

RESIDENTIAL SERVICES GUIDE

*Resources, policies, and tips for living with Laker pride in
Housing & Residence Life at Grand Valley State University*

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Mission, Vision and Values

Mission

Collaborating to provide opportunities for student learning and success through inclusive residential communities and experiences.

Vision

Model and provide a safe and inclusive learning environment, challenging students through opportunities for engagement and development.

Values

The Office of Housing and Residence Life values the education and success of students and staff, through the following:

- Liberal Education- liberal education through student development in critical thinking, self-awareness and active citizenship
- Intercultural Competency- intercultural competency by providing inclusive and supportive environments where diverse voices and experiences are celebrated and personal growth is encouraged
- Sustainability- triple bottom line sustainability, including 1. Economic (fiscal responsibility) 2. Environmental (physical surroundings) and 3. Social equity (employee hiring and development)

Community in the Residence Halls

Continue the Laker Tradition

The Residence Life program at Grand Valley State University provides students with an opportunity to live independently in a supportive environment. The design of our residential communities are intentional, promoting community, campus involvement and contributing to friendships that will last a lifetime. Our staff focuses on the development of our residents, helping them to become contributing members of a global society.

Benefits of Living On-Campus

- **Safety.** All residential areas have an assigned Community Policing Officer responsible for educating students on how to stay safe on-campus.
- **One Payment.** Living off-campus results in a lot of bills that on-campus students don't have, as their services are all wrapped up in one payment.
- **Convenience.** Feel like getting up 15 minutes before your class? No problem if you live on-campus, plus you avoid the hassle of commuting.
- **Dining.** Eat great food at just about any time of day at multiple dining locations. You are never more than a 5-minute walk from your next meal.
- **Campus Involvement.** Build leadership skills by participating in activities and organizations on-campus and within your housing community.
- **Academic Success.** Living on-campus provides increased access to academic support resources, as well as a supportive learning environment.
- **Support.** Every hall has staff trained to help students succeed in and out of class, in both their personal professional lives.
- **Companionship.** When you live on-campus there is always an opportunity to meet new people making the transition from home much easier.
- **Tradition.** Memories made with fellow Lakers while living on-campus will be retold for years to come and the bonds will last forever.

Educational Programming/Learning Objectives

Educational Programming

GVSU Housing and Residence Life provides residents with numerous opportunities to attend programs that offer out-of-classroom learning and a chance to meet other students. Presented by students and staff, these programs help prepare students for their college experiences.

Learning Objectives

Connected Learning: Providing out of class experiences that support, complement, and enhance the in class learning that happens. A student will engage in meaningful and connected out of class learning experiences.

- **Diversity:** A student will engage with a community of learners with diverse backgrounds and interests of others who are different from them.
- **Critical Thinking:** A student will apply their knowledge to a variety of situations within their living-learning environment.

Self-Awareness: Awareness of self as well as the need for interdependent community and the impact of personal behavior on community. A student will develop an awareness of self as well as awareness of self within the interconnected communities that they are a part of.

- **Communication:** A student will engage in effective verbal and written communication.
- **Relationships:** A student will develop a relationship with the people in the community that they are a part of. Through their participation in the community they will develop a better understanding of themselves.

Citizenship: Providing opportunities that encourage students to engage in what it means to be a citizen in a democracy. The students will acknowledge the importance of caring for the community around them. A student will understand how individual actions impact community life and growth.

- **Membership:** A student will examine their participation and goals related to personal and community life.
- **Leadership:** A student will consider the different aspects of leadership and their own role within the larger community.
- **Sustainability:** A student will identify and participate in sustainable practices such as energy/water consumption, recycling, and resource use.

Important Phone Numbers/Community Desks

Each residential community has access to a reception desk and office where staff members provide information and several services to residence hall students. Services may include lockout/key/access card needs, general information, maintenance requests, and package pick-up.

Community	Front Desk Location & Phone Number	Living Center Director	RA Duty Phone Number*
Calder	Niemeyer:	Leena Karsan:	889-7498
	(616) 331-4500	(616) 331-4503 karsanl@gvsu.edu	
Copeland	Robinson:	DeWoyne White:	889-2647
	(616) 331-1100	(616) 331-1310 whitedew@gvsu.edu	
DeVos	North C:	Shannon Healy:	889-9285
	(616) 331-3332	(616) 331-1056 healysha@gvsu.edu	
Frey	North C:	Emily Straker:	889-7802
	(616) 331-3332	(616) 331-4054 strakere@gvsu.edu	
Grand Valley Apartments	South E:	Matea Vazgec:	889-6814
	(616) 331-0170	(616) 331-4297 vazgecma@gvsu.edu	
Hills	North C:	Emily Straker:	889-7802
	(616) 331-3332	(616) 331-4054 strakere@gvsu.edu	
Hoobler	Robinson:	Amy Joa:	889-6623
	(616) 331-1100	(616) 331-1110 joam@gvsu.edu	
Johnson	Robinson:	Amy Joa:	889-6623
	(616) 331-1100	(616) 331-1110 joam@gvsu.edu	
Kirkpatrick	North C:	Jarod Holt:	889-9372
	(616) 331-3332	(616) 331-2155 holtja@gvsu.edu	
Kistler	North C:	DeWoyne White:	889-2647
	(616) 331-3332	(616) 331-1310 whitedew@gvsu.edu	
Koeze-Weed	Robinson:	Amy Joa:	889-6623
	(616) 331-1100	(616) 331-1110 joam@gvsu.edu	
Laker Village Apartments	LV North:	Yoel Joa:	889-7356
	(616) 331-0500	(616) 331-1110 joay@gvsu.edu	
Murray	South E:	Matea Vazgec:	889-6814
	(616) 331-0170	(616) 331-4297 vazgecma@gvsu.edu	
Niemeyer East/West	Niemeyer:	Leena Karsan:	889-7498
	(616) 331-4500	(616) 331-4503	

		karsanl@gvsu.edu	
North A	North C:	Carrie Rodgers:	889-7920
	(616) 331-3332	(616) 331-0650	
North A	North C:	Carrie Rodgers:	889-7920
	(616) 331-3332	(616) 331-0650	
North C	North C:	Emily Straker:	889-7802
	(616) 331-3332	(616) 331-4054	
Ott	Robinson:	Amy Joa:	889-6623
	(616) 331-1100	(616) 331-1110	
Pew	North C:	Shannon Healy:	889-9285
	(616) 331-3332	(616) 331-1056	
Pickard	North C:	Shannon Healy:	889-9285
	(616) 331-3332	(616) 331-1056	
Ravine Apartments	Ravines:	Yoel Joa:	889-7426
	(616) 331-1400	(616) 331-1110	
Robinson	Robinson:	Amy Joa:	889-6623
	(616) 331-1100	(616) 331-1110	
Secchia	Winter Hall:	Christian Fredericks:	890-8481
	(616) 331-7600	(616) 331-7779	
Seidman	North C:	Jarod Holt:	889-9372
	(616) 331-3332	(616) 331-2155	
South C	South E:	Kristen Evans:	889-3973
	(616) 331-0170	(616) 331-0171	
South D	South E:	Kristen Evans:	889-3973
	(616) 331-0170	(616) 331-0171	
South E	South E:	Kristen Evans:	889-3973
	(616) 331-0170	(616) 331-0171	
Stafford	North C:	Jarod Holt:	889-9211
	(616) 331-3332	(616) 331-2155	
Swanson	North C:	Jarod Holt:	889-9211
	(616) 331-3332	(616) 331-2155	
VanSteeland	South E:	Matea Vazgec:	889-6814
	(616) 331-0170	(616) 331-4297	
West A	North C:	Carrie Rodgers:	889-7920

	(616) 331-3332	(616) 331-0650 rodgerca@gvsu.edu	
West B	North C:	Carrie Rodgers:	889-7920
	(616) 331-3332	(616) 331-0650 rodgerca@gvsu.edu	
Winter	Winter Hall:	Christian Fredericks:	890-8481
	(616) 331-7600	(616) 331-7779 frederch@gvsu.edu	

**RA duty phones are to be used from 8pm-8am only.*

Residential Staff Roles

Living Center Directors (LCD)

Living Center Directors at GVSU manage each of the apartments or living centers. The LCD staff members currently have or are working on a master's degree in Higher Education, Student Affairs, or a related field. They are trained on crisis management, facilities, campus judicial processes, and student development (in addition to a number of other campus items/needs). They also supervise the Assistant Living Center Directors and Resident Assistant staff in their designated buildings.

Assistant Living Center Directors (ALCD)

Assistant Living Center Directors help the LCD staff manage each of the apartments or living centers on campus. They are currently working on their master's degrees. ALCD staff members are also trained in crisis management, facilities, campus judicial processes, and student development.

Resident Assistants (RA)

Resident Assistants are chosen on the basis of their experience, insight and ability to work with a variety of personalities in a range of circumstances. RAs live in each residential building. Their training allows them to effectively handle situations as they arise. In addition to being your peer, they share advising and educational responsibilities creating programs and events in a supportive environment. The resources they provide are important and connect you in a way that allows you to be academically and socially successful. If you are unsure of who your RA is, look for posting in your building, ask your front desk or e-mail your living center director.

Central Housing Office Staff Directory

Office of Housing and Residence Life 103 Student Services Building

Phone # 616-331-2120

Fax # 616-331-3790

E-mail: housing@gvsu.edu

Web site: www.gvsu.edu/housing

The main housing office is a central location for services and information.

Staff Member	Position	E-Mail	Phone Number
Andy Beachnau	Director of Housing, Residence Life, and Health Services	beachnaa@gvsu.edu	331-2120
Abigail Forbes	Associate Director of Housing and Residence Life- Business Affairs	forbesa@gvsu.edu	331-2120
Brenda Mitchner	Associate Director of Housing and Residence Life- Operations	mitcneb@gvsu.edu	331-2120
Takeelia Garrett-Lynn	Assistant Director of Housing and Residence Life	garrettt@gvsu.edu	331-2120
Brandie Tenney	Assistant Director of Housing and Residence Life	tenneyb@gvsu.edu	331-2120
Colleen Lindsey-Bailey	Assistant Director of Residence Education	lindsayc@gvsu.edu	331-2120
MarcQus Wright	Assistant Director Housing and Residence Life	wrighmar@gvsu.edu	331-2120
Jennifer Luna	Assignment Coordinator	lunaj@gvsu.edu	331-2120
Amanda Brower	Assignment Coordinator	broweran@gvsu.edu	331-2120
Melanie Grover	Housing Assistant	groverm@gvsu.edu	331-2120
Susan Brunell	Residence Life Assistant	brunells@gvsu.edu	331-2120
Judy Budnick	Housing and Residence Life Clerk	budnicju@gvsu.edu	331-2120

Safety and Security

Medical Emergencies

1. Call the staff member on duty or front desk to assess the situation. If it is appropriate, call 911, notify the dispatcher of your exact location, and follow instructions.
2. DO NOT HANG UP UNTIL THEY DO.
3. After the emergency unit has been dispatched, do not leave the injured person unattended.
4. Calm the injured person.

Campus Police Services

Campus Police	Allendale	(616) 331-3255	24 hours
Pew Campus Security	Grand Rapids	(616) 331-6677	24 hours

Community Health and Urgent Care Center

Place	Hours	Phone Number	Address
Campus Health Center	M-F 9a-4:30p	(616) 252-6030	10383 42 nd Ave Allendale, MI 49401
Campustowne Family Practice	Hours vary, call for details	(616) 895-6700	4868 Lake Michigan Drive Allendale, MI 49401
Metro Health Allendale	M 8a-6p, T-F 8a-5p	(616) 252-3900	11160 W.J. Presley Parkway Suite 100 Allendale, MI 49401
Spectrum Health Alpine	7 days a week, 8am-10pm	(616) 391-6220	2332 Alpine Ave NW Grand Rapids, MI 49544
Spectrum Health West Pavilion	7 days a week, 8am-10pm	(616) 486-5000	6105 Wilson Ave SW Wyoming, MI 49418

Hospital Emergency

Place	Hours	Phone Number	Address
Grand Rapids Poison Center	24 hours a day, 7 days a week	(800) 222-1222	100 Michigan St NE Grand Rapids, MI 49503
Holland Hospital	24 hours a day, 7 days a week	(616) 392-5142	602 Michigan Ave Holland, MI 49423
Spectrum Health Blodgett ER	24 hours a day, 7 days a week	(616) 774-7740	1840 Wealthy St SE Grand Rapids, MI 49506
Spectrum Health Butterworth ER	24 hours a day, 7 days a week	(616) 391-1680	100 Michigan St NE Grand Rapids, MI 49503
Spectrum Health West Pavilion	7 days a week, 8a-10p	(616) 486-5100	6015 Wilson Ave SW Wyoming, MI 49418

St. Mary's Hospital ER	24 hours a day, 7 days a week	(616) 685-5000	200 Jefferson St SE Grand Rapids, MI 49503
Zeeland Community Hospital	24 hours a day, 7 days a week	(616) 772-4644	8333 Felch Street Zeeland, MI 49464

FIRE PROCEDURES

1. Fire alarm sounds within your building. Exit the building if you are able.
2. Dial 911 and follow instructions.
3. Close your window-open drapes or blinds.
4. Before leaving the room, feel the room door. If it is HOT, DO NOT OPEN. Open the window and signal for help. If the door is cool, leave the building by the closest exit.
5. Once outside, proceed to the designated assembly area (away from the building leaving room for emergency vehicles) and wait for further instructions.
6. Students may not re-enter their building until notice is given from the Allendale Campus Police or Pew Campus Security.
7. **DESIGNATED ASSEMBLY AREA LOCATIONS:**

Community	Location
Calder	Lot M
Copeland	Lot D
DeVos	Lot D Basketball Court
Frey	Lot D Basketball Court
Grand Valley Apartments	GVA Community Center
Hills	Lot D Basketball Court
Hoobler	Robinson Field
Johnson	Robinson Field
Kirkpatrick	Lot D Basketball Court
Kistler	Lot D Basketball Court
Koeze-Weed	Robinson Field
Laker Village Apartments	Lot J
Murray	Lot P
Niemeyer East/West	Lot M
North A	Lot D
North B	Lot D
North C	Lot D Basketball Court
Ott	Robinson Field
Pew	Lot D Basketball Court
Pickard	Lot D Basketball Court
Ravine Apartments	Lot B behind Ravine Center
Robinson	Robinson Field
Secchia	Mt. Vernon Lot

Seidman	Lot D Basketball Court
South C	
South D	
South E	
Stafford	Lot D Basketball Court
Swanson	Lot D Basketball Court
VanSteeland	Lot P
West A	Lot D
West B	Lot D
Winter	Mt. Vernon Lot

RESIDENTS ARE EXPECTED TO PARTICIPATE IN ALL FIRE DRILLS AND ALARMS. FAILURE TO PARTICIPATE WILL RESULT IN DISCIPLINARY REFERRAL.

TORNADO WATCH

This means that conditions are right for a tornado to form. Stay tuned to television and radio for weather updates. Your awareness should be heightened and you should be prepared to move to a shelter.

TORNADO WARNING

- If you hear the tornado siren please move indoors, a tornado has been spotted in the area.
 - Go to the safest location of the building **IMMEDIATELY**.
- Don't open windows, follow instructions of Campus Police and Housing and Residence Life Staff.**

Community	Location
Calder	Main level hallways or restrooms, away from windows
Copeland	First and second floor hallways or restrooms, away from windows
DeVos	First floor bathrooms, kitchens, and hallways, away from windows
Frey	First floor hallway away from windows
Grand Valley Apartments	Laundry rooms, lower level in hallways away from windows
Hills	First floor hallway away from windows
Hoobler	Downstairs in the hallways or restrooms
Johnson	Downstairs in the hallways or restrooms
Kirkpatrick	First floor hallways or restrooms, away from windows
Kistler	First floor hallways or restrooms, away from windows
Koeze-Weed	Downstairs in the hallways or restrooms
Laker Village Apartments	Main level storage room, located beneath the stairs

Laker Village Efficiencies	Main level hallways
Murray	First floor apartment restrooms
Niemeyer East/West	First floor apartment restrooms
North A	First floor hallways or restrooms, away from windows
North B	First floor hallways or restrooms, away from windows
North C	First floor hallways, away from windows
Ott	Downstairs in the hallways or restrooms
Pew	First floor restrooms, kitchens, and hallways, away from windows
Pickard	First floor restrooms, kitchens, and hallways, away from windows
Ravine Apartments	First floor restrooms or kitchens, away from windows
Robinson	First floor hallways or restrooms, away from windows
Secchia	First floor apartment restrooms
Seidman	First floor hallways or restrooms, away from windows
South C	First floor hallways or restrooms, away from windows
South D	First floor hallways or restrooms, away from windows
South E	First floor hallways or restrooms, away from windows
Stafford	First floor hallways or restrooms, away from windows
Swanson	First floor hallways or restrooms, away from windows
VanSteeland	First floor apartment restrooms
West A	First floor hallways or restrooms, away from windows
West B	First floor hallways or restrooms, away from windows
Winter	First floor apartment restrooms

Policies and Procedures

The Office of Housing and Residence Life helps students become productive and contributing citizens by fostering respect for self, others, and community. We are here to support your growth both personally and professionally and will make every effort to help you feel at home while you live with us. The policies and procedures outlined in this guide are centered around the theme of **RESPECT**; following these guidelines will aid in personal success in our residential communities.

Rights and responsibilities are the essence of the rules and regulations within our communities. We address inappropriate behavior through an educational approach.

Essentially we aim to develop living environments that value personal growth and development. To accomplish this, it is critical that individuals respect the rights of their fellow residents.

Safety in the community is the responsibility of residents, their guests, and GVSU staff. Safety contributes to a campus living experience that is welcoming, valuable and memorable.

Please remember to inform your guests of our policies. You are responsible for their conduct during their stay.

Every student living on-campus is expected to know and abide by the rules and regulations as detailed throughout this guide.

Creating community is central to all that we do. Creating a successful living and learning environment requires a commitment to our behavioral standards.

The following standards of conduct provide a framework for your behavior as members of the campus community.

A

ALCOHOL

Traditional, Suite, Apartment-Style Living Centers:

These buildings are designated as “Alcohol Free Environments.” This means, regardless of age, alcohol is not permitted in these buildings. Residents and guests may not store or possess alcohol, empty containers, or alcohol paraphernalia (such as shot glasses, beer steins, etc). This includes containers used as decoration.

Calder Apartments, Grand Valley Apartments, Laker Village Apartments, Murray Living Center, Niemeyer Living Center, Ravine Apartments, Secchia Hall, South C/D/E Living Centers, VanSteeland Living Center, and Winter Hall: Residents and guests who are 21 years of age or older may consume and store alcohol in the privacy of their room/apartment. Underage residents and guests may not store or possess alcohol, empty containers, or alcohol paraphernalia (such as shot glasses, beer steins, etc). This includes containers used as decoration.

UNDERAGE RESIDENTS OR GUESTS ARE NOT TO BE PRESENT WHEN ALCOHOL IS BEING CONSUMED.

Items such as kegs, bongos, open parties, and mass quantities are prohibited. Open containers of alcohol are not permitted in any public areas in or outside the on campus housing system. Underage residents will forfeit any cans or bottles confiscated from their possession.

B

BICYCLES/BIKE RACKS

Bicycles are a great way to get around campus. If you have a bike please remember to park in bike racks around the residence halls. Bikes may not be kept in hallways, stairways, or public areas inside the residence halls or inside your residence hall/apartment. All bicycles should be legally parked, secured with a bike lock and registered with the Department of Public Safety. To register your bike go to www.gvsu.edu/publicsafety and click on “bike registration”. Your permit will be mailed to your on-campus mailing address.

There is an air compressor on the east side of The Connection (near the patio) for students to fill bike tires.

C

CANDLES/INCENSE

Candles and incense have resulted in fires, injuries, and property damages. Therefore, the use or storage of candles and incense is NOT allowed in any of our on-campus housing units. Check out the PSA Fireman Frank and our own GVSU students created for YouTube, it provides humor and insight as to why candles are prohibited on campus: http://www.youtube.com/watch?v=r0q2_H6ce34&NR=1

CHALKING

Chalking at the University is permitted in certain designated sidewalk locations and **only** for the purpose of announcing campus activities, events or meetings of registered student organizations or sponsored by the University. Please see the Registered Student Organization Handbook for specific locations, www.gvsu.edu/rsohandbook/chalking-policy-17.htm

CHARGES

Charges are used by the Office of Housing and Residence Life to reduce damage, protect residents, and to stabilize housing costs. These charges are billed directly to the students account by the Office of Housing and Residence Life. Bills/charges may be paid online or at the service windows at the Student Services Building in Allendale or DeVos Building C downtown.

Individual room/apartment damages will be assessed by the full-time professional staff after departure/check-out. It is the responsibility of the occupant(s) to pay for the replacement or repair of damaged property within a resident's room or in areas adjacent to it (i.e., windows, doors, and suite study areas). If you have any questions about this policy, see your Apartment Director/Living Center Director/Assistant AD/Assistant LCD.

Fees may also be assessed within the community for actions including, but not limited to, leaving bags of trash in the hallway or propping exterior building doors. Public area damage remaining after final check out will be divided and charged to each resident's billing account.

CONSOLIDATION

If space becomes available in a unit, the Office of Housing and Residence Life may assign a resident to the space or ask the remaining resident(s) to consolidate to rooms/apartments with other residents within the community who are in under-occupied spaces. Residents may also be given the option of paying for the empty space (at a reduced occupancy rate) in place of gaining a roommate, if space becomes available. Unless a resident is paying for an empty space, it should not be utilized by remaining resident(s) for storage, guests, etc. Current occupants will take another roommate(s) or move to another available space should they choose not to buy out the unit. Housing reserves the right to consolidate all rooms/apartments as stipulated in the Housing contract, Consolidation will start 10 days after the start of the fall and winter semesters. *For more information, refer to section 5 of the Housing contract – Assignment to University Housing.*

CONTRACT RELEASE

The contract for Housing is a legal document that encompasses the entire academic year. Students are contracted from the day they sign the contract until the end of the winter semester in April. A student interested in canceling their contract must contact their Living Center Director to obtain more information and a **Contract Release Request Form**. Certain fees apply when canceling the contract. There are specific dates by which you can cancel and corresponding fees depending on the date you cancel your contract. Please see www.gvsu.edu/housing for more information.

CONFISCATED ITEMS

Residents who have prohibited items confiscated (candles, appliances, etc.) should contact their Living Center Director/Apartment Director. Students can arrange to pick up the item when they are able to take it away from their living center/apartment. Items left at the end of the year will be thrown away or donated to Project Donation.

COOKING

Cooking in traditional and suite style student is a fire hazard and prohibited (unless it is a microwave). Cooking is permitted only in kitchenettes provided in traditional, suite style, apartment style living centers, and on-campus apartments. Check out the PSA Fireman Frank and our own GVSU students created for YouTube, it is an educational lesson on cooking, and how leaving food on an unattended stove can lead to a fire: <http://www.youtube.com/watch?v=Sea8pbcqC7U&NR=1>

D

DECORATIONS

Contact paper is not allowed on any of the wood or painted surfaces in any room or apartment. Nails or hooks are NOT to be used in any of the walls. Materials advertised as “non adhesive” will peel off paint and can damage walls. No live decorative trees allowed in any on-campus living area. Additional decorative lighting designated for interior use can only be utilized on the inside of any campus housing units with interior hallways. Exterior holiday lights designated for exterior use are only permitted on the first floor of on-campus apartment complexes. **All decorative lights should be unplugged overnight or when the resident is not home.** Pumpkins, hay bales, and corn stalks are not permitted for display in interior hallways. These items should be

disposed of properly in a timely manner. Candles are not permitted inside pumpkins, even if they are located outside. *Students with any questions regarding what is appropriate should seek approval from their Living Center/Apartment Director.*

DEPOSIT

Each resident has a \$150.00 deposit on file with the Office of Housing and Residence Life. This deposit will remain on file with the office until you move off-campus and/or depart from the university. All fees assessed to you throughout the year will be added to your student account. It is your responsibility to dispute any of these charges in writing to the Office of Housing and Residence Life at housing@gvsu.edu within 30 days of receipt.

DISRUPTIVE BEHAVIOR

Residents are prohibited from obstruction or disruption of University-related activities or inciting, aiding, or encouraging other persons to engage in such conduct. This also includes any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline, or activity that invades the rights of others.

DESTRUCTION OF PROPERTY

Residents and their guests are not permitted to damage university property by means of: vandalism, tearing down signs or bulletin boards, throwing trash, participating in water/food fights, etc. Destruction of university property will result in area damage charges and a possible judicial referral.

DRUGS

The possession, distribution or use of any illegal narcotic or hallucinogenic drugs or controlled substances, prescribed by and in either the refined or crude form except as prescribed by and under the direction of a licensed physician is prohibited. Additionally, the possession of drug paraphernalia is prohibited.

Although Michigan state law permits the use of medical marijuana, i.e. use by persons possessing lawfully issued medical marijuana cards; federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions on the premises of recipients of federal funds. The use, possession or cultivation of marijuana for medical purposes is therefore not allowed on any Grand Valley State University owned or controlled property including any Grand Valley State University housing or at any other Grand Valley State University sponsored event or activity off campus.

E

ELECTRICAL APPLIANCES

The following items are *NOT* permitted in on-campus living centers/apartments:

- Air Conditioners (window/portable air conditioners are not permitted on-campus)
- Black Lights
- Hot Plates
- Halogen Lamps
- Major Appliances (Freezers, Dishwashers, Washer, Dryers, etc.)
- Microwave (that is greater than 1000 watts or multiple microwaves, only one microwave is permitted per unit)
- Multi-Light Lamps with Plastic Shades
- Multiple Power Strips (for safety reasons, only one power strip per resident is permitted)
- Open coils/toaster ovens

- Refrigerators that are 4.4 cubic feet or more (Only traditional and suite style living centers are permitted to bring a refrigerator to campus, all other units are equipped with a refrigerator and multiple refrigerators in those units are NOT permitted)
- Toasters (toasters are ONLY permitted in apartments and apartment style living centers, which have kitchens within their living units)
- Waterbeds

EMERGENCY INFORMATION

Residents are expected to follow the prescribed emergency procedures or the directions of a GVSU staff member in case of accidents, threats, fire/explosions, tornado warning, unauthorized group action, or utilities failure. Please go to: www.gvsu.edu/emergencycontact to sign up for GVSU's urgent notification system. Examples of possible messages include inclement weather closing information, or possible crises. For more information on the University's Emergency Preparedness plan visit www.gvsu.edu/emergency

ENTERING ROOMS

The University reserves the right to make periodic inspections of student rooms/apartments. Housing and Residence Life staff may enter rooms/apartments whether or not student occupants are present. Housing & Residence Life staff will do health and safety inspections on a regular basis and during break closings. Facilities Services personnel may also enter rooms to make needed repairs. The University also reserves the right to inspect a particular room/apartment when staff members have a reasonable cause to believe that established health, safety, or University rules and regulations are being violated.

EXTENDED STAY REQUESTS

Students wishing to remain in their units during break periods (Thanksgiving, Winter break, Spring Break) may do so. Residents must contact their community desk to sign up for an extended stay.

Students who are graduating and/or remaining on-campus for the spring/summer sessions will be permitted to remain on-campus after winter semester closing. Students must contact their Living Center/Apartment Director prior to the date provided in the closing information. Other students should make arrangements to vacate their unit by the Friday of finals week.

F

FIRE ALARMS

Students are expected to vacate the building when a fire alarm is sounded. Failure to do so will result in disciplinary action. Misuse of the fire alarm system, including sounding a false alarm or tampering with extinguishers or smoke detectors, is prohibited.

FIREARMS, WEAPONS, AND EXPLOSIVES

The use or possession of inherently dangerous weapons that by nature are designed to cause injury or destruction are prohibited. This includes: air guns of any type, firearms, blowguns, bows, arrows, knives, sprays, TASERS, swords, martial arts implements, fireworks and explosives. Also prohibited are any other instruments that might not otherwise be considered as inherently dangerous weapons but are used in a manner that threatens the health and/or safety of any individual. Only small pocketknives (with blades less than two inches) and kitchen knives are permitted in the residential communities.

FIREPLACES

Permission MUST be given by an Living Center Director or Assistant Living Center Director for any fire within communities that have wood burning fireplaces. The fire must be attended at all times.

FURNITURE AND LOFTING

All furniture assigned to student rooms, apartments, floor lounges, and other public areas must remain in their appropriate locations. The removal of University furniture from student rooms and/or public areas is prohibited. Residents are responsible for the proper care of University furniture, and will be charged for any damages, repair and replacement costs at checkout. Bed rails must be attached to the bed at time of checkout. All furniture belonging to residents must be removed from campus prior to checkout time. Furniture left will be subject to removal at the owner's expense and is forfeited.

Students are permitted to rearrange the furniture provided in their unit, but should not block vents or thermostats. Residents are not allowed to provide their own materials to build or modify lofts in the Living Centers or Apartments.

G

GAMBLING

Any form of gambling is strictly prohibited.

GRILLS

Gas grills are permitted in apartment housing areas only. Permission **MUST** be given by an Apartment Director/Living Center Director/Assistant AD/Assistant LCD for the use of any grill within communities that have them. Grills should only be used in open areas with no overhead obstructions (i.e. awnings or balconies). The grills must be attended at all times. Grills and propane tanks must be stored outside at all times. No charcoal grills are permitted.

GENDER NEUTRAL HOUSING

GVSU Housing and Residence Life are committed to providing a safe, comfortable and supportive on-campus housing environment for all students. We offer gender neutral housing that is supportive of transgender students wanting to room with students of any gender. If you are interested in a gender neutral room or apartment space, we ask that you contact myhousing@gvsu.edu for current rates and availability.

If you have questions regarding gender neutral, transgender or gender identity support feel free to contact the LGBT Resource Center at (616) 331-2530 or at LGBTCenter@gvsu.edu

GUEST POLICY

Students may have guests visit their room, provided they have made prior arrangements with the roommate(s) and have received their permission. Visitation does not mean cohabitation and a guest's stay should never exceed 2 nights in a given week. The University reserves the right to limit the frequency of guest visits. Guests must observe all University regulations and must be accompanied by his/her host at all times. The student with whom the guest is staying is responsible for any infractions or damage caused by his/her guest. Guests who obstruct or disrupt the orderly function of the residence facilities may also be asked to leave by Housing and Residence Life Staff or the Campus Police. Failure to comply with established building rules and regulations will result in forfeiture of building visitation privileges.

H

HARASSMENT AND INTIMIDATION

It is a priority to GVSU to maintain the campus as a place of work and study for all faculty, staff, and students free of physical and verbal harassment, including harassment based on age, weight, race, gender, ethnicity, sexual orientation, national orientation, political orientation, disability, religious preference, or other protected status. Harassment and intimidation **WILL NOT BE TOLERATED** in a residential community. Should a resident be found responsible for harassing and/or intimidating another resident or staff member, strict disciplinary action will be taken immediately, possibly resulting in removal from on-campus housing. Such

action will be in accordance with University policies. For more information on GVSU's inclusion and equity policies or to learn how to report a bias incident, visit: www.gvsu.edu/bias

We encourage victims of harassment and/or intimidation to report the incident to a Housing and Residence Life staff member immediately.

HEALTH INSURANCE

The Campus Health Center, operated by Metro Health, accepts all major health insurance plans and will bill your insurance directly. Rates are discounted for patients without health insurance coverage.

HOUSEKEEPING

GVSU staff keeps all common areas of the residential communities clean. You and your roommate(s) are responsible for the cleaning and care of your residence.

K

KEYS & ACCESS CARDS

Residents are responsible for carrying their keys and access cards and keeping their room/apartment door locked at all times. Room/apartment keys/cards should not be transferred to other individuals. If your key is lost, report it immediately to your residence's main office. There is a fee to be let into your room, have a loaner key/card, and get a replacement key/card. ***Loaner key/cards must be returned within 7 days to avoid being charged for a recore.*** Keys are required to be turned in when you move out of your residence.

For safety and security, each resident must use their own card for access into residential buildings. "Tailgating" or "hitchhiking" is not permitted. Courtesy phones are located on the outside of each building for guests to call to the room they are visiting and wait for their residential host to allow them in. All residents are responsible for the actions of their guests.

L

LAUNDRY CARDS

See the "Amenities" section.

M

MEAL PLANS

View meal plan information at: www.gvsu.edu/campusdine

MEDICAL MARIJUANA

See Drugs

MESSAGE BOARDS

Message boards/decorations are permitted to be hung on the outside of residential room doors, using appropriate methods to affix them and not interfering with safety policies. Blue tape "painter's tape" is considered to be the best option for affixing message boards/decorations. Regarding safety policies, message boards/decorations shouldn't block the keyhole or peephole or affect shutting of the door/keying into the door. Students should use this mode of communication to share inclusive messages to individual students and the GVSU community. Words of bias, hate and intolerance are not welcomed. Should a student view inappropriate messages, they are encouraged to contact a staff member of the Office of Housing and Residence Life. Information/protocol about

acts of intolerance and how to report them can also be obtained by visiting www.gvsu.edu/affirmative. Continued disrespectful use of message boards may lead to them not being allowed.

MICROWAVES

Microwaves are provided in the common areas of most Traditional and Suite Style Living Centers. Food must be attended at all times. Guides for cooking microwave popcorn are available near each microwave unit. Microwaves are permitted in individual rooms. There is a limit of 1 microwave per room or apartment, and it may not exceed 1000 watts.

MISSING PERSONS

If the Office of Housing and Residence Life is notified that a student has been missing for 24 hours or more, staff members will complete a “Wellness Check” in an attempt to find the student. If staff are unable to make contact with the student, they will immediately contact the Department of Public Safety.

MOVIE VIEWING

Due to copyright laws, the viewing of pre-recorded movies (VHS, DVD, Blu-Ray, etc.) in public areas is prohibited. This includes community centers, great rooms, and lounge areas. The rental or purchase of movies does not carry with them licenses for non-home showings. Your individual residential unit is considered to be your home and thus you can view movies within the confines of your residential unit.

N

NEEDLE DISPOSAL

GVSU has the responsibility to protect students and staff from safety and health hazards. In order to reduce the risk of transmission of blood borne pathogens, the Campus Health Center will provide SHARPS containers to students who are required to administer self-injected drugs. These containers will be kept in the students’ rooms. The Campus Health Center will be responsible for the disposal of the containers.

NOISE/QUIET HOURS

A goal of the Office of Housing and Residence Life is to create residential communities that support the academic environment. Therefore noise in any room should never impact other community members. Stereo equipment, including subwoofers, should not disturb others. When a resident’s activity disturbs neighbors, a prompt and positive response to another resident’s request to stop disruptive behavior is required. If the staff receives information regarding the excessive noise level in any room, the staff will ask the student to cease participation in the event. Failure to comply with request to reduce noise will result in disciplinary action.

Residents will be required to restrict the noise level to allow for studying and sleeping during the following hours:

Sunday – Thursday from 10pm - 10am

Friday – Saturday from 12am - 10am

Quiet hours also apply to noise made outside the building or in nearby parking lots.

During finals weeks, 24-hour quiet hours are in effect.

P

PARKING

Application and sales of parking permits for GVSU students is available through the Department of Public Safety, to purchase a permit or learn more about them please visit: www.gvsu.edu/publicsafety

PERSONAL PROPERTY AND LIABILITY

All personal property brought to GVSU is at the resident's risk. Residents are advised to secure their own property protection through renters or homeowners insurance.

Grand Valley State University is not liable for any unforeseen occurrences or acts of negligence by residents, guests, or other persons. This includes damage or loss of property, injury to others or inconvenience to residents, guests or other persons.

PETS/WILD ANIMALS

Pets are not allowed in any of Grand Valley State University's housing areas. The only exception to this would be non-predatory aquarium fish in a 10-gallon tank or smaller in a resident's room. If you are found to have a pet, you will be charged a cleaning fee, and you will be required to remove the pet from the unit at your expense immediately. For the safety of residents, please do not feed wild animals (cats, raccoons, etc.) that may linger around the living areas, doing so only results in them staying around.

POOLS

Kiddie pools/slip and slides are only permitted in Family Housing areas with parental supervision and should not be left out overnight.

POSTING

Each residence hall has bulletin boards containing important information. Posting on community bulletin boards or in any public area is prohibited by non-Housing and Residence Life Staff members. Unauthorized posting will be removed. Be respectful of official postings as their information is beneficial to all residents.

PROPPED DOORS

To further promote building safety, the propping of any locked entrance and/or exit door is prohibited at all times. There is a \$25 public area charge for every time that staff has to shut a propped door. Residents are encouraged, for their own safety and security, to lock their room doors. Residents should not provide building access to non-residents, unless they are their personal guest.

PUBLIC AREAS

Public areas in the housing units constitute any area, aside from the individual room/apartment, to which all residents have access. These areas are for resident/guest use only and are not for recreational use (i.e. sports). Furniture in public areas is intended for community use and is not to be moved into student rooms or apartments. Removing public area furniture will result in a fee.

In addition, sleeping overnight is not permitted in the following areas:

- Hallways
- Lobbies and Great Rooms
- Study Lounges
- Computer Rooms
- Laundry Rooms
- Kitchens
- TV Rooms
- Classrooms
- Community Centers

Items left in the hallway, public area, great rooms, etc. are the responsibility of the student. Items in these areas, belonging to students (shoes, trash, etc.) should never impede safe evacuation by residents or disrupt cleaning by University personnel.

R

RECREATION IN HALLWAYS AND PUBLIC AREAS

For the safety of all residents, playing sports within any living area is prohibited. Such activities must be confined to the outdoor areas, away from all buildings. Within a unit, any damage caused by flying objects (such as darts) or equipment will be billed to the resident(s) involved. In addition, students are not permitted to climb on campus housing facilities. Approved programs sponsored via the Office of Housing and Residence Life that are “sport centered” are permitted in the Great Rooms and Community Centers only.

RESIDENCY REQUIREMENTS

As stated in the housing contract, students may be removed from on campus housing for enrollment that is less than full time. Requests to remain on campus with less than a full course load must be sent in writing to the Office of Housing and Residence Life in 103 Student Services or by email at: gv_housing@gvsu.edu Enrollment status for residential students is monitored by the University. Students in violation of this policy may be removed from their on campus housing.

ROLLERBLADES, SCOOTERS, AND SKATEBOARDS

For the safety of all residents, the use of rollerblades, skateboards, or scooters are prohibited inside of all buildings on campus. Students wishing to rollerblade must put on and remove their skates outside of the buildings. Such equipment harms floor surfacing and damages will be charged to the residents.

ROOFTOPS AND BALCONIES

Access to rooftops or balconies are prohibited. Residents should not access these areas or throw items on rooftops or balconies. Students found on a balcony or rooftop of any housing unit will be referred for disciplinary action. Grand Valley Apartment balconies (including solariums) cannot contain grills or indoor furniture.

ROOM AND APARTMENT CHANGES

The Office of Housing and Residence Life allows students to change rooms after the first ten business days of each semester, with permission from the Living Center Director/Apartment Director, based on availability. The first room change request and resulting move by a student will be free. Each additional room change request and resulting move within an academic year will result in a \$25 fee. The proper room change for the current room assignment must be followed prior to beginning the move.

Unauthorized room changes will result in disciplinary action and a \$75 improper room change fee will be charged to students that do not follow the proper procedures. Students moving without authorization must also move back to their original room assignment.

ROOM MODIFICATIONS

Residents are welcome to make their rooms comfortable. However, due to facility restrictions and health and safety issues, there are guidelines. Drilling, sawing, or attaching items to walls, floors, or ceilings with screws, nails, glue, or other devices is not allowed. Students may not permanently alter walls, ceilings, or floors. Window furnishings may not be replaced or added in any way.

S

SAFETY/SECURITY

The Housing and Residence Life staff considers the safety and security of residents a top priority. To encourage a safe environment we utilize a number of security measures. Maintaining a safe environment is everyone’s responsibility. Actions that jeopardize the safety of other residents include but are not limited to the following:

- Consumption of alcohol or illicit drugs
- Possession of a weapon
- Discharging fire extinguishers when there is no fire
- Propping doors open that should be closed or locked
- Removing screens from windows
- Any form of vandalism

Any of the above actions will result in disciplinary action.

SCREENS

Residents should not enter or vacate a room through the window. Screens in all rooms and apartments must remain on the window at all times, except in cases of emergency. Removal of screens will result in a \$25 charge.

SELF-INFLICTED HARM

A behavioral contract may be required when residents endanger themselves due to misuse of prescription drugs, over the counter drugs or other substances; acts of self-mutilation or any behavior intended to hurt themselves; or threats of behavior which could be harmful.

SMOKING

Smoking is prohibited in any university building. You must be at least *25 feet* away from the building in order to smoke.

SOLARIUMS

Some Grand Valley Apartment units include solariums. Solariums are enclosed porches and should not be used as bedrooms; therefore sleeping in this area is not permitted. Doing so is a threat to a resident's health and safety.

SOLICITATION

Solicitation by businesses, political or religious organizations is not permitted in on-campus housing units. Salespersons may not solicit door to door. Food delivery persons must make their transactions in the lobby. Residents may not use their rooms, phone, or university-provided internet connections for commercial purposes, including solicitation or sales.

STUDENT IDENTIFICATION CARD (STUDENT ID)

Your student identification card is a means for: using your student meal plan, riding the RAPID, admission into the Fieldhouse, admission for GVSU Athletics Events, picking up packages at your front desk, etc. Your student ID is not transferable and is to be used only by the person to whom it is issued. It is not to be loaned to any other person.

SUBLETTING

The accommodations granted by the University Housing contract may be used only by the assigned resident, in your capacity as a registered student. Your space cannot be transferred or sublet to another individual(s).

V

VOLUNTARY COMPLIANCE

Students are expected to follow reasonable requests by Housing and Residence Life Staff, or other University Officials acting in their official capacity. Additional information is available in the Student Code.

As a reminder, if there are questions about any Housing & Residence Life policies, please speak with a staff member. The Student Code is also available online at: www.gvsu.edu/studentcode

Amenities

CABLE

Basic cable television is complementary on campus. Charter Communications is our cable provider. If you need cable service, please contact Charter directly at: 1-800-314-7195. You must tell the customer service operator that you are a student at GVSU and are part of the “Bulk Agreement”. If you are asked for an account number you should remind the agent that GVSU has a “Bulk Agreement” with Charter.

If you would like to add premium channels or upgrade your cable package you should contact Tom Himebaugh at 616-835-3910.

LAUNDRY

All Machines are Card Access- each student has their own laundry card that will allow for 90 uses of the washer or dryer. If more than 90 uses are needed, cycles can be added at one of the VTM's on-campus. VTM Locations: North C Living Center, Ravines Community Center, Laker Village Community Center, Niemeyer Living Center, Winter Hall.

If the laundry machine you are using malfunctions, call AAL on the 1-800 number located on the machine, notify your front desk so they can place an “Out of Order” sign on the machine.

LAUNDRY CARDS

Laundry cards should be treated like cash. If your laundry card malfunctions first try another machine, if it still doesn't work please go to your front desk for assistance. Spare laundry cards are available in the event a resident's card malfunctions or if approved by Housing & Residence Life Leadership. A resident will need to check a spare card out with their student ID. The Front Desk will hang on to the resident's ID until they have returned the spare laundry card. Residents should return the spare laundry card as soon as they finish their current loads of laundry. The card should not be checked out longer than 24 hours.

Residents must return the laundry card they were issued at the beginning of the year. A \$25 fee is charged for lost cards. A new card can be purchased for \$5 from one of the VTM's on campus. Laundry cycles can then be added at \$1 per and for a minimum of \$5. Stealing a laundry card may result in a judicial referral under section 206.03 THEFT of the GVSU Student Code. A resident turning in an improper laundry card at the end of the year (or upon departure from housing) will be charged the \$25 fee.

TELEPHONE SERVICE

Many rooms and apartments are equipped with a private line. In buildings that do not have private lines in each unit, a public phone is available on every floor. Public telephones are also available throughout campus. Room and public phone lines have access to campus and Grand Rapids area numbers. Students may access long distance through the use of telephone credit cards. The Telephone Service Office is located in 225 Manitou Hall and can be reached at (616) 331-2148.

MAIL

Mail is distributed Monday through Saturday in residents' mailboxes. All residents share a mailbox with their roommate(s). Packages and mail items too large to be placed in the mailbox may be picked up at their designated package pick-up location during open hours.

Please go to www.gvsu.edu/housing to make sure you have the proper mailing address for your unit. At the end of the academic year, please log into Banner, click on My Housing Overview and go to Personal Preferences to update your forwarding address.

**The Mailroom in Pew Living Center Room #140 (1-3348) serves as the package pick-up location for the following areas: DeVos, Frey, Hills, North A/B/C, Pew, Pickard, Seidman, Stafford, Swanson, and West A/B

Community	Mailing Address	City, State, Zip
Calder	10650 South Campus Dr. Apt#	Allendale, MI 49401
Copeland	10940 Residence Dr. Apt #	Allendale, MI 49401
DeVos	11040 Residence Dr. Apt. #	Allendale, MI 49401
Frey	11020 Residence Dr. Apt. #	Allendale, MI 49401
Grand Valley Apartments-Benzie	10316 42 nd Ave. Apt. #	Allendale, MI 49401
Grand Valley Apartments-Keewenaw	10320 42 nd Ave. Apt. #	Allendale, MI 49401
Grand Valley Apartments-Mackinac	10314 42 nd Ave. Apt. #	Allendale, MI 49401
Grand Valley Apartments-Oakland	10328 42 nd Ave. Apt. #	Allendale, MI 49401
Grand Valley Apartments-Tuscola	10326 42 nd Ave. Apt. #	Allendale, MI 49401
Grand Valley Apartments-Wexford	10332 42 nd Ave. Apt. #	Allendale, MI 49401
Hills	10996 Residence Dr. Apt. #	Allendale, MI 49401
Hoobler	10880 Residence Dr. Apt. #	Allendale, MI 49401
Johnson	10850 Residence Dr. Apt. #	Allendale, MI 49401
Kirkpatrick	3927 Residence Ct. Apt. #	Allendale, MI 49401
Kistler	10980 Residence Dr. Apt #	Allendale, MI 49401
Koeze-Weed	10820 Residence Dr. Apt. #	Allendale, MI 49401
Laker Village North Apartments 2A-17F	10515 Laker Village Dr. Apt. #	Allendale, MI 49401
Laker Village South Apartments 18A-30M	10440 Laker Village Dr. Apt. #	Allendale, MI 49401
Murray	10498 South Campus Dr. Apt. #	Allendale, MI 49401
Niemeyer East	4046 Calder Dr. Apt. # East	Allendale, MI 49401
Niemeyer West	4046 Calder Dr. Apt. # West	Allendale, MI 49401
North A	11086 Residence Dr. Apt. #	Allendale, MI 49401

North B	11090 Residence Dr. Apt. #	Allendale, MI 49401
North C	11080 Residence Dr. Apt. #	Allendale, MI 49401
Ott	10830 Residence Dr. Apt. #	Allendale, MI 49401
Pew	11010 Residence Dr. Apt. #	Allendale, MI 49401
Pickard	10970 Residence Dr. Apt. #	Allendale, MI 49401
Ravine Apartments #1-99	4310 Ravine Center Dr. Apt. #	Allendale, MI 49401
Robinson	10910 Residence Dr. Apt. #	Allendale, MI 49401
Secchia	32 Winter Ave. SW Apt. #	Grand Rapids, MI 49504
Seidman	3930 Residence Ct. Apt. #	Allendale, MI 49401
South C	10370 42 nd Ave. Apt. #	Allendale, MI 49401
South D	10280 42 nd Ave. Apt. #	Allendale, MI 49401
South E	10294 42 nd Ave. Apt. #	Allendale, MI 49401
Stafford	3891 Residence Ct. Apt #	Allendale, MI 49401
Swanson	3894 Residence Ct. Apt. #	Allendale, MI 49401
VanSteeland	10438 South Campus Dr. Apt. #	Allendale, MI 49401
West A	11012 Residence Dr. Apt. #	Allendale, MI 49401
West B	11018 Residence Dr. Apt. #	Allendale, MI 49401
Winter	32 Winter Ave. SW Apt. #	Grand Rapids, MI 49504