Miles Bibb Hall also houses Sandella's Flatbread Café.

In 2020 Miles Bibb Hall was officially renamed from North Hall to Mary Miles Bibb Hall in honor of alumna Mary Elizabeth Miles (class of 1843). Miles became the first black woman to graduate from a public normal school in the U.S. and has been called a pioneering abolitionist, teacher and journalist. She was married to antislavery lecturer and abolitionist Henry Bibb from 1847-1854. During this period, she opened schools and worked on the Voice of the Fugitive newspaper her husband founded, and remained active in the antislavery movement where

they worked to set up an endpoint of the Underground Railroad in Canada. After Bibb's death Miles married Isaac Cary and continued to teach and run her school until the 1870's.

PIERCE HALL

Peirce Hall is named for Cyrus Peirce, who was the first Principal of the Normal School. Peirce Hall is a coed three-story residence hall housing approximately 100 students. While there are some double and conjoined rooms the majority of rooms in the hall are singles. The first floor is primarily reserved for FSU first year students. A private portion of Peirce Hall houses the Center for Academic Success and Achievement (CASA).

WEST HALL

West Hall is the newest residence hall at Framingham State University. The six-story building opened for the Fall 2016 semester and houses approximately 315 residents. The majority of rooms are connected double-double bedroom units with a private bathroom. There are also connected single-single bedroom units with a private bathroom. The first floor boasts a game room and the main lounge includes a fireplace and kitchen area for building use; and the top floor includes a large media lounge.

RESIDENCE LIFE AND HOUSING STAFF

The Office of Residence Life and Housing is located in the lower level of Corinne Hall Towers. The offices of the Associate Dean of Students, Student Life, the Associate Director of Residence Life, the Coordinator of Assignments and Housing Operations and Administrative Assistant staff are located in the office. The office is open from 9:00 a.m. – 5:00 p.m., Monday through Friday and is closed weekends and holidays.

Residence Life and Housing has overall responsibility for most facets of residence hall and housing programs and services. The office maintains all housing records including room assignments, Residence Hall License Agreements, room selection information, and resident assistant staff selection information.

RESIDENCE HALL PROFESSIONAL STAFF

Area Director/Residence Director (AD/RD). Each residence hall is supervised by an Area Director (AD) or Residence Director (RD). The AD/RD is a full-time professional staff member who is responsible for overseeing all aspects of the Residence Life program in one or more assigned residence halls. The AD/RD responds to emergency situations, mediates conflicts, processes conduct cases, monitors the operation of the residence hall, supervises staff and students, develops programs, advises individuals and groups, and administers policies. These staff members have master's degrees in areas related to their work with students and/or significant residence hall work experience. AD/RDs live in professional staff apartments on campus and maintain regular office hours in their residence hall(s). AD/RDs are available during posted office hours to discuss resident problems or concerns.

The AD/RD on Duty is available 24 hours a day and may be contacted through the Framingham State Police Department (508-626-4911) in case of after-hours emergencies.

RESIDENCE HALL STUDENT STAFF

Security Desk Attendants (SDA) staff the security desk in the residence halls. SDAs verify residency upon entry to the hall, screen and register guests, sign out hall equipment, enforce policies within the lobby, and monitor the entrance. Because it is not possible for all SDAs to know all residents and their current address, residents must present their identification cards to the SDA each time they enter the residence hall. SDAs are required to verify that only authorized individuals are allowed access to the halls.

Resident Assistants (RA) report to the area/residence director and work closely with the residents on each floor or area to which they are assigned. RAs serve as a resource, explain and enforce policies, respond to emergency situations, coordinate social and educational floor programs, offer general assistance and support, and promote the growth of a positive learning community on the floor/area and in the building.

Administrative Resident Assistants (ARA) are student staff members in each hall who work closely with, and assist, the area/residence director in management of the security desk as well as with other administrative tasks. ARAs have specific responsibilities which include security desk operations and mail delivery. They also have the same responsibilities as other resident assistants.

If an RA/ARA is informed of an allegation of sexual misconduct the RA/ARA will be responsible for report this information to an appropriate university staff member. Students wishing to speak confidentially about a sexual misconduct matter can go to the Counseling Center or see our other confidential resources on the SHAPE website (<https://www.framingham.edu/student-life/shape/>)

RESIDENCE HALL INVOLVEMENT OPPORTUNITIES

RESIDENCE HALL COUNCIL

Each Residence Hall Council is viewed as a student organization affiliated with Residence Life. In the fall, hall council officers are elected for the academic year. These students form the governing/executive board for their residence hall and take part in a leadership development program. Each Hall Council plans social and educational activities and reviews issues regarding residence living. Eligibility is extended to all Framingham State University students residing in the respective residence hall. All residents of the respective residence hall have the right to attend meetings and functions of the organization, unless otherwise noted. Meeting times are publicly posted in the residence hall lobby and/or sent to each resident by FSU email.

HALL PROGRAMMING

Resident assistants, area/residence directors, and hall councils work with residents to plan, sponsor, and run numerous activities and programs each semester. Programs are primarily designed to facilitate involvement in the community. In addition, educational or awareness programs are sponsored by staff on occasion. If you have ideas for hall programs, please contact your RA, AD, or hall council representative. They welcome your suggestions, support, and assistance.

RESIDENCE HALL ADVISORY BOARD (RHAB)

Representatives from each hall council meet with the associate dean of students and associate director of residence life to form the Residence Hall Advisory Board (RHAB). The RHAB discusses and advises upon matters impacting resident students and facilitates communication to and among the hall councils.

CONDITIONS OF RESIDENCY AND FINANCIAL MATTERS

RESIDENCE HALL LICENSE AGREEMENT

The Residence Hall License Agreement is a contractual agreement between the resident student and Framingham State University whereby the resident is licensed use of a residence hall space for the term of the agreement. The term of the agreement is the full academic year (fall and spring semesters). Like all official contractual agreements, students are strongly urged to familiarize themselves with the terms and conditions of the agreement. Violations of the terms of the Residence Hall License Agreement may result in termination of the Residence Hall License Agreement.

In the event of external factors beyond its control, Framingham State University reserves the right to alter or terminate the Residence Hall License Agreement or alter a room assignment. Residents are strongly advised to work with family and have a personal/family emergency plan in place.

HOUSING RESERVATION DEPOSIT AND CANCELLATION CHARGES

New resident students are required to pay a \$150 "Housing Reservation Deposit" when they request on-campus housing. The "Housing Reservation Deposit" is non-refundable and non-transferable unless Framingham State refuses occupancy. The deposit is applied against room charges during the spring semester. Residents who withdraw from the University, withdraw from housing, or who do not maintain eligibility for housing prior to the end of the spring semester refund period forfeit the \$150 housing reservation deposit.

Students who complete the housing application and sign the Residence Hall License Agreement who subsequently cancel/withdraw from housing are responsible for charges and/or cancellation charges as outlined in the Residence Hall License Agreement.

MAINTAINING RESIDENCY

Students are required to have their student accounts in good standing (zero balance or approved arrangements with Student Accounts Office) by stated due or may lose their on-campus housing reservation. Submission of the Housing Reservation Deposit does not guarantee an on-campus space unless the student meets ongoing financial obligations, participates in room selection, and remains in good social standing.

DAMAGE

Each resident student has a \$100 damage deposit applied to their student account. This deposit is applied against any common area damage and individual damages assessed during the occupancy period.

Individual damage will be assessed by comparing the room inventory at check-in against an inspection of the room performed by the area director when the room is completely vacant. Individual damage is assessed among individuals occupying an assigned room or assigned common areas in suites and conjoined rooms.

Damage assessment bills are sent after the close of the spring semester. Assessments may be appealed, in writing, in accordance with damage appeal procedures. Only the charged resident student may appeal damage assessment charges.

The damage deposit will be credited to the students account at the end of the Spring Term after the room, floor, and/or hall damage has been assessed.

Any damage or cleaning costs not attributed to a specific responsible individual(s) will be shared by residents, pro-rated and billed to the area/floor or the entire residence hall. It is the responsibility of all students in conjunction with staff to report damage to the area director and Framingham State Police Department as soon

as possible. Individuals found responsible for vandalism may be subject to criminal action and expulsion from Framingham State.

Framingham State is not responsible for damage to personal belongings. Parents/guardians may wish to extend insurance coverage to include the students' belongings away from home. Alternatively, residents may wish to purchase their own insurance, since they are responsible for their personal belongings.

ROOM CHARGES

All students are responsible for paying room and board charges for the full term of the Residence Hall License Agreement (Fall and Spring Terms). Residents who withdraw from on-campus housing remain liable for room and board charges for the term of the agreement, except as follows:

1. Withdrawal prior to occupancy – Residents who wish to withdraw from housing prior to occupancy may obtain a refund on room fees, less any cancellation charges as outlined in the Residence Hall License Agreement.
2. Petition for individual exceptions due to a resident's demonstrated inability to fulfill the terms of the Residence Hall License Agreement can be made in accordance with petition guidelines. Petition packets are available at Residence Life. In cases where a student is released via petition, any refund would follow the housing refund schedule for Withdrawal from University.
3. Students who withdraw from the University are responsible for room charges in accordance with the Residence Hall License Agreement. In cases where a refund may apply, refund percentages are outlined in the Residence Hall License Agreement.

There is no refund for a person who does not notify Residence Life of withdrawal from the University, nor for any person who fails to complete a checkout and remove all personal belongings from their assigned room by October 3, 2022 (for the Fall Term) and February 14, 2023 (for the Spring Term).

The last date of occupancy will be based upon the later of the withdrawal date or the date all personal possessions are removed from the assigned room and a check-out is completed (express or in person check out).

Students are expected to check out, remove all personal belongings and return keys within 24 hours of withdrawal.

4. Students who withdraw from housing only are not eligible for refund of housing charges except as noted above.
5. Any resident who withdraws from housing or the University, or has housing cancelled who fails to remove personal possessions, complete a check out and return keys will be subject to lock change charges and room charges until the date items are removed from room, and a check out is complete/vacancy confirmed

ELIGIBILITY FOR ON-CAMPUS HOUSING

To maintain eligibility for on-campus housing residents must:

1. Be a matriculated student in good academic standing. (Must not be on academic suspension/dismissal).
2. Register for classes during the scheduled registration period.
3. Maintain student account in good standing (pay all bills on time or have approved payment plan with Student Accounts).
4. Abide by all terms of the Residence Hall License Agreement.

5. Maintain a full course load unless authorized by the Associate Dean of Students, Student Life. Any resident student who wishes to drop below a full course load but wishes to maintain housing eligibility should make a written request to the Associate Dean of Students, Student Life. Dropping below a full course load does not, in and of itself, constitute grounds for release from the Residence Hall License Agreement.
6. Be enrolled in one of the mandatory resident meal plans.
7. Attend classes regularly.
8. When vacancies allow, eligibility may be extended to non-matriculated students, special students and or be associated with other special academic related programs or groups approved by the University and Associate Dean of Students, Student Life.

It is important to maintain eligibility. Failure to maintain eligibility may result in loss of on-campus housing without notice.

HOUSING/RESIDENCE HALL INFORMATION

CARD ACCESS

All residence halls are equipped with a card access system. This system allows each resident's identification card to function as a combination residence hall front door key, meal card, and library card. The card access and video monitoring system helps limit access to the halls to authorized individuals only. Resident's must present their ID to the Security Desk Attendant when entering the residence hall.

Lost or stolen IDs should be reported to the FSU Police Department immediately. Residents without an ID are to obtain a replacement on the next business day. IDs are never to be given to other students or used by any person except for the student to which the ID was issued.

To obtain a new ID, visit the ID Office adjacent to the FSU Police Department during posted hours.

CHECK-OUT PROCEDURE

In order to check-out of a residence hall room at the end of occupancy (e.g. end of the residence hall license agreement term; move-out following withdrawal from housing or the University, etc.) residents must:

1. Adhere to all posted and explained check-out policies specific to the residence hall.
2. Clean the room prior to vacating so that it is in the same condition as it was upon check-in.
3. Check-out with a resident assistant or complete an express check-out when withdrawing from the university or residence halls, or at the end of the occupancy term. Express check-out envelopes are available in each residence hall lobby. RAs are available 8:30-10:00 p.m. throughout the academic year and additional scheduled hours during finals.
4. Turn in all keys during scheduled check-out time or with express check-out envelope.
5. Check and empty mailbox at check-out.
6. Remove all personal belongings from the hall prior to check-out. Personal belongings left in the hall, or attached to residence hall property (e.g. bicycle racks) will be considered discarded property and will be removed. Any removal assessment will be included in damage billing.
7. Between semesters, an express check-out can be completed at the Residence Life office during normal business hours. Residents can schedule an appointment to check-out and remove personal belongings between semesters by making an email request to residencelife@framingham.edu from their student email account.
8. Failure to check-out either with a Resident Assistant or by completing and returning an express check-out envelope to the lockbox located in the residence hall lobby will result in an assessment for improper check-out.
9. During vacation periods, residents needing to check-out of their room should schedule an appointment by contacting their area/residence director, or by emailing residencelife@framingham.edu. Appointments should be scheduled in advance and during normal business hours.

Residents are required to leave the residence hall by 6 p.m. on the final day of classes before vacation and/or break periods. At the end of each semester, residents are required to leave the residence halls within 24 hours following their last exam, or by 6 p.m. on the final day of exams, whichever occurs first. Residents who withdraw from Framingham State or from housing must check-out within 24 hours of their withdrawal date. The check-out date is the basis for refunds, if applicable.

In the event that a resident checks out of their assigned room, without checking into another room on campus within two business days, Residence Life will consider this action as a termination of the Residence Hall License Agreement and the room will be reassigned. The resident remains responsible for charges for the full term of the Residence Hall License Agreement.

DISABILITY/UNANTICIPATED INJURY

Request for reasonable accommodation in housing by a resident student should be noted, in writing, on the housing application and formally requested to the disability and access services. The disability and access services office is located in CASA.

If a resident should experience any injury or disability that affects their housing placement and/or a need for reasonable accommodation at any time after submitting the housing application, the resident should immediately contact the director of academic support/disability services and the associate dean of students, student life. Requests for accommodation should be made in writing and be accompanied by appropriate supportive medical documentation. Documentation should meet requirements as published by CASA. Information is generally available on the FSU disability and access services/CASA Web site.

EMERGENCY INFORMATION

During the housing application process students will be asked to fill out emergency information. In an emergency, Residence Life staff will use this information to share with emergency responders and to determine contact information. Emergency information should be updated as changes occur on the myResLife application, located on the Residence Life portal on myFramingham. This should include emergency contact and important medical information, including allergies and medications being taken.

Residents are also strongly advised to work with family and have a personal/family emergency plan in place. In some emergency scenarios the University may close and students will be advised to return home or to an alternative off campus site.

Some weather events are known ahead of time (i.e. hurricane, Nor'easter, blizzard, ice-storms). The following guidelines are in place to help prepare for such occurrences:

- Stay tuned to local media for the weather forecast and monitor FSU alerts and Website for University updates
- Have an off campus point of contact and inform family of the situation
- Have cash on-hand in case the power is out and ATM/credit cards cannot be accepted
- Put all important documents in a protected area
- Fill all prescriptions and have supply of any needed medication on hand
- Charge cell phone/electronics
- Fill up vehicle with fuel
- Walking or traveling outside may not be safe, or a " Shelter In Place" may be in effect. Have non-perishable food and drinking water available in room
- Have extra batteries and a flashlight
- In the event of a power outage lights, heat and water service can be interrupted. Plan accordingly for these possible occurrences

During emergencies multiple forms of communication, including the FSU website, myFramingham, mail/fliers/postings, email, FSU alert system, whelen siren, McCarthy Center Sign, and emergency phone line may be utilized. All students are strongly encouraged to register for FSU Alerts. Public safety emergencies on campus should be reported to the FSU Police Department at 508-626-4911.

In addition to evacuation alarms and/or directions, in some situations campus security authorities may institute either a “Shelter In Place” or “Lock-Down.” During a “Shelter In Place” occupants in a building are to remain on the premises, but may require that they be moved to a different part of the University due to an environmental event taking place outside the University, for example the release of a chemical cloud from a nearby incident, power lines down, hurricane, or weather related emergency. To evacuate the occupants may put them at greater risk than sheltering them within the University facility. In certain situations, authorities may determine it prudent to move all of the occupants to another University facility to further minimize the risk of exposure.

A “Lock-Down” condition is initiated for weapons related violence, usually involving the presence of persons who are threatening, have committed, may be volatile, or are in the process of committing violent acts. “Lock-Down” is a baseline plan designed to deny the attacker access to potential victims. There is no “one size fits all” solution to cover all emergency situations and scenarios; members of the campus community are encouraged to “think on their feet.” “Lock-Down” applies to everyone: faculty, staff, students, administrators, and guests of the University. Any member of the campus community who believes weapon related violence is taking place should dial 911 (or 508-626-4911 from a cell phone) immediately. “Lock-Down” announcements can be made by FSU Alert, a campus-wide emergency notification system, and by police cruiser public announcement (PA) systems or hand-held bullhorns.

Once a “Lock-Down” order is given:

- Immediately lock classroom, office, room/suite door.
- Shut lights off, turn monitors off.
- Help students remain calm and caution them to remain completely quiet.
- Take note of those people you have in your area.
- Remain in a safe spot out of view from both exterior and interior windows.
- Faculty, staff, and students outside should pay attention to police PA system.
- Keep cover and concealment in mind.
- If you are attacked directly, scatter.
- “Lock-Down” protocol supersedes standard Fire Alarm evacuation procedures. Ignore the Fire Alarm unless evidence of fire is apparent (you see smoke or fire). This is a “think on your feet” moment.

Situation resolved:

- Unlock or evacuation will begin when situation is resolved or stabilized.
- Be prepared for “Lock-Down” to last hours.
- Unlock teams consisting of University Police and other law enforcement agencies will open your doors, inspect occupants of the room, and give further instructions.

This “Lock-Down” plan remains fluid and may be changed during an emergency. All Community members should immediately dial 911 (or 508-626-4911 from a cell phone) any time weapons-related violence is taking place.

Distinction between “Lock-Downs” and “Shelter in Place”: “Lock-Down” occurs when occupants of the University are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises and officials expect that these measures will minimize risk exposure of the occupants to the criminal element.

For more information on campus emergency responses, please see the FSU Police Department website at: https://www.framingham.edu/Assets/uploads/student-life/university-police/_documents/Emergency-Plans_Flyer.pdf

GENDER INCLUSIVE HOUSING

Gender inclusive housing is available, on a space available basis, to any student who meets on-campus housing eligibility requirements and who wishes to live in a room with another eligible resident without restriction based on their roommate's biological sex, gender, gender identity, or gender expression.

Gender inclusive housing assignments are made in conjunction with the returning resident Room Selection process and the new resident student housing assignment process. Students are not asked to disclose why they have selected a preference for gender inclusive housing. Residents who may be interested in living in gender inclusive housing may contact the Coordinator of Assignments and Housing Operations by emailing residencelife@framingham.edu.

GENDER INCLUSIVE RESTROOMS

Gender inclusive restrooms are located throughout campus including the following locations in residence halls:

Horace Mann

137, handicap accessible
14, not handicap accessible

Larned

109, handicap accessible
110, handicap accessible
114, handicap accessible
115, handicap accessible

Peirce

122, handicap accessible

Miles Bibb

324, handicap accessible
326, handicap accessible
419, handicap accessible
519, handicap accessible
619, handicap accessible
719, handicap accessible

Linsley

116, handicap accessible
21C, handicap accessible
334C, handicap accessible

Towers

310, handicap accessible
309, handicap accessible

West

122A, handicap accessible

122B, handicap accessible
222A, handicap accessible
222B, handicap accessible

KEYS/LOCKOUTS

Residents are expected to carry their issued key(s) each time they exit their room/suite. A lockout warning will be issued the first time a resident needs access because they are not carrying their issued keys. Consequences will increase for residents who repeatedly violate this policy.

In all cases, residents locked out should first seek out their roommate(s)/suite mates to gain entry. If a roommate/suite mate is unavailable, the resident may seek out a Residence Life staff member. Between the hours of 8 p.m. and 6 a.m., or anytime on Saturday and Sunday, the RA on duty can assist when cleared from other responsibilities. At times other than those stated above, residents may seek out any available RA in the hall. You can contact a residence hall staff member by informing the security desk attendant (at the security desk) that you are locked out. Since staff members are students also, residents should respect their personal and academic needs and understand that they might not be available to immediately help students who are locked out of their rooms.

Lost keys should be immediately reported to the area director. Stolen keys should be immediately reported to both the area director and FSU PD by the resident.

Keys must be returned immediately upon withdrawal from housing or the University and anytime a student is no longer eligible to be a resident. A lock change charge shall be incurred should keys not be returned within 24 hours of resident student status change.

KITCHENS

All residence halls are equipped with limited kitchen equipment/facilities (e.g. microwave, kitchenette) to provide residents with cooking privileges. Students are responsible for kitchen cleanliness and will be assessed damage charges accordingly. Students may not leave the kitchen area unattended at any time while cooking. Personal items should not be left unattended in kitchen areas and may be removed/discarded. If kitchens are not maintained in a clean and safe manner by residents, access may be suspended by the Area/Residence Director.

LOST & FOUND

For security purposes, items found should be turned in to the FSU Police Department. Inquiries about lost items should be also made to the FSU Police Department. Lost and found items should not be left at residence hall security desks.

LOUNGES AND COMMON AREAS

Furnished lounges and common areas are provided for residents and vary by hall. Some lounges and common areas are furnished with game tables, televisions, study tables, and other amenities for residents to enjoy.

MOVE-IN PROCEDURE

Move-in dates for the academic year are outlined in the calendar section of this guide as well as through other communications. Residence hall opening and closing dates and times are firm. When the residence halls are closed, there is no staff coverage, and residents may not be present in the halls. Accordingly, residents may not come earlier or leave later than designated times.

NO SHOW/FAILURE TO CHECK-IN

In the event that the resident fails to check-in or otherwise notify the associate dean of students/director of residence life of a delay in the check-in date, Framingham State may, at its discretion, change the student's assignment.

MEDICAL/PSYCHOLOGICAL CONCERNS

Students are subject to involuntary withdrawal from Framingham State or from the Framingham State residence halls, by the Dean of Students, if it is determined that the student has threatened or engaged in behaviors that endanger the safety of persons, caused significant damage, or impeded the lawful activities of others.

PETS/ANIMALS POLICY

For the safety, health, and well-being of all resident's pets are not allowed in the residence halls – even for a brief visit - with the exception of fish kept in a tank with a capacity of 10 gallons or less. Fish may not be left in the residence halls between the fall and spring semesters.

Service Animals are trained to perform tasks to assist individuals with disabilities. Assistance Animals are animals that assist, support, or provide service to individuals with disabilities. Service animals and assistance animals are not considered pets under this policy and may be allowed in the residence halls by the University as an accommodation to assist a resident with a disability in accordance with the Americans with Disabilities Act; Section 504 of the Rehabilitation Act; and/or, the Fair Housing Act.

Resident students requesting approval to possess a service animal or assistance animal in the residence halls should review the University's Policy for Service and Assistance Animals posted on the FSU Disabilities Services Web site and must a) identify the request on the housing application, or in writing after the application is submitted but before the deadline; b) request accommodation through the Disability and Access Services; and,) submit all materials including any required supportive documentation to both Residence Life and Housing and Disability and Access Services by June 15th for the Fall Term and by December 1st for the Spring Semester. This is a formal process that requires certain supportive documentation be provided as appropriate.

Please note assistance animals are allowed only in University housing while service animals may be allowed in other campus facilities.

Please note, Residents may not bring the service or assistance animals to campus until they have received approval from Disabilities Services and Residence Life.

All members of the University community are expected to observe public etiquette regarding service and assistance animals on campus and are required to abide by the following practices:

- Allow a service dog to accompany its owner at all times and in all places on campus except where dogs may pose a safety risk
- Do not touch a service or assistance animal unless invited to do so.
- Do not feed the service or assistance animal.
- Do not deliberately startle a service or assistance animal.
- Do not separate or attempt to separate a partner from their service dog.
- Do not inquire for details about a person's disabilities. The nature of a person's disability is a private matter.
- Do not hesitate to ask a person if they would like assistance if the team seems confused about a direction to turn, an accessible entrance, entrance to an elevator, etc.

- If questions arise as to whether a person should have a service or assistance animal on campus contact Access and Disability services, located in the Center for Academic Success and Achievement (CASA).

POSTING POLICY

In residence hall common areas, Framingham State sponsored (departments and/or recognized clubs or organizations) postings may only be made on designated bulletin boards or posting areas by Residence Life staff members. Postings must be registered with and approved by Residence Life.

RIGHT TO FILL A VACANCY

A student living in a multiple occupancy room with one or more vacancies must maintain that space in the event that space is needed for another student. Accordingly, the vacant bed, desk, dresser and closet/wardrobe must be open and ready for use. While efforts will be made to notify residents that a new occupant is moving into a vacancy, Residence Life reserves the right to fill vacant spaces without prior notice.

ROOM CHANGES

Room change requests are not processed earlier than the end of the add/drop period after the start of each semester. This policy enables Residence Life staff to determine the status of students who have not checked into housing and to confirm an available space. Exceptions to this policy are made only in the case of a documented health or safety emergency.

Residents requesting a room change because of roommate conflict are strongly encouraged to work towards a reasonable resolution to the conflict. Members of the RA staff, counseling center staff, and the area/residence director are all resources available to provide consultation and/or assistance in residents' efforts to resolve conflict.

Framingham State reserves the right to assign a resident to another space or residence hall. Prior to reassignment of a space during the fall or spring semester, Framingham State will attempt to consult with the resident to discuss re-assignment options, if any. Framingham State also reserves the right to increase room occupancy as necessary.

After the room change period opens, students may submit a request to change rooms through the room change process. Room Change Applications are available from, and subject to the approval of, your area/residence director. Students who make an unauthorized move will be charged for occupancy of the second room on a daily basis until the student is confirmed in an authorized assigned space.

ROOM ENTRY

Authorized Framingham State personnel may enter resident rooms without notice for the following reasons: maintenance and housekeeping purposes, fire, health and safety inspections, inspections for damage, vacation closing inspections, end-of-semester package/mail delivery, and for emergency purposes. Framingham State also reserves the right to enter a resident's room if there is a reasonable cause to believe that a violation of Framingham State rules and regulations is taking place. If there is some specific reason to suspect that a criminal offense has taken place or that evidence of such an offense may be secured in a room, Framingham State personnel will enter the room only with the resident's permission or pursuant to a warrant. If, in the course of any entry made pursuant to this paragraph, illegal or unauthorized materials are found in plain view, they will be removed and the affected resident(s) will be notified of the confiscation and face possible disciplinary action.

ROOM SELECTION PROCESS

Active resident students may participate in a room selection process to select rooms for the following academic year. Information and guidelines on the room selection process will be posted on the Residence Life website.

SECURITY CAMERAS

To enhance safety and security video cameras are in use in residence halls. Security cameras are placed in residence hall public/common areas and are not placed in restrooms or bedrooms. Security cameras are not actively monitored. Security cameras, rather, serve forensic purposes and recorded images are primarily used after the fact in the investigation of University policy violations, legal issues, complaints, and/or criminal matters.

SENIOR WEEK HOUSING

Housing may be available to graduating residents during senior week. There is a fee and a damage deposit required for senior week housing. Seniors will be notified of this option, if available, by their class officers.

SINGLE WAIT LIST

A single room waiting list is maintained in Residence Life and Housing for residents interested in changing into a single occupancy room. Residents are eligible to register on the single wait list beginning at room selection (for returning residents) or after taking occupancy on campus (for new resident students).

SOLICITATION, ADVERTISING, AND COMMERCIAL ACTIVITIES

Commercial activities, solicitations, and non-FSU advertisements are not permitted in FSU residence halls. FSU student clubs, organizations, and/or offices wishing to advertise and/or solicit the sale of property, services, or other items; collect donations from individuals; or distribute printed material must make a written request to the associate dean of students, student life. Requests from persons or organizations not affiliated with FSU and/or for business, "for profit" are normally not granted in the residence halls. Policies on solicitation are outlined in the RAM Student Handbook.

STUDY ABROAD/EXCHANGE/INTERNSHIPS/CO-OP

Students enrolled in Framingham State coursework or for-credit internships away from campus for the spring semester, and who want fall housing, should:

- participate in the housing selection process through the myResLife portal according to room selection guidelines.
- Residents enrolled in Framingham State coursework or for-credit internships away from campus for the fall semester, who want housing for the Spring semester, should complete the housing application on myResLife and submit a letter to the Residence Life Assignment Coordinator stating your intention to return to housing in the spring semester and indicating spring housing preferences. Please note, spring semester vacancies tend to be limited and preferences will be considered, but cannot be guaranteed.

Fall resident students who are enrolled in FSU recognized study abroad for the Spring semester should contact Residence Life directly to request release from the Residence Hall License Agreement.

SUITE ELIGIBILITY AND POLICIES

Students living in suites must meet all of the eligibility requirements for general on-campus housing. Students currently on disciplinary probation may apply for a suite in Linsley Hall, Miles Bibb Hall, or Horace Mann Hall, if their disciplinary probation status ends prior to moving into a suite. Students may not live in a Linsley, Horace Mann or Miles Bibb suite while on disciplinary probation unless an exemption is granted by the Associate Dean of Students, Student Life.

In addition, the following residence hall suite policies also apply to all suites and conjoined rooms on campus:

1. Students are responsible for cleaning and maintaining suites according to health and safety standards prescribed by Framingham State.
2. Facilities management will not provide cleaning service to occupied suites.
3. Residence Life staff will inspect suites for health and safety concerns and Framingham State policy compliance periodically. Suite residents will be notified of health and safety concerns and required corrective action, and/or policy-related concerns identified during inspection rounds.
4. Students who repeatedly fail to maintain suites, or who are found responsible for alcohol, drug, fire safety, or other serious violations of Framingham State policy, will be subject to disciplinary action, reassignment from suites, and/or removal from on-campus housing.

Suites may not have a number of people present which exceeds twice the capacity of the suite (e.g. maximum of 12 persons in a six-person suite; 8 persons in a 4-person suite).

SUMMER HOUSING

Housing may be available to Framingham State students enrolled in certain summer session courses or FSU students temporarily employed by FSU who are in need of accommodations. Housing is on a space available basis. Summer residents typically share multiple occupancy rooms. If available, applications can be obtained through the Residence Life Web site during the Spring semester.

SUSTAINABLE LIVING TIPS

Framingham State's Climate Action Plan outlines actions which will work toward Framingham State's goals to reduce greenhouse gas (GHG) emissions and cut energy use, as outlined by the Governor's Executive Order 484. The following initiatives are recommended and may help reduce campus electricity use and conserve energy while reinforcing good personal habits.

- Use compact fluorescent (CFLs) or LED light bulbs in lamps
- The use of LED light strands is limited to one single strands (strand cannot be plugged into another strand in tandem). Only LED light strands (UL approved and in condition) may be used and must be unplugged when going to bed or when no one is present in the room.
- Turn off lights at night/when leaving room
- Program your computer to go into stand-by/hibernate mode (low-power) after a relatively short period of non-use
- Shut down your computer at night or if it is not being used
- Turn off monitors
- Keep windows and doors closed in heated areas
- Turn off electronics when not in use (e.g. printers, copiers)
- Purchase ENERGY STAR® certified equipment/appliances
- Turn off TVs not when in not use
- Shorten time spent in the shower
- Use public transportation
- Take full advantage of all campus recycling programs
- Recycle ink cartridges
- Be conservative with printing/copying
- Print/copy double-sided

WITHDRAWAL FROM HOUSING

Any resident wishing to withdraw from housing to become a commuter student, should complete the withdraw section on myResLife available on myFramingham. Upon moving out, each resident must complete a Room Inventory Form during check-out with an RA and turn in all issued keys or complete an express check-out. Residents who withdraw from housing only are responsible for charges for the entire term of the Residence Hall License Agreement (fall and spring semesters).

VACATIONS AND BREAKS

With the exception of Linsley Hall, and Miles Bibb Hall students who have opted in to the vacation housing option, residence halls are closed to all residents, including student teachers, during the Thanksgiving break, winter break, and spring break. The Residence Hall License Agreement does not cover housing during these periods. When any other vacation housing is offered, separate housing charges apply and are noted on the application.

Linsley Hall will remain open to Linsley Hall residents during the during the Thanksgiving break, winter break, and spring break. Residents anticipating the need for academic year vacation period housing are encouraged to request or select Linsley Hall through the housing application and/or room selection process.

Prior to residence hall vacation closings residents will receive a closing notification with closing instructions. At the time of departure for any vacation, students are to shut and lock room windows, unplug all electrical appliances, remove perishables, and lock doors.

During vacation periods in closed halls, FSU reserves the right to use rooms as it deems necessary. In the event that Framingham State must utilize this right, the resident must, upon reasonable notice, remove personal belongings from the room suite. Any vacancy in rooms or suites may be used if necessary. Residents may wish to remove personal belongings for breaks if they are concerned about other students potentially occupying the room or suite.

Entry to the hall is restricted during times when the residence halls are closed. Student teachers and interns may need to make alternative housing and/or travel arrangements during periods when residence halls are closed.

RESIDENCE HALL POLICIES AND PROCEDURES

The Student Conduct Code governs student conduct and discipline. Framingham State's Student Conduct Code and student conduct system are detailed in the RAM Student Handbook. Each student is responsible for knowing and abiding by the General Student Conduct Code Regulations outlined in the RAM Student Handbook. The RAM Student Handbook is available on the Framingham State University website. A hard copy of the RAM Student Handbook may be requested through the Student Government Association.

FIRE SAFETY PROCEDURES

Fire safety efforts on campus rely on a combination of (1) student cooperation, awareness, and responsiveness, (2) emergency response personnel (fire, police and residence hall staff) preparedness and response, and (3) the functioning of fire equipment. In the event of a fire, the person discovering the fire should sound the nearest alarm by breaking the glass or lifting the plastic alarm cover and pulling the fire bar on the alarm box. After evacuating that person should notify a resident assistant, area director, or call FSUPD at 508-626-4911.

Students should be aware that fire extinguishers, emergency exit signs, smoke detectors, sprinklers, horns, strobe lights, and other fire apparatus are essential. Tampering with fire safety equipment is illegal and a serious violation of the student conduct code. Smoke detectors should never be covered or tampered with. Any act by an individual or individuals using tampering with, or using fire equipment without legitimate fire safety reasons will be dealt with as a serious threat to the general well-being of the campus community.

Please note the following fire emergency information, which could save a life:

- Never assume an alarm is false. Always evacuate immediately using the closest exit route.
- Do not use the elevator.
- Take note of the locations of emergency exit routes, fire extinguishers, and pull stations in the residence hall.
- Do not open a room door if it feels hot. Open all windows and signal for help. Hang out of a window as far as possible in order to get fresh air. Do not panic and do not jump.
- If an alarm sounds in a room, shut all windows, open shades, leave lights on, and shut the door after exiting.
- Wear a coat and take a towel to protect head from flames and smoke if necessary.
- If an alarm sounds do not attempt to return to a residence hall room from any other part of the building.
- Some buildings on campus, including Corinne Hall Towers, are equipped with voice alarms. Pay careful attention and follow the directions given by the voice alarm.
- Stay to the right hand side of the stairwell when exiting. Allow emergency personnel to access upper floors.
- If trapped in a smoke-filled hallway, get down close to the floor in order to breathe easier and crawl toward the nearest exit.
- Walk rapidly to the nearest exit. Do not run.
- Shut exit doors when leaving.
- Once out of the building, go directly to the designated waiting zone and await further instructions. Do not re-enter until directed by the Fire Department or the Framingham State Police Department.
- Cross streets carefully if necessary.
- Designated waiting zones are:
 - Corinne Hall Towers – In front of Hemenway Hall
 - Horace Mann Hall – Dwight Circle
 - Larned Hall – In front of the library

- Linsley Hall – Miles Bibb Lawn
- Miles Bibb Hall – Miles Bibb Lawn, next to the honors house (across from Linsley hall)
- Peirce Hall – Dwight Circle
- West Hall -- Church Street parking lot

Any comments or suggestions regarding fire safety should be directed to the associate dean of students/director of residence life and/or the chief of the Framingham State Police Department.

Fire drills in the residence halls may be held periodically each semester. These drills may include late night and blocked exit scenarios. They are also periodically held in other buildings on campus to familiarize occupants with exit procedures. It is suggested that residents keep personal flashlights to augment emergency lighting in case of an emergency evacuation with power loss.

FIRE SAFETY POLICIES

The following residence hall policies regarding fire safety are in effect:

1. Any behavior that creates risk of fire is prohibited.
2. Candles and decorative candles are prohibited in the residence halls.
3. The use or burning of: candles (with or without a wick), incense, sterno, or oil lamps is prohibited, even during loss of electrical power.
4. Covering or in any way blocking a smoke or heat detector is strictly prohibited.
5. Negligent, reckless, or careless behavior causing the activation of the fire alarm detector/system is prohibited.
6. Cushioned or stuffed furniture (e.g. couches, chairs, futons, ottomans) are not allowed in the residence halls.
7. The use of cut trees and/or greens is prohibited.
8. The following policies apply to extension cords and/or surge protectors:
 - a. Only intact, grounded (3 prong), UL approved extension cords and/or surge protectors may be used in student rooms.
 - b. Extension cords must be 16 gauge or heavier.
 - c. No more than one extension cord may be plugged into a single surge protector. Surge protectors can only be plugged directly into the wall. Only one surge protector can be plugged into a duplex outlet.
 - d. All surge protectors must have a visible reset (on/off) switch.
 - e. Extension cords may not have more than one outlet.
9. Any lamps or lighting products used in the residence halls must be UL approved.
The use of light strands is limited to a single strand (strand cannot be plugged into another strand in tandem) of LED lights (UL approved and in good condition) per room. The strand may not be suspended from pipes, window shades, or from ceilings. Lights should be on a timer or shut off regularly. Lights must be turned off anytime that the resident(s) is not present in room/suite. LED lights with adhesive tend to remove paint and damage surfaces and so are not allowed.
10. A maximum of one UL approved surge protector may be used per duplex outlet.
11. Extension cords and cords in general may not run under carpets, furniture supports, under items on the floor, in front of traffic areas, in front of doorways, or in any manner which impedes egress.
12. The overloading of electrical outlets is prohibited. Residents are advised to evenly distribute electric load throughout the available outlets. Residents will be responsible for the cost of service calls created by the overloading of outlets.

13. Laptop computers, or any electronic device, should only be used and kept in cleared space on hard surfaces, such as a desk or table. When electronic devices are not in use they should be shut off to reduce the risk of overheating/fire.
14. Residents may not possess and/or use flammable fluids (e.g. gasoline, charcoal lighter, cleaning fluid, kerosene).
15. The storage of bicycles, motor bikes, or any combustible equipment is prohibited in the residence halls.
16. Tampering with fire equipment or activating fire alarm stations without the presence of fire is prohibited.
17. Individuals must evacuate the residence hall immediately during a fire alarm or follow high rise voice alarms directions (Corinne Hall Towers) if applicable.
18. The FSU Tobacco Free policy is in effect in all residence halls. Smoking is prohibited in all residence halls.
19. Installation or use of floor platforms/lofts is prohibited.
20. Students may not cook in unauthorized areas or leave common kitchen areas while cooking.
21. Flammable items may not exceed 24" by 36" and may not cover the exit path to a room or be hung from ceilings.
22. Extensive or unreasonable use of any paper or other flammable items as decoration is prohibited. The determination of 'extensive' or 'unreasonable' is at the sole discretion of Residence Life staff.
23. No item, flammable or not, shall be hung from the sprinkler head, window, pipes, or from ceilings, in any room in the residence halls, nor may an item be hung in such a way that it blocks the sprinkler, window, heat, and/or smoke detector.
24. Furniture may not be arranged in any way which would block or hinder egress.
25. Residents are prohibited from operating, opening, or in any way accessing the West Hall fireplace or its mechanical components.
26. Residents are prohibited from having or using hoverboards, smart boards, self-balancing boards, or like equipment in residence halls.

GENERAL SAFETY POLICIES AND PROCEDURES

It takes the collective effort of all Framingham State community members to ensure a safe and secure environment. Students play a major role in this process and have personal responsibility for their safety. Each student must realize that, like any other community, the Framingham State community is not immune to safety and security problems. All members of the community must make a concerted effort to be aware of what might be happening around them, promptly report suspicious activity, and actively practice good personal safety and security practices. In case of an emergency, contact Framingham State Police Department at 508-626-4911. Community members who remain alert and report concerns to the Framingham State Police Department greatly enhance campus safety.

Many safety concerns can be alleviated by taking reasonable precautions. Individuals bear the responsibility for protection of their personal and communal property and also have a primary role in responsibility for their own safety and security. Each person's cooperation and commitment will help keep our community as safe and secure as possible. Safety related information posted on the Framingham State Police Department website should be reviewed by residents prior to taking occupancy and periodically thereafter.

Each residence hall has a security desk. The security desk in each residence hall is an important security checkpoint. Residents must present their FSU ID cards to the security desk attendant each time they enter the hall so that residency in the hall can be verified. Equipment sign-out and guest registration take place at the security desk which is staffed by a security desk attendant (SDA).

For safety and security, students are reminded of the following:

- Always report any safety or security concern to the Framingham State Police Department as well as appropriate residence hall staff members.
- Keep doors locked at all times, even when residents are in the room or bathroom.
- Immediately report any unescorted guests, suspicious person or suspicious activity.
- Regularly monitor campus “Public Safety Alert Notices.” These notices are posted periodically to alert the Campus community to public safety threats.
- Never sign in unfamiliar guests/visitors or the guests/visitors of other students. Hosts will be held responsible for guests’/visitors’ behavior.
- Request to see staff member ID if concerned someone is falsely identifying themselves as a Residence Life staff member.
- Promptly report vandalism, damage, or concern with safety equipment to a resident assistant, an area director, and/or a campus police officer.
- Do not walk alone at night; walk only in areas with good lighting and which are used heavily for pedestrian traffic.
- Never bring strangers into campus facilities.
- When walking on the area streets, walk on sidewalks and use marked pedestrian crossings.
- Do not prop exterior doors open at any time; this provides easy access for unwanted visitors.
- Do not leave valuables or money lying in visible locations. Take valuables home over vacation periods.
- Engrave personal property.
- Make it a point to get to know Framingham State police officers, resident assistants, and area directors.
- Always review campus safety information provided by the Framingham State Police Department.

GENERAL SAFETY POLICIES

The following residence hall policies and procedures are in effect:

1. Students must comply with reasonable directives from staff members in performance of their duties.
2. Students may not possess and/or use weapons or realistic replicas of dangerous weapons without the written permission of the chief of Framingham State Police Department or designee. This includes, but is not limited to: firearms, explosives, fireworks, ammunition, dangerous weapons, hazardous chemicals, highly flammable or lethal substances, paintball guns, pellet guns, knives with blades in excess of three inches, double-edged knives, spring-loaded knives, mace and/or pepper spray. Any object that is used dangerously may be considered a weapon.
3. Residents may not possess used/spent ammunition or explosive shells or casings.
4. The propping of locked residence hall front doors or fire doors is prohibited.
5. Residents are expected to carry a valid, active FSU student identification card and be prepared to show the card upon request to any staff members in performance of their duties.
6. Students may not possess more than one FSU student identification card at one time.
7. Residents must activate the card reader located at the residence hall entrance and hand their ID cards to the security desk attendant to be scanned each time they enter the residence hall.
8. Framingham State reserves the right to inspect all bags and items brought into the residence halls, or refuse entry of such items.
9. Residents are required to immediately report lost keys to their area director. Residents are required to immediately report stolen keys to both their area director and the Framingham State Police Department.
10. Lost or stolen ID Cards should be immediately reported to the Framingham State Police Department.

11. A resident or guest wearing a full mask, disguise, or other face covering must provide positive identification upon the request of any residence hall staff member in performance of his or her duties.
12. Theft, attempted theft, or possession of stolen property is prohibited.
13. Sitting, standing or otherwise accessing window sills or leaning out of the windows is prohibited. No object may be dropped, thrown, or passed through any window. Screens present in rooms and common areas are not to be removed.
14. Residents may not access or use fire escapes or rooftops in any manner, except in safety emergencies.
15. Lounges and common areas may not be used for sleeping.
16. Disruptive or potentially dangerous recreational activities or “hall sports” are not allowed. The equipment involved may be confiscated. “Hall sports” include, but are not limited to: rollerblading, ball throwing/bouncing, hockey, golf, bicycling, frisbee, use of water toys, skateboarding, use of hover boards etc.
17. Making bomb threats is illegal and strictly prohibited.
18. Bathrooms may not be entered when “closed” signs are posted.
19. Residents and/or their guests may only enter restrooms designated for use that correspond to their sex and/or gender identity.
20. Residents are responsible for the cleanliness of their rooms/suites and must maintain reasonable health and safety standards as prescribed by Framingham State. Waste material must be removed regularly.
21. Each resident’s issued key(s) must be returned upon departure from the residence halls in accordance with check-out procedures. Failure to do this will result in charges for a lock change and key replacement.
22. Tampering with locks and/or altering or duplicating residence hall keys is prohibited.
23. Lending room keys to anyone other than the resident assigned to the room is prohibited.
24. Residents are expected to carry room/suite keys when exiting their assigned room/suite.
25. No pets are allowed in a residence hall except fish kept in a tank with a capacity of 10 gallons or less.
26. Gambling of any kind is prohibited in the residence halls.

NOISE POLICIES AND PROCEDURES

Support of student learning and academic success is a priority in the residence hall community. Large numbers of students living together can create noise and general disturbances inside and outside residence halls. In order to help maintain a learning environment, 24-hour courtesy hours are always in effect. During courtesy hours reasonable levels of noise, contained within the building and not objectionable to any neighbor, is permitted.

All residence halls also have established quiet hours. During quiet hours, noise is to be contained within a resident’s room. Minimum quiet hours are from 10:00 p.m. through 8:00 a.m., Sunday through Thursday; and midnight through 9:00 a.m. on weekends (Friday and Saturday). Quiet hours can be extended/increased by a simple majority vote coordinated by the resident assistant and the area director. The length and time of quiet hours cannot be reduced.

Twenty four-hour quiet hours begin prior to final exams. They generally begin the full week before the last day of classes and continue through final exams on a 24-hour-per-day basis until the residence halls close for the semester. Residents who do not observe noise policies during 24-hour quiet hours may be required to vacate the residence halls.

On designated quiet floors, quiet hours are from 8:00p.m. through 8:00a.m., Sunday through Thursday nights and midnight through 9:00a.m. on weekends.

The following residence hall policies regarding noise are in effect:

1. Courtesy hours must be observed at all times.
2. Violation of quiet hours is prohibited.
3. Resident students must honor any reasonable request to contain noise of any kind to the room they are in.
4. The use of drums, amplified musical equipment, or anything which produces a level of noise not able to be confined to the resident's room is prohibited. The only exception to this policy is in conjunction with an event or program approved by the Associate Dean of Students, Student Life and the Hall Council.
5. Speakers may not be placed in windows or on window sills or directed to the outside of the building.
6. Individuals in hallways or common areas are required to take all reasonable measures to ensure that they do not make a level of noise which can be heard in another room.
7. Noise policies apply to outside entry areas and public areas in the vicinity of the residence halls.

ALCOHOL & OTHER DRUG POLICIES AND PROCEDURES

Framingham State strives to provide a safe, productive, and healthy residence hall environment which fosters student learning and personal development. Framingham State is determined to establish and maintain working, living, and learning conditions that are free from the negative effects of alcohol and other drug abuse.

There are many ways the use of alcohol and/or drugs may adversely affect the Framingham State community. It is important that members of the community understand Framingham State's Alcohol and Drug Policies. These policies are included in the RAM Student Handbook and include:

- Information on laws, education and prevention services, referral services, and treatment and support services
- Clearly defined expectations of student conduct with regard to Alcohol and Drug Policy

This policy establishes the rules and guidelines for alcohol and other drug use on the Framingham State campus. Students are accountable for any behavior which infringes on individual or group rights, and/or jeopardizes the health and safety of individuals. This behavior includes verbal or physical abuse toward others while under the influence of alcohol or drugs, and any emergency that is created due to alcohol or drug use. The dean of students is responsible for granting any privileges regarding alcohol consumption in the residence halls. Please consult the RAM Student Handbook for more information on Framingham State's Alcohol and Drug Policies including the minimum disciplinary sanctions for policy violation.

The following residence hall policies regarding alcohol and other drugs are in effect:

1. Possession, use, or manufacture of alcoholic beverages is prohibited in any residence hall or campus facility. Area directors are the only people to whom permission has been granted. Any alcohol that is brought past the front doors by a Framingham State student or their guest(s) will be confiscated and not returned. Small amounts of alcohol in open containers may be thrown away prior to the conduct hearing.
2. Possession or use of any machine used to ingest alcohol in a non-liquid form (e.g. "AWOL"), or of powdered alcohol products, is prohibited.
3. Containers that once contained alcohol are not allowed, not even for decorative purposes. Such containers may be used as proof of an alcohol policy violation.
4. The use, possession, sale, distribution and/or manufacturing of illegal substances, including, but not limited to, marijuana, LSD, cocaine, MDMA (Ecstasy), heroin, and other illicit drugs is prohibited.
5. Possession of drug-related paraphernalia including, but not limited to, roach clips, pipes, bongs, water pipes, cocaine spoons, hypodermic needles is prohibited.
6. Possession or use of medical marijuana is strictly prohibited in the University Residence Halls.

7. Unauthorized possession, improper use, sale, distribution, and/or manufacturing of medication or prescription drugs is prohibited.
8. Alcohol, alcoholic beverage containers, illicit drugs, or drug paraphernalia found in the residence halls will be confiscated and will not be returned.
9. Public intoxication is prohibited in all residence halls. Public intoxication is defined as an intoxication which causes a disturbance or is dangerous to self, others, and/or property, or in any way requires the attention of the Framingham State staff.
10. Students involved in the excessive consumption of alcohol or other drugs leading to intoxication, or overdose and resulting in a medical emergency, and/or intervention, jeopardize continuance in housing and will likely be required to immediately fulfill evaluation and/or educational requirements as a condition of continued residency.

CARE AND TREATMENT OF RESIDENCE HALLS POLICIES AND PROCEDURES

Residents are expected to exercise great care with treatment of residence hall facilities and furnishings. Mistreatment of facilities and/or vandalism are not tolerated and may result in expulsion from Framingham State and/or the residence hall community. Please take care of residence hall facilities and furnishings. Facilities, furnishings and equipment are meant to benefit both current and future students. We ask, and expect, that members of the community will exercise care in the treatment of the residence halls.

Residence halls are furnished with a bed, mattress, desk, chair, dresser, and closet or wardrobe. Rooms are also furnished with window shades or blinds for the privacy of the residents. In the event housing demand is high, certain rooms will have occupancy increased on a temporary basis. In these cases, students may be asked to share a desk, chair, dresser, and/or closet. Students provide bedding, pillows, and other personal belongings.

Members of the Residence Life staff conduct periodic room inspections to ensure cleanliness and that safety rules and regulations are being followed. At this time, the staff will also make sure that non-issued Framingham State property not provided in resident rooms, such as lounge furniture, is not present. Residents will be informed in advance of room inspections.

All students assigned to a specific room are responsible for the physical condition and furnishings within that room. All students should review the "Room Inventory Form" at check-in and a careful inspection should take place so the condition of all items can be noted. When a student vacates a room, an inspection will take place and the condition of all items will again be recorded. Students will be held accountable for any differences beyond normal wear and tear.

Students are expected to leave their rooms in the same condition as they were found at the beginning of their occupancy.

The following policies and procedures regarding care and treatment of residence halls are in effect:

1. Framingham State issued furniture may not be removed from student rooms. Residents of the room will be billed for replacement of each missing item.
2. Furniture and/or refrigerators may not be stacked or set in such a way that they are supported by other furniture, ceilings, walls, heaters, or window sills.
3. Cinder/cement blocks are not allowed in residence hall rooms.
4. Furniture may not be removed from lounges or other common areas. If common area furniture is found in a student's room, each resident of that room will be charged \$25.00 a day, per piece of furniture, until it is returned to its assigned area and staff is informed. Disciplinary action may also be taken.

5. Residents are to maintain a clean-living environment (e.g., room, suite, common area) and must regularly remove trash and debris from their room and clean up any food sources which may attract pests.
6. Framingham State reserves the right to assign another student to a vacant space in a room at any time. Accordingly, any unoccupied furniture in a room associated with a vacancy must remain available and unused. (i.e. beds may not be pushed together).
7. In support of Framingham State's "Climate Action Plan," residence hall windows must be closed anytime residents are not in their hall and the outdoor temperature is lower than the indoor temperature.
8. Residents are to check their residence hall mailbox daily and remove mail regularly. Residents should remove all mail at the end of their occupancy and provide a forwarding address to those from whom they expect to receive mail.
9. Students may not paint or otherwise write or draw on any Framingham State property including, but not limited to, the walls, doors, windows, shades or any furnishings of the residence halls. Damage charges will result if any Framingham State property is painted or marked.
10. Shelves, bookcases, mirrors, bulletin boards, or other items may not be hung over doors or attached (e.g., nailed, screwed) to any walls, doors, ceilings, or any residence hall furnishings.
11. Moderate amounts of posters, etc. may be put up on room walls. Removable non-marking poster tape or putty are the only adhesives permitted to be used on room walls. Any adhesive used that stains walls or removes paint will subject the residents to charges for repainting the damaged area.
12. Decorations or other items posted in student rooms are limited to room walls only. For safety and maintenance reasons nothing may be posted on, or affixed to, doors, windows, shades, heaters, ceilings or room furnishings.
13. If a door is damaged or defaced in any way, each resident of that room is responsible for the cost of cleaning, repairing, refinishing or replacing the door to full function and aesthetic quality.
14. Only staff-provided name tags for each resident may be placed outside of the room or in hallway wall next to the door. No additional boards or posting areas may be placed outside of room doors.
15. Unauthorized items on doors or walls in common areas and hallways will be removed and discarded.

APPLIANCES AND PERSONAL BELONGINGS POLICIES AND PROCEDURES

The following residence hall policies regarding Appliances and personal belongings are in effect:

1. Irons, popcorn poppers, coffee pots, kettles, and other kitchen electrical appliances without an exposed heating element should be used with great care and only in the designated common areas. Hair dryers and straighteners can only be used in bathrooms or designated common areas unless otherwise posted on the floor. Hair dryers and straighteners may not be used under a heat/smoke detector. As a general guide, do not use these items within 8 feet of a detector.
2. Refrigerators over 3.1 cubic feet, refrigerators that are not ENERGY STAR® certified, high intensity heat producing lamps, waterbeds, water heaters, candle heaters, wax/oil warmers, electric blankets, air fryers, instapots, microwaves, space heaters, lava lamps, hot plates, electric grills, air conditioners, toaster ovens, electric water coolers, crock pots, blenders, toasters, rice cookers, air fryers, and other cooking appliances with exposed heating elements are not allowed in the residence halls.
3. All appliances must be unplugged between semesters and during vacation periods.
4. The number and type of electrical appliances allowed in the residence halls may be limited based on energy consumption, safety, and/or security, and is subject to change at any time upon written notice.
5. No more than one refrigerator or Microfridge shall be allowed in any double occupancy room. No more than two refrigerators or Microfridges shall be allowed in any room with occupancy of three or more. Suite common rooms are also permitted one refrigerator or Microfridge. Note: conjoined rooms in West

Hall and North Hall do not have designated common rooms and are therefore permitted only one refrigerator or Microfridge per double occupancy room.

6. Residence Life reserves the right to confiscate any and all restricted items discovered in the residence halls. Some confiscated items may be retrieved from the area director upon departure at the end of the semester and with the stipulation that they will not be returned to the residence halls. Items not retrieved at this time will be considered unwanted property and will be discarded.
7. Framingham State does not assume responsibility for loss of or damage to personal articles by fire, theft, or any other cause.
8. Personal belongings may not be left unattended in-residence hall common areas. Personal items left unattended in common areas are subject to being discarded or otherwise removed.
9. Anything left in a room, hall, or attached to residence hall property (ex. bicycles) after resident's check-out, withdraw, have their "Residence Hall License Agreement" cancelled, or after spring semester closing, will be considered abandoned and removed. Residents may be billed for removal, disposal, and/or cleaning charges in such cases.
10. All bicycles must be stored in designated bicycle racks outside the residence halls.
11. Personal Microfridge-type units must be inspected and approved by Residence Life upon check-in or before they are brought past the residence hall's security desk. Units not rented from Framingham State must meet the following specifications:
 - a. 700-watt microwave
 - b. maximum 3.1 cubic foot total capacity freezer/refrigerator
 - c. ENERGY STAR® rated
 - d. utilizes current limiting circuitry, which is built into the unit and has only one plug to the wall
12. The use of cameras and video recording devices is prohibited in residence hall community bathrooms.
13. Residents requesting to bring in a compact refrigerator or Microfridge unit not listed on the Residence Life approved unit listing must contact Residence Life and be granted approval prior to bringing a unit into the residence halls. All units must meet the University's specifications for refrigerators and/or Microfridge units and must be in good working order.

RESIDENCE HALL GUEST POLICIES AND PROCEDURES

A guest is any person present in a hall who does not reside in the hall. A visitor is a resident of the hall present, with consent, in another resident's room in the same hall. An overnight guest is a guest who is present in the hall for a majority of the time between 10:00 p.m. and 8:00 a.m. All guests and visitors are subject to residence hall rules and regulations and are required to comply with residence hall and Framingham State policies. Guests must surrender an approved form of photo ID and be registered at the security desk of the residence hall. Security desk attendants are responsible for enforcing guest sign-in policies.

The following types of ID are approved for guest entry to FSU residence halls:

- US Federal Government issued photo ID
- US military photo ID
- US state/territory government issued license/state identification photo ID
- Framingham State University Student ID (currently enrolled students only)
- Foreign passport
- Canadian province issued driver's license

NOTE: In all cases, IDs must be valid photo IDs (not expired). Temporary/paper IDs will not be accepted.

The Associate Dean of Students, Student Life or designee has the authority to revoke guest and visitor privileges. Residence Life staff members, while performing their assigned duties, may require guests or visitors to leave and temporarily restrict or revoke a resident's guest or visitor privileges.

A limit may be placed on the number of people that may be in any room at one time for fire safety reasons. The Associate Dean of Students, Student Life or designee has the authority to decrease the number of guests or visitors allowed per resident should the residence hall situation warrant such action. Guest privileges may be suspended for public safety reasons, including, but not limited to weather emergencies, hazardous material incidents, facility emergencies, during a public safety incident, investigations, and/or other circumstance.

Guests who come to campus with a car should report to the FSU police department to request parking accommodations.

The following residence hall policies regarding guests and visitors are in effect:

1. Detailed arrangements for having guests or visitors must be mutually agreed upon by all roommates in advance. If no agreement can be reached, then no guests or visitors will be permitted in the room.
2. Host residents are responsible for informing their guest(s) of all residence hall and Framingham State rules and regulations.
3. All hosts and guests must follow the established sign-in procedure outlined within this policy.
4. Each guest must be accompanied by his or her host at all times, including when the guest is registering in and out of the residence hall.
5. Guests and visitors are required to use gender inclusive or appropriately designated restroom facilities. Hosts must escort their guest(s) to within 15 feet and remain in visual proximity of restroom door.
6. Guests may not visit the residence halls with the specific purpose of accommodating their personal housing needs. Public restrooms in the lobby area are equipped with soap and towels for guest use.
7. Only the main door of each residence hall will be used for the entrance and exit of guests, except during emergency situations.
8. No overnight guest may spend more than three nights in the residence halls in any seven-day period. During any 24-hour period, a guest must be signed out at least once.
9. It is advisable that residents and/or guests with medical considerations relay pertinent information to their area director and/or resident assistant. This information may be useful in case of emergency.
10. Hosts are responsible for verifying the validity of their guest(s) ID, prior to signing the guest(s) into the hall.
11. All guests must provide an approved and valid form of photo identification to register as a guest. Acceptable forms of ID are: US/ State issued license/ photo ID card or passport. Guest IDs will be held with the host's ID at the security desk until the guest is signed out.
12. Resident students wishing to sign in a non-student guest(s) who is under the age of 18, and not accompanied by a parent or guardian, may do so only with an approved "Minor Guest Visitation Card." Minor guest application forms can be downloaded from the Residence Life Website. Infants and small children may enter the residence hall only if accompanied by a parent or legal guardian. The parent or legal guardian must stay with the child at all times.
13. Host residents are responsible for supervising the behavior of their guest(s) and visitor(s) at all times and to immediately contact staff if any violation of policy occurs.
14. Host residents may be held responsible for any policy violation committed by their visitor(s) or guest(s) and may be sanctioned as though they had violated the policy themselves.
15. No resident may have more than three guests signed in at one time.

16. No more than four people may be in a single room, or eight people in a double room, or twelve in a triple occupancy or larger room at any one time. Suites may not have a number of people present which exceeds twice the capacity of the suite (e.g. maximum of 12 persons in a six-person suite).
17. Non-student guests must obtain appropriate parking permits from Framingham State Police Department. Guests are expected to abide by all campus parking and motor vehicle regulations. These regulations are available on the FSU Police Department Website.
18. Guest parking may be suspended during winter storms, weather emergencies as well as any other extenuating circumstances.
19. Guests may be present in residence hall lobbies, for short periods, while waiting to meet a contacted host who is present in the hall. Guests may wait for host in a designated area near the security desk for periods lesser than ten minutes with the approval of a member of Residence Life.
20. When visiting a residence hall other than the hall they live in FSU students are expected to sign in as a guest with their FSU ID, unless their ID is reported lost/stolen to FSU PD in which case the resident may present a temporary ID and an alternative acceptable form of photo ID.

RESIDENT RELATED SERVICES

FACILITY MANAGEMENT SERVICES

CLEANING AND MAINTENANCE

The Facilities Management Department is responsible for all residence hall cleaning and maintenance efforts. It is Framingham State's intent to maintain a clean and healthy environment which enhances life on campus.

Towards that goal, the maintainers regularly clean the bathrooms and other common areas. If you notice that repairs, cleaning, or an exterminator is needed in your room, bathroom, or other common areas, for the fastest service please fill out an on-line maintenance request form, which is available on myFramingham. Be sure to fill out the form completely, specify the issue, provide appropriate detail, and include your contact information.

Follow-up on maintenance requests by calling Facilities management at 508-626-4590. Do not submit telephone, cable, and computer items to the Facilities Management Department.

Please follow up on all requests with Facilities Management. Residence Life staff does not have access to submitted maintenance requests.

The on-line maintenance request form is available to student's 24-hours a day, and the information you provide will go directly to the Facilities Management Department.

MAINTENANCE EMERGENCIES

If you experience a maintenance emergency during normal business hours contact the Facilities Management Department at 508-626-4590. Examples of maintenance emergencies include, but are not limited to: broken windows, water leaks, loss of heat, complete loss of electricity, spills of hazardous materials, and inability to access or secure room due to a lock or key problem.

If you experience a maintenance emergency on weekends or any time after normal business hours please report the emergency to the Framingham State Police Department at 508-626-4911. You should also advise the resident assistant on duty in your hall, through the residence hall security desk. Depending on the circumstances, staff will respond to assess the situation and request emergency service as appropriate.

HEAT

Residents are encouraged to report if their rooms are uncomfortably hot or cold by filling out an on-line maintenance request form, or calling the Facilities Management Department at 508-626-4590. Any emergency (no heat or low temperature for a prolonged period of four hours or more) should be considered urgent and reported as a maintenance emergency. After normal business hours please contact the resident assistant on duty who can assist in initiating a request for facilities management emergency service. If a resident assistant on duty cannot be reached, contact Framingham State Police Department and request that the resident director on duty be contacted regarding a maintenance emergency.

Please note that students may be asked to monitor and report room temperatures periodically in order to assist in determining possible causes and resolutions to heating problems.

During the period from October 15 through May 1 it is strongly recommended that windows not be left open. While an air change in the room is understandable, windows open for a long period of time result in substantial amount of heat loss in the room, adjacent hallways, and building wings and undermines the University's climate action goals. This could potentially make other students cold or hot. Since heat is provided to zones and is not individually controlled in each room, an open window in one area can result in a call for heat which can become

excessive for other students in the same zone. Residence hall windows must be closed anytime residents are not in their hall and the outdoor temperature is lower than the indoor temperature.

Please note that in Linsley Hall heat units are located below the window. When the temperature falls below 32 degrees, these units must be left on and windows closed to prevent flooding damage to the pipes servicing the unit.

Please note that furniture within 10" of a baseboard/radiator heating unit may adversely affect temperature regulation in the room.

INFORMATION TECHNOLOGY SERVICES FOR RESIDENTS

COMPUTER/NETWORK

All resident students have network access available to them from their rooms. Students can find frequently asked questions, computer requirements, information on the laptop program, and other useful information at the Framingham State ITS website.

Residents may utilize the campus network, within network user guidelines, to view television/movie/cable and streaming entertainment options. Streaming entertainment is not provided by the University.

If you have other questions, or have network problems, please call the Technology Resource Center at 508-215-5906.

TELEPHONES

Due the prevalence of cell phones, in-room telephone services are no longer offered. Emergency phones are located throughout the campus and at the entrance to every residence hall.

Televisions

Televisions provided in residence hall lounges may be used by residents with a digital TV (over the air) antennae, or may be used to watch streaming content with a connected device, or with gaming or dvd units.

OTHER RESIDENT SERVICES

DINING SERVICES

Resident students are required to be enrolled in a resident meal plan. For more information on Dining Services, please visit <https://framingham.sodexomyway.com/>.

LAUNDRY SERVICES

Coin and card operated washers and dryers are available in all residence halls. Because machines are shared with other students, laundry should be removed as soon as a cycle is completed. It is recommended that students do not leave items unattended in the laundry room. Washing machines may not be used for dyeing or any other activity which may damage the machines. CSC Service Works is the company who provides laundry service in the residence halls. Any problems with machines should be reported to CSC Service Works at 1-844-272-9675 or at <https://www.cscsw.com/request-service/>

MICROFRIDGES

MicroFridges are combination microwave/freezer/refrigerator units that may be used in the residence halls. They are available for rent from Residence Life for \$230.00 for a full academic year. Applications are available on the Residence Life website. At the end of the academic year rented MicroFridges must be cleaned, defrosted,

and left in the renter's assigned room. If any problems, issues or questions arise regarding your MicroFridge rental, please contact Residence Life at residencelife@framingham.edu.

RESIDENCE HALL MAIL/PACKAGES

Mailboxes are located near the lobby in each residence hall. Mail is delivered Monday – Friday with the exception of holidays. Students are assigned box numbers within the first two weeks of the academic year. All mail addressed to residents should include the following information:

Name

Residence Hall – Room #

Mailbox #

Framingham State University

100 State St., Box 9101

Framingham, MA 01701-9101

Although mailbox numbers are helpful to include on the address, mail received prior to move-in will be sorted and delivered in the first week.

The residence halls are not equipped with secured package storage. Residents may wish to make arrangements to personally receive items that do not fit into the resident's mailbox. If a package is received at a residence hall, package slips are used to inform students about mail too large for their mailboxes. To retrieve this material, students must turn in the package slip, show their Framingham State identification card and sign for the package with the resident assistant on duty between 8:30-10:00 p.m. Residents should use caution when having packages of value shipped to the residence halls. If students choose to have packages (defined as any item which will not fit into the mailbox) shipped to the residence halls, Framingham State staff is not responsible for loss of and/or damage to any such packages. Students can mail packages or letters at the Framingham Post Office in Trolley Square (across Route 9). In addition, a USPS mailbox is located in front of O'Connor Hall.

Packages are not delivered to the residence halls on weekends. Residents are advised to have time-sensitive items shipped to their home since packages may not be available on weekends or after-hours.

Residents are strongly advised to notify those business subscriptions or individuals sending them mail of forwarding address prior to the end of each semester, or any time they complete a room change or vacate a hall.

Mailboxes are used to deliver official campus mail. Students are expected to check their mailboxes daily. Concerns or problems with mail boxes or mail delivery should be reported to the area director.

RESIDENCE HALL EQUIPMENT AND SPECIAL SPACES

Residents are encouraged to utilize residence hall amenities such as game rooms, kitchens, and TV rooms/areas. Most residence halls also have a variety of items, such as games, which can be borrowed by residents. To take advantage of these, residents must sign out the equipment and leave their student ID card with the security desk attendant.

VENDING

Vending machines are located in most residence halls for the students' convenience. In the event that there is a loss of money in a vending machine, students are encouraged to follow the instructions posted on the machines. Vending machines may not be tampered with in any way, or they may be removed from the halls.

RESIDENCE LIFE WEBSITE

<https://www.framingham.edu/student-life/residence-life/index>

The Residence Life website is available to students 24-hours a day. Contact information, links to the Guide to Residence Living and RAM Student Handbook information, off-campus housing information, room selection process information, and online safety and awareness information are posted on our website. Students are encouraged to bookmark this page and check it frequently for updates and urgent notices.

CONTACT US

Office of Residence Life and Housing
Framingham State University
100 State Street
Framingham, MA 01701-9101
Phone: 508-626-4636
Fax: 508-626-4638
Email: residencelife@framingham.edu

Important residence hall phone numbers:

Corinne Hall Towers
Security Desk: 508-626-4980
Area Director: 508-626-4982

Horace Mann Hall
Security Desk: 508-626-4970
Area Director: 508-215-5742

Larned Hall
Security Desk: 508-626-4920
Area Director: 508-626-4922

Linsley Hall
Security Desk: 508-626-4940
Area Director: 508-626-4915

Miles Bibb Hall
Security Desk: 508-215-5943
Area Director: 508-626-4922

Peirce Hall
Security Desk: 508-626-4910
Area Director: 508-215-5742

West Hall
Security Desk: 508-215-5750
Area Director: 508-215-5742