FROM THE VICE CHANCELLOR OF STUDENT AFFAIRS

It is my pleasure as Vice Chancellor for Student Affairs to welcome you as members of the community. UT Martin is a community-oriented and student-centered campus that is conducive to a healthy social life, to learning, and to teaching.

Because the residential life team and I commit ourselves to providing a home environment for you that encourages community building and good citizenship, this handbook guides you through a successful residential experience. You and your family should know the survival information contained in this book.

UT Martin also provides services and introduces you to activities that will enhance your ability to accept and embrace all forms of diversity. We believe that UT Martin students should graduate equipped with the skills and abilities that will allow them to function in a global and ever-changing society.

Get the most from this experience by participating in all aspects of residential life, including sticking around on the weekends.

Sincerely,

Margaret Y. Toston, Ph.D
You have made an excellent choice in selecting the University of Tennessee at Martin for your studies. Living in the residence halls will offer you the opportunity to further develop your leadership and communication skills by meeting and learning to work with and becoming acquainted with many different people.

To the returning students: It is great to have you back in the halls. To the freshmen: We are excited about serving your housing needs and helping you expand your educational horizons. This is a place to make lasting friendships and develop skills to help you achieve the goals.

This booklet has been designed to provide information to answer potential questions and make your life in the residence halls easier. Please call (7733) or come to the Office of Housing if you need assistance. We look forward to serving your housing needs.

Sincerely,

Earl Wright
WELCOME TO UTM STUDENT HOUSING!

We strive to maintain personalized service for our students in each of the residence halls. In addition, we believe our students should receive a total education while at UTM: the residence hall living experience combined with their academic work. Our mission is to provide a living-learning environment that enhances the student’s ability to meet his/her academic purposes and emphasize personal growth on an individual basis at a competitive and justifiable cost.

Mission Statement

UTM Housing and Residence Life partners with students to enhance their college experience by providing:

- A variety of clean, safe, and convenient housing options
- A dynamic community that recognizes and celebrates diversity
- Opportunities for student engagement through active learning and leadership
- A supportive environment which appropriately challenges residents to develop academically and socially

We are all Members of the Community! Go Skyhawks!

As a Skyhawk I shall...

- Value all members of the community and respect them.
- Think before I act and accept responsibility for my words and actions.
- Resolve conflicts in a non-violent manner.
- Read and follow all university policies and report any violations (i.e. Drugs, alcohol, tobacco, weapons).
- Maintain a safe and clean living learning environment.
- Afford myself the best opportunity to succeed by learning both inside and outside the classroom.

RESIDENCE LIFE STAFF

Housing and Residence Life employs full time live-in staff known as Hall Directors (HDs). The HDs, with the assistance of undergraduate Assistant Hall Directors (AHDs), supervise a team of Resident Assistants (RAs). Their primary objective as a team is to assist residents in any way possible.
**Resident Assistants (RA)**

RAs are student staff members, employed by Housing & Residence Life, who assist students in their acclimation to the residence halls and the university. RAs provide information about activities, events, policies and also assist students with roommate conflicts, homesickness, and academic concerns. Each RA also plans educational and social programs for students in his/her section.

Your Resident Assistant is the best person to go to if you have questions or concerns. Your RA has received training on responding to concerns and can assist you with a variety of issues that you may be having. In most cases, your RA can help you explore your concerns and refer you to the proper university staff to help you resolve your problem. We are here to help.

**Hall Directors (HD)**

Each residence hall has a Hall Director who is a full-time professional with at least a bachelor degree living in each complex. The HD manages the day-to-day operations of a complex, supervise RAs, and oversees all programming and conduct issues.

**Assistant Hall Directors (AHD)**

Browning, Ellington and Cooper Hall each have an undergraduate student leader as an Assistant Hall Director. They are in charge of desk operations, payroll, and assisting the Hall Directors in the day-today operations of the hall.

**BECOMING A RESIDENT ASSISTANT**

**Benefits of being a RA**

- Meet new people
- Develop leadership abilities
- Increase organizational skills
- Time management skills
- Earn money for school
- Learn to resolve conflicts
Eligibility Requirements

- Minimum 2.3 cumulative GPA
- Must be at least a 2nd semester freshman
- Clean student disciplinary record
- Ability to pass a criminal and sex offender background check
- Freedom from other job responsibilities including student teaching
- Completed application with three completed reference forms

Residence Complexes

Browning Hall

The north side of Browning houses women, while the south side houses men. Each side houses 264 residents. Kitchen facilities are available on the first floors and basements of the hall. A computer lab is located in the G-side basement and is available for all residents to use. Private rooms are offered for an additional charge based on availability.

Cooper Hall

The first two floors house men, while the top two floors house women. Kitchen facilities are available in the basement. Cooper Hall is built around an open courtyard with graduated terraces and rock-lined pools. The hall houses 314 residents and includes a TV lounge, laundry room, and snack area. Private rooms are offered for an additional charge based on availability.

Ellington Hall

The north side and first floor on the south side of Ellington is for women, while the 2nd and 3rd floors on the south side house men. Each side of the building houses 264 residents. Kitchen facilities are available in the basement on each side of the building. Private rooms are offered for an additional charge based on availability.
**University Village Phase I (A-E)**

University Village Phase I offers apartment style living with 2, 3, or 4 bedrooms. These fully furnished apartments include a private bedroom with a private bathroom, full size height adjustable bed, washer and dryer, full size kitchen with appliances, and a balcony.

**University Village Phase II (F-H)**

University Village Phase II offers apartment style living with 1, 2, 3, or 4 bedrooms. Phase II is a freshman preference facility, meaning that first time freshmen will be given assignment priority for available spaces over upperclassmen. Apartments are furnished with a private bedroom with a shared bath (except for 1 bedroom apartments). Bathrooms are shared with one other person and come with two sinks and separate rooms for showers and toilet facilities. Bedrooms come with extra long twin size beds that are height adjustable, dresser, desk, study chair, and closet. The common area of the apartment comes with living room furniture, stack unit washer and dryers, two burner stove top, and a refrigerator. Residents with one bedroom apartments will be assessed an additional private room charge.

**RESIDENCE LIFE’S COMMUNITY ACTIVITIES**

**RESIDENCE HALL ASSOCIATION (RHA)**

RHA is the governing body for all students living in the residence halls. The purpose of RHA is to foster a sense of community between the complexes by planning social and educational programs and to serve as a link between the residence hall students and administration.

**RA PROGRAMMING**

The RAs are responsible for promoting community in the complex through creative programming. The RAs are more than happy to take suggestions from students about what programs they would like to have in their complex. Feel free to make suggestions to your RA.
GENERAL INFORMATION

APPLICATION

There is a $150 deposit that is due upon completion of the application. The application fee is refundable if notification of cancellation is received by June 1, 2015. The University reserves the right to refuse any application for accommodations or to cancel any agreements or leases in the residential facilities.

LIVING OFF-CAMPUS

The University requires all single freshmen with less than 24 hours of credit, except those living with their parents within a 50-mile radius of campus, to live on campus in the residence halls or University Village. If the student is a freshman with fewer than 24 credit hours he or she must have an exemption form on file in the Housing Office which can be completed on our website.

Those that have 24 hours completed and a GPA of 2.0 are no longer required to live on campus. Students over 21 years of age, veterans of military service, or students with extreme health problems as verified by medical records may be exempt from this requirement. Contact the Office of Housing at 731-881-7737 for additional information.

ROOM RESERVATION

After completing the application, room assignments will be made based upon application date and preferences. Students who are reapplying for housing will have an opportunity to use the housing portal to reserve their same room back or to make room changes within their communities.

CONTRACTUAL AGREEMENTS

When a student agrees to the electronic or hard copy housing contract, the agreement covers occupancy for an entire academic or annual period, depending on which contract was selected. Students will not be able to check-in before the beginning of the contract period and are expected to check-out by the contract end date. Failure to do so will result in additional charges.
When a student ceases to be enrolled at UT he/she may be required to vacate the premises within 48 hours of withdrawal from the University. Contract penalties will apply, please see your contract for details. All residents must be enrolled as a full-time student unless exempted by the Housing Office.

**CONTRACT RELEASE**

No resident may withdraw from housing except in the case of extreme necessity and approved by the Director of Housing. Cancellation of registration or academic suspension does not automatically release the resident from the contract.

Students in Browning, Ellington and Cooper Hall may be eligible to buy out their contract. All requests for buyouts must be submitted no later than December 1 by completing the Housing Exemption Form on the housing website. University Village residents are bound by their lease. Please refer to your lease for rules and stipulations.

Residents must also complete an official room checkout with a member of the housing staff before leaving. Be aware that if you do not follow the above steps for checkout, you will be assessed charges in addition to rent.

**CONSOLIDATION**

Housing reserves the right to make any changes in the accommodations it deems proper or necessary. All rooms are to be occupied by the maximum allowable number of residents. In case one of the roommates moves, the resident(s) who remain agrees to accept an assigned roommate(s) or to move to another room upon request. When available, a resident may request a double room to be occupied privately at a higher rate.

**ROOM ASSIGNMENTS AND ROOM CHANGES**

The University expects students to continue residency in the room to which they are assigned. However, we realize that changes are sometimes mutually beneficial. Through regularly scheduled procedures, room changes may be made by contacting your Hall Director. We will also hold a moving period during the first week of each semester where you can meet with your Hall Director to check for available room options.
CHECK IN

When checking into a room you will be given a key(s), agreements, and room inspection forms. This room inspection form is very important when charges are assessed at the end of the year. You are agreeing to the condition of the room, it is your responsibility to maintain the current condition. Please inspect your room carefully, list any discrepancies on your copy, and return all forms to your RA. Any new damages not on the room inspection form may be billed to you and your roommate(s).

CHECK OUT

Housing expects all students to leave within 24 hours of their last exam. However, all students must be checked out before the building closes after commencement. Students moving into a summer campus housing assignment may be consolidated until their summer assignment is available.

When vacating your room, all residents must complete an official checkout with a member of the housing staff or complete the express check out envelope. Before a resident can be checked out of his/her room, it should be clean and all personal belongings removed. During a checkout, the condition of the room is evaluated and noted on the room inspection forms. The resident is given the opportunity to review and comment on this evaluation before being asked to sign it unless you opt for the express check out option. A final walk through of the apartment is done by the Hall Director after all residents have checked out. Damage charges will be assessed at this time (Note: The RA cannot make verbal guarantees of an absence of charges).

DAMAGES

Residents are responsible for the condition and care of the accommodations to which they are assigned and shall reimburse the University for damages to the room. Charges for damages and cleaning will be assessed to the student and should be paid promptly.

FEE ASSESSMENT

After a checkout, each room inspection form is reviewed. If deficiencies or damages are evident, the resident may be assessed a fee for replacements, cleaning, or repairs. Students will also incur fees for failing to return their keys or to complete an official checkout. These fees will be placed on the student’s university account and should be paid in a timely fashion.
KEYS

Residents are issued keys to their apartment/bedroom. Misuse of keys, such as loss or lending to others, jeopardizes safety and may be grounds for disciplinary action. Loss of a key or damaged keys should be reported to the Hall Director. If keys are lost, the locks will be changed at the resident’s expense. The cost of replacing these are: room key (Browning, Ellington and Cooper Hall) $10.00, mail key $3.00, Cooper suite doors, University Village and floor doors keys are $50.00.

LOCKED OUT

When students are locked out of their room, they should contact their assigned front desk in order to reach the RA on duty or a Housing staff member who will let them back into their room. More than three lockouts in a semester will result in disciplinary action.

TEMPORARY ID CARDS

Temporary ID Cards may be issued if a resident has lost their Skyhawk card and plans on getting it replaced at the Skyhawk Card Office within 72 hours. Residents will need to contact their Hall Director to issue them a Temporary ID. If the resident fails to return the Temporary ID then the card will be replaced at the resident’s expense.

MANDATORY FLOOR MEETINGS

Mandatory floor meetings will be held at least once per academic year. Signs will be posted to announce mandatory floor meetings. Residents who cannot attend the meeting(s) must contact their RA before the meeting time.

CARE OF ROOM

Custodial services are provided by the Office of Housing to clean public areas and shared bathrooms in Browning, Ellington, Cooper and University Village Phase 2. Residents have the responsibility for hanging up and putting away their clothes, making their beds, and generally keeping the rooms neat. No one may remove screens from windows or move furniture out of the unit.
Misappropriated furnishings will be the responsibility of the residents of the room or apartment and they will be billed immediately for either recovery or returning the articles to their original place.

DECORATIONS

All residents are encouraged to decorate their living space. We hope that you and your roommate enjoy working together to create a mutually satisfying living environment. As you decorate, remember to follow the guidelines to ensure that your creative efforts do not cause hazards for you or others. State Fire Code Regulations must be adhered to at all times.

Hanging Decorations

When hanging decorations on your walls, doors, or other surfaces remember to use only reusable, non-adhesive putty and small finishing nails. Glue, large nails, screws, duct tape, carpet tape, or double-sided tape will damage surfaces and you will be responsible for repair costs. Stickers, wallpaper, or adhesive-backed shelf paper cannot be affixed to any University property for the same reasons. Nothing should be hung on or around sprinkler system heads or windows. Residents are responsible for damages incurred by hanging items in their room or apartment that do not meet these standards.

Windows

It is not permissible to hang or place anything in the window that may be viewed from outside the building other than blinds, curtains, and university/organization related materials.

Window screens should never be removed. If a window screen is missing, it should be reported to a Hall Director immediately. If a window screen is discovered to be missing, the resident(s) will be charged for replacement. Residents should never throw anything from a window. Doing so may result in disciplinary action.

Door Decorations

When decorating your room door, you are not allowed to cover the room number or peepholes. Decorations should allow residents access to the locking mechanism and doorknob. Exterior doors are public spaces and if decorations do not comply with Housing policy they may be removed at the discretion of the University.
WORK ORDERS

If something in a resident’s room, apartment, or complex community is not working properly, then the resident may complete a work order online at [www.utm.edu/housing](http://www.utm.edu/housing) by clicking on “Online Work Requests” on the left main links. A work order provides important information about a repair that is requested and the date that the request was made. Every attempt will be made to complete repairs in a prompt manner.

Work orders are distributed to the maintenance staff every weekday morning and repairs are completed with priority going to more pressing repairs. Emergency situations, regardless of the date they are filed, will be handled first. Routine repairs will follow emergencies in the order that the work order was filed and according to the availability of materials. Service repair persons with legitimate work orders for an area are allowed access to that area. If the occupant is not in, the maintenance worker will enter for the stated purpose only and the privacy of the resident will be respected.

Once the work orders have been completed, the residents will receive an email notifying them of its completion. If the work order was not completed to your satisfaction please let us know.

If you have an immediate repair item need such as lack of electricity, pipe leaking, HVAC leak, plumbing problem, etc. that cannot wait until the next day, please contact your front desk so we can determine if you need an emergency call back repair.

OCCURRENCE REPORTS

Occurrence reports are used by an RA to communicate the facts of an incident to the Hall Director and the Housing Office. Occurrence reports are used to document policy violations, theft, damage, or other emergencies. If you are named in an occurrence report, you may be asked to speak with your Hall Director or the Student Conduct Officer. Students found to be responsible for the behavior described in a report may be assigned sanctions.

WINTER BREAK HOUSING

Residents are able to leave belongings in their rooms during the holiday break if they are returning in the spring, but UTM will not claim responsibility for these items. Campus security will continue to be on duty during the break. For security reasons, please remember to close and lock windows, lower blinds, and lock all doors.
LOST AND FOUND

UTM Housing is not responsible for property which is found after a resident checks out. Residents cannot store items in their rooms, even if they plan to return to the same assignment next fall. Any items left in a resident’s room, either intentionally or accidentally, will be removed and discarded.

PROPERTY INSURANCE AND UNIVERSITY LIABILITY

The University is not responsible for loss of/or damage to personal property due to fire, water, theft, or mysterious disappearance. All students are urged to identify their property with the permanent inscription of their ID number. Services for marking valuables are available through Public Safety. The University suggests that students protect their belongings through an insurance company policy. We suggest that you check your parents’ homeowners’ policy for possible coverage.

TELEPHONES

For on campus calls, you need only dial the last four digits of the telephone number from an on campus phone. Off campus calls require that you first dial 9 to get an outside line. Local calls are free and unlimited. Residents must supply their own phones but the service is included with your rent.

MAIL SERVICES

UTM residents in Browning, Ellington and Cooper Hall are assigned a mailbox in their building. Mailbox keys will be issued at the time of check in and will work on both your mailbox in the lobby and your lock drawer in your room. Residents of University Village are assigned a PO Box at the campus post office in the University Center. Mail will be delivered to each complex Monday through Friday. Mailboxes for outgoing mail are located throughout the campus. Stamps may be purchased at the campus post office.

CABLE

Cable service is provided to each room, and the cost is included in your semester’s room rent. The cable is operated by UTM Information Technology Services. All televisions used must be able to receive a digital signal to work with our service. If a problem occurs with your cable service, please contact ITS at 731-881-7900.
FRONT DESK

Browning, Ellington and Cooper Hall operate desks 24 hours a day, 7 days a week. You can contact the desks to get telephone numbers, leave messages for residents, request assistance from your RA or HD, if you are locked out, need to report a concern, etc. Residents who are members of the Residence Hall Association (RHA) can check out cooking utensils, board games, athletic equipment, and much more at the desk by presenting their RHA card.

University Village Phase I residents who need assistance are asked to contact the Cooper Hall front desk at 8900 or 8901. University Village Phase II residents are asked to call the Ellington Hall front desk at 8930 or 8931.

INTERNET

Internet service is also available in each room through Ethernet data connection or Wi-Fi. Internet access is free for residents on campus. Gaming consoles and TiVo DVR’s can also be used with the service as long as they are registered with the network online. For questions concerning Internet access contact the Help Desk at 731-881-7900.

LAUNDRY

Laundry facilities are located in the basements of Ellington, Browning, and Cooper at a cost of $2.00 for washing and drying is free. Laundry machines accept the Skyhawk Student ID cards. UTM is not responsible for lost, stolen, or damaged articles of clothing.

HOUSING POLICIES

ALCOHOL

UTM is a DRY campus. “Use, possession, or being under the influence of alcoholic beverages on University-owned property” is forbidden.

ANIMALS

The only pets allowed in residence halls or apartments are fish, which can be contained in an aquarium of ten gallons or less. Cleaning and damage fees will be assessed for the presence of other animals.
BICYCLE STORAGE

Students are encouraged to use the bicycle racks provided for the students’ convenience located near each residence hall. When keeping a bike in one of these racks, the student should always keep it securely locked. Bicycles may be stored in apartments but may not be hung from the ceiling, walls, or elsewhere. Storage of bicycles in hallways, stairwells, and balconies is not permitted. Any bicycle stored or chained in an unauthorized area inside or outside the halls will be removed. In addition, bicycles must never block or interfere with an exit or obstruct flow of traffic. At no time are motorbikes permitted anywhere inside the residence halls.

DRUG POLICY

Unlawful use, manufacture, possession, distribution or dispensing of drugs or alcohol on university property or during university activities is forbidden.

FIRE DRILLS

Each community will have at least one fire drill each month. Anytime a smoke detector/fire alarm is sounded in a university building, every occupant must evacuate immediately. No one will be allowed to reenter the building until a police officer, fire department official, or University official gives the all clear. Tampering with fire safety equipment is a violation of the state and local fire safety code. Anyone who is responsible for a false alarm may be subject to disciplinary sanctions, arrest, and other fines and penalties.

GAMBLING

Gambling is not allowed on campus.

GARBAGE REMOVAL AND LITTERING

As a resident, it is your responsibility to place garbage in the trash dumpsters located in each complex. Garbage may not be kept in the hallways, stairwells, or balconies. Please help us keep clean and well maintained facilities. Residents and visitors to the communities are asked to keep hallways, public areas, stairwells, and landscaping free of trash and cigarette butts. Any type of trash left outside of living areas (in hallways, outside of front doors, in stairwells, etc.) will incur charges.
HALL SPORTS

Participation in any type of sporting activity in the hallways, balconies and/or any indoor area of the residence halls is prohibited. Any damages incurred as a result of hall sports will be assessed to the residents responsible. Please use our outdoor recreational lawn areas for these activities.

HEALTH and SAFETY REGULATIONS

Health and Safety Inspections are a necessary part of on-campus housing to help in maintenance and ensuring a safe environment. Health and Safety Inspections will be announced via fliers, email, and/or banners at least 24 hours in advance, so that the residents can be at home if possible.

The following steps must be taken to ensure the health and well-being of the on-campus community:

1. Fire extinguishers should be in proper working order and should not be blocked by any items. Exits and hallways should be unobstructed.

2. Smoke detectors should not be tampered with (including removing the battery, disconnecting, or covering it).

3. All trash must be properly disposed of in a timely manner.

4. Extension cords must be Underwriter Laboratory approved. Do not put cords under rugs, clothing, trash, books, or near heat sources.

5. Storage of gasoline, fuels, or vehicles containing them is prohibited.

6. Make sure the following banned items are not in your room: candles with wicks, incense, open coil appliances (allowed in University Village), halogen lamps, crock pots (allowed in University Village), and oil based plug-in air fresheners.

Residents who have been found in violation of one of the above items during health and safety room inspections will be notified and have five (5) business days to correct the issue(s).
Residents are responsible for following all safety rules promulgated by the Department of Public Safety and Housing Department.

1. Students should take extra care to ensure that their entrance doors are secured/locked at all times and that common doors are not propped.

2. Failure to follow fire evacuation procedures and directives from safety officers or residence life staff is also a violation of safety rules.

INSPECTION AND SEARCH POLICY

Entry by university authorities into occupied rooms of residence halls is divided into three categories: inspection, search, and emergency.

1. Inspection is defined as the entry into an occupied room or apartment by university authorities in order to ascertain the health and safety conditions in the area, to check the physical condition of the area, to make repairs on the facility, or to clean an area.

2. Search is defined as the entry into a room or apartment by on-campus authorities for the purpose of investigating suspected violations of campus regulations and city, state, or federal law. University officials shall have, if possible, the Hall Director accompany them on a search.

3. An emergency situation exists when a delay necessary to obtain search authorization constitutes a danger to persons or property.

MISSING PERSONS

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Housing and Residence Life and the Department of Public Safety to actively investigate any report of a missing student currently enrolled at the university. Students have the option to provide an emergency person/number to be contacted if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger.

TRANSPORTATION FOR EMERGENCIES

Staff members are not permitted to transport students requiring medical assistance. When such assistance is needed, Public Safety should be contacted to transport students. When a
resident is transported to the hospital, a Residence Life staff member will meet the resident at the hospital and stay until the resident is admitted or an acquaintance of the resident arrives.

TORO
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AD WARNINGS

In the event of a tornado warning, residents of Cooper, Ellington and Browning Halls need to seek shelter in the basements of the residence hall. University Village residents should seek shelter on the first floor in an interior walled section of an apartment or hallway. If you do not have time please go to your bathroom and stay away from all windows. Prior to an issued warning you may seek shelter in the basements of Cooper, Ellington, or Browning Hall.

BUILDING SECURITY

Security is only as good as you make it. If you see someone tampering with doors, contact the front desk of the residence halls or public safety. You are given keys to your room and ID card access to your floor for your use only. Letting anyone else use either your keys or your ID card is a violation of the Standards of Conduct outlined in your Student Handbook and jeopardizes the security of your floor, room, or apartment. Floor doors are not allowed to be propped open by residents at any time. If you are caught in violation, a report will be filed and appropriate action will be taken.

ARMED INTRUDER RESPONSE

An armed intruder is defined as one or more subjects who participate in, or pose a threat to participate in, a random or systematic shooting spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. The dynamics of this situation demand an immediate law enforcement response with the primary focus being on neutralizing the threat to stop the on-going harm to innocent victims.

Students will be notified to either lockdown or shelter in place.

Lockdown is defined as an emergency course of action ordered by a person or persons in command, to contain a problem or incident within the area of origin by controlling the movement of people. Public Safety professionals on campus may utilize lockdown action in one building or facility where a problem(s) is occurring. In most cases, a campus-wide lockdown is not practical or feasible.
Shelter in place is defined as securing oneself in or around their present location for the purpose of temporary protective shelter when there is an imminent threat and it is safer for one to remain where they are than it is to evacuate. This is a temporary measure until conditions improve or until persons in authority can direct a safe evacuation.

**UNIVERSITY VILLAGE BALCONIES**

Residents are welcome to place small plant containers and outdoor patio furniture on the balcony and porch areas, so long as the items do not impede ability to safely exit the apartment building. A clearance should be maintained from doors, breezeways, and stairs. Balconies and porches are not to be used as storage areas or for entrance or exit from the apartment unit.

Due to safety regulations, the following items are not permitted on balconies and porches:

- Indoor furniture
- Bicycles, scooters, or mopeds
- Boxes
- Flammable liquids
- Grills or grilling accessories, such as lighter fluid, charcoal, propane
- Any other item deemed a hazard by your Hall Director

**QUIET HOURS**

The following hours are in effect seven days a week; from 8:00 pm until 8:00 am. Courtesy quiet hours are 24 hours a day. This means if asked by another resident to lower noise volumes, please do so out of respect. All halls will observe 24 hour quiet hours during finals.

**SMOKING POLICY**

Smoking is prohibited inside all residence halls including bedroom, common area, and kitchen. Smoking is permitted outside 25 feet away from doorways, windows, and ventilation systems.

**SOLICITATION POLICY**

Commercial publicity or solicitations are not allowed on campus. No person or groups are allowed to solicit in residence halls. If someone comes to your door, ask for identification and notify the Hall Director of your complex immediately.
THEFT

In the event of a theft, contact the RA on duty or campus police at 731-881-7777.

VANDALISM

Vandalism is a crime. When it occurs, everyone pays through damage to facilities, renovation delays, and ultimately higher housing costs. If you see vandalism occurring, report it immediately to a staff member.

VISITATION

Residents may have overnight guests of the same sex only if prior arrangements have been made with roommates. Overnight guests must be registered at the front desk for your complex and approved by the Hall Director. Approved overnight guests are limited to three days in a one week period.

Visitation options are listed below:

Type I Visitation - Rooms are available to all single students by request and include no visitation of the opposite sex and is only available in Ellington Hall.

Type II Visitation - Visitations of the opposite sex allowed noon-midnight on Sunday-Thursday and noon-2am on Friday and Saturday. This type of visitation is available in Ellington, Browning, and Cooper Hall.

Type III Visitation - Designated for University Village A-E and F-H only. Visitation is at the resident’s discretion. Cohabitation is NOT permitted. Residents need to be mindful and respectful of their roommates. Visitation issues occurring in University Village A-E / F-H will be handled by the staff accordingly.

OVERNIGHT GUESTS

Residents may have overnight guests, of the same sex only, provided that they obtain the permission from the roommates and Hall Director at least one day in advance of the visit. The request form can be found on the housing website under housing forms. Guests are subject to all of the University guidelines and are not allowed to stay more than 3 days within a one week period.
period. Hosts are responsible for guest behavior, and guests must be escorted at all times by their host.

WEAPONS, EXPLOSIVES, FIREWORKS, WATERGUNS, AND SOFT AIRGUNS

The possession of firearms, knives, fireworks, or other types of weapons and explosives is not allowed in the residence halls or other University buildings and will be confiscated by Campus Police.

ROOMMATE RELATIONSHIPS

In order to develop a healthy roommate relationship, it is vital that you begin communicating right away. Living with someone else can sometimes be a challenge. Yet, it is a challenge that can be met successfully with a little work. Approaching your relationship with respect, an appreciation for difference, a willingness to communicate, and flexibility will lead to a successful roommate situation.

ROOMMATE CONFLICTS

If you and your roommate(s) are not able to compromise and resolve the situation, ask the RA assigned to your floor or building to intervene by meeting with all involved roommates. The RA’s role is that of a neutral mediator. If the problems persist, you may need to meet with the Hall Director for continued mediation. If problems are not resolvable after the above steps have been taken, all residents involved will be given new room assignments.

The Office of Housing or Assistant Director of Housing may intervene in a conflict if roommates have been unable to resolve a conflict at other levels.

LOFT BEDS

Loft beds moved from home by residents are allowed in some residence halls. However, Housing will not inspect these beds. UTM Housing is not responsible for accidents that occur as a result of these beds. This option is not available to residents in University Village A-E or F-H and is only available in rooms with non attached beds (Ellington Hall and some rooms in Browning).
**Housing Disciplinary Appeals Process**

You may appeal any housing disciplinary decision in the Office of Housing by following the chain of command: First to the Assistant Director of Housing, then to the Associate Director of Housing, and finally with the Director of Housing. Should the decision on all levels of the housing administration be upheld, you have the right to appeal to the Vice Chancellor of Student Affairs by observing the following protocols:

1. The request for appeal shall be submitted in writing to the Vice Chancellor for Student Affairs within seven (7) calendar days of written notice of the decision of the Office of Housing. If the seventh day falls on a weekend or Holiday, the time is extended to the next regular workday.
2. The request for appeal shall contain:
   a. A statement that the student appeals the decision of the Office of Housing; and
   b. A brief statement of the grounds for the appeal.
3. All appeals to the Vice Chancellor for Student Affairs are written and heard based upon the record made before the Office of Housing.
4. Pending the outcome of an appeal, the penalty specified in the decision of the Office of Housing shall not be imposed.

The Vice Chancellor for Student Affairs may:
1. Affirm the decision of the Office of Housing;
2. Amend the decision of the Office of Housing;
3. Return the case to the Office of Housing with instructions for reconsideration of the case; or
4. Overturn the decision of the Office of Housing.

The decision of any board or administrative officer of the University of Tennessee at Martin is subject to review by the Chancellor.

If you have any questions or suggestions to improve on-campus housing, feel free to contact any of the Housing and Residence Life Staff. Again, we look forward to the opportunity to serve your housing needs. Have a great year!