

# JACARANDA RESIDENCE FACILITY

## STUDENT HANDBOOK



19 EAST MAIN STREET  
AVON PARK, FL 33825

Academic Year 2011 – 2012

## **History of the Jacaranda Hotel**

*The Hotel Jacaranda, the Queen of the Ridge, is a magnificent, historic hotel listed on the National Register of Historic Places. It was built in 1925 by two wealthy furniture manufacturers from Grand Rapids, Mich., during Florida's boom period prior to the Great Depression. Each man invested heavily in Florida real estate and construction projects and each went bankrupt in the early 1930s. But, the hotel survived.*

*It was unusually elegant for rural Florida in the mid-1920s. Its rooms were "modern"; guests could relax on a patio under the vine-covered portico (where the swimming pool currently sits) or visit with friends on the second-floor veranda; it had an elevator, which was advanced for the time; dinner music was performed nightly by a five-member ensemble of musicians in the Palm Room; and giant attic fans kept the sleeping rooms cool.*

*The Jacaranda was the winter and spring residence for the St. Louis Cardinals baseball team (World Champions in 1924 and 1925) that over-wintered and conducted spring training in Avon Park. All teams that came to play against them were housed at the "Jac." Ty Cobb, Babe Ruth, Rogers Hornsby, and other famous names of baseball history were residents.*

*From 1930 to 1988, several different persons owned the hotel and each made special contributions to its storied history. Space precludes a listing of them here, but ask any staff member and they'll be anxious to tell you the stories.*

*In 1988, the SFCC Foundation bought the Jacaranda and converted her into what she is today: a residence facility for SFCC students, an educational center for SFCC's Hospitality Management and Culinary Arts program, a functioning hotel, a facility for commercial ventures with office and business space leased to the general public, and a testimony to man's interest in historic preservation.*

*We hope you enjoy your stay with us and come to love this building just the way generations of others have.*

*Welcome to the "Jac." Treat her kindly, and she'll do the same for you.*

The Jacaranda Residence Facility  
19 East Main Street  
Avon Park, FL 33825  
863-453-3133

# **WELCOME!**

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### *Frequently Used Terms*

- Application Fee – the processing fee and security deposit monies that must accompany the application to reserve, but not guarantee, a room
- Commons Areas – the kitchen, TV room, and study room on each floor and the student lounge on the first floor
- Disciplinary Action – may include, but is not limited to, fines, denial of residency in future terms, eviction
- Hotel Jacaranda – historic hotel housing hotel, restaurant, and Jacaranda Residence Facility
- Hold on College Account – based on unmet financial obligations to Foundation, prohibits access to copies of your academic record, which will prohibit enrollment, transcript requests, grades, schedule changes, etc.
- Jacaranda Residence Facility – student housing located in the Hotel Jacaranda
- Processing Fee – the non-refundable part of the application fee sent to reserve a room
- Resident Assistant – assistant to the resident supervisor
- Resident Supervisor – responsible for evening and weekend facility supervision
- Security – security services provided by Securitas Security from 11 p.m. to 6 a.m.
- Security Deposit – the refundable part of the application fee that is set aside to pay for repairs, and/or disposal of abandoned property when a student vacates the residence facility
- Security Doors – any door that requires a key for entrance
- SFCC – South Florida Community College
- SFCC Foundation, Inc. (The Foundation or Foundation) – owner of the Hotel Jacaranda, the Jacaranda Residence Facility, and direct support organization for the college
- Summer Break – time period after the summer term ends and the next fall term begins
- Winter Break – time period after fall term ends and before spring term begins

## ***General Information***

- The Jacaranda Residence Facility is owned and operated by the SFCC Foundation, Inc.
- **This *Jacaranda Residence Facility Student Handbook* must be read and an acknowledgement form must be signed by each student** (if under 18, by the student's parent/legal guardian also) ***prior to occupancy of a room.***
- Students residing in the Jacaranda Residence Facility will cooperate in maintaining a routine of living conducive to study and wholesome college life. **Students are held responsible for all standards of conduct and regulations published in this handbook.**
- Violators of these standards/regulations will be recommended for disciplinary action that may include, but is not limited to fines, loss of future housing privileges, and/or eviction. Civil infractions may be dealt with through civil authorities, i.e., the police.
- Residence facility meetings are scheduled as needed; all residents must attend.
- The residence facility is for full-time SFCC students only. Residents who are not enrolled full-time will have to vacate the facility immediately.
- The application fee must accompany the application. Part of this is a non-refundable processing fee and part is a refundable security deposit. A room cannot be reserved without this fee.
- Residence facility rent is due prior to or upon check in. Students will not be able to move in until this obligation is met. An invoice will be provided before each term. Rent is not refundable once the room is occupied. Students vacating the residence facility before the end of the academic term may be eligible for a refund of the security deposit only (see "Vacating the Residence Facility"). Rent will be pro-rated for students who move in after the term has started.
- Evictions – Individuals evicted from the residence facility are prohibited from the premises at all times.
- The SFCC Foundation, Inc. reserves the right at any time to make changes to this handbook that the Foundation, in its judgment, determines to be necessary for the safety, care and cleanliness of the premises and for the preservation of good order, comfort and benefit of the residents and for the efficient operation of this facility. You will be notified of these changes by way of notices posted by the Foundation.
- Consolidation – The Foundation reserves the right to consolidate space by requiring residents without a roommate or suitemate to move to other rooms with vacancies.
- Interruption of services – Be aware that occasionally throughout the year, there may be a need to interrupt services (water, electricity, Internet connectivity, heat, etc.). The Foundation will give as much notice as possible regarding these interruptions.
- Courtesy – This is a working hotel. Please conduct yourself appropriately for a business environment while in public areas of the hotel. Vocabulary and clothing should be appropriate for a business location (such as no swearing, shoes worn when in public areas of the hotel, modest covering when leaving the pool).
- Insurance – The Foundation is not responsible for damage to or loss of personal items and does not provide medical insurance for residents. Check with your homeowner's insurance provider to see if these items are covered. Renter's insurance is available at reasonable rates. You may want to check your medical insurance to see what coverage you have and be certain you know what to do to get medical treatment.

## ***What Do They Do?***

### **SFCC Foundation, 863-453-3133**

Assigns rooms  
Issues keys  
Accepts payments and processes invoices  
Maintains records for student rent and occupancy  
Assists with questions or problems between 8 a.m. and 5 p.m., Monday – Friday  
Internet connectivity

### **Front Desk, 863-453-2211**

Phone messages  
U.S. mail distribution to your hotel mailbox  
Game equipment  
Overnight visitor forms  
Sign-in/sign-out student visitor logs  
Vehicle information  
Supply maintenance forms to residents  
Hotel/restaurant operations

### **Resident Supervisor and Resident Assistant**

Evening and weekend on-site availability  
Room inventory for damages and furnishings during check in and check out  
Monthly health and safety room checks  
Overnight student visitor approval  
Fire drills, security and safety checks  
Conflict management

### **Maintenance**

Plumbing  
A/C or heating  
Water system  
Kitchen disposal, washer/dryer and range  
Replace light bulbs and air filters  
Repair furniture  
(Maintenance request forms must be completed for repairs to be made)

### **Housekeeping**

Empties kitchen and hallway garbage cans  
Vacuums Commons Areas  
Checks fire alarms in building (including rooms) monthly

### **Security**

Maintains on-site security 11 p.m.-6 a.m.

## ***Community Standards***

Living in the residence facility requires acceptance of these standards in addition to the listed regulations. Failure to comply could result in loss of housing privileges in future terms and even eviction.

**Possession and/or use of, or being present with others in possession of or using, the following will result in immediate eviction** from the residence facility, loss of rent and possible civil action:

1. Illegal or controlled substances (drugs, marijuana, etc.)
2. Firearms, ammunition, fireworks, dangerous weapons

**Possession and/or use of, or being present with others in possession of or using, the following on Foundation property will result in a fine**, and possible immediate eviction from the residence facility with loss of rent:

1. Alcoholic beverages (regardless of age)
2. Candles or incense
3. Pets

**Conduct violations** in the residence facility subject residents to disciplinary actions in the facility and also make residents subject to sanctions under the code of conduct expected of SFCC students.

**Security doors** must remain closed and locked at all times. You are your first line of security!

**Persons of the opposite gender**, including parents and family members, may **NOT** be in the rooms or residence halls beyond the metal doors. Persons of the opposite gender may be in the commons areas.

**Public display of affection (PDA)**. Residents and visitors are asked to conduct themselves in a way that will allow everyone present to be comfortable.

**Curfew**. No curfew exists for residents, but all visitors must leave the building by 11 p.m. Entrance to the building after 11 p.m. for residents is through the rear door only.

**Use of tobacco products (cigarettes, cigars, chew, etc) is prohibited** in **ALL** areas of the building, pool, and verandas.

**Quiet hours** are in effect 9 p.m.-7 a.m. During these times, no noise should be heard outside student rooms. Failure to do so will result in impoundment of the equipment. Personal behavior should be quiet and controlled during quiet hours.

**Courtesy hours** are in effect at all times. Noise levels that promote an atmosphere of academic success should be maintained during all hours other than those designated as quiet. Noise originating from anywhere on a floor should not be audible by another floor or room, within the building or outside. A resident may ask another resident to reduce noise. Compliance is necessary to maintain community standards and to ensure an environment conducive to academic success.

**Commons areas** will be open 24/7 for in-house residents only. Sleeping is not allowed in commons areas.

**Items may not be dropped from any window**. Such actions may result in eviction.

**Emergency exits and windows are to be used only in emergencies**. In an emergency, residents should follow posted evacuation routes.

**Leaving security doors unlocked may result in a fine**. Doors should not be propped open for any reason.

**Failure to make payments** when due may result in lock-outs, loss of housing privileges in future terms and even eviction.

**Hall sports** can create a disturbance and increase the possibility of personal injury/property damage and are not permitted at any time.

## *Use of Hotel Facilities*

Students living in the Jac are hotel residents, not hotel guests. Student residents may use the hotel hot tub and swimming pool during posted pool hours provided an SFCC class (Aquabics, Aquasize, etc.) is not in session. All posted swimming pool rules must be followed. Due to insurance limitations, non-resident visitors may **NOT** use the swimming pool or hot tub.

After using the pool, students are required to wear shoes and towel off before going up to their rooms to help minimize the drips that will bleach out our lobby carpet. Appropriate clothing/cover-ups should be worn to go through the lobby.

Clothing worn in the public areas of the hotel should be appropriate for working hotel, e.g., shirts, shorts and skirts should not be too revealing, and shirts and shoes or sandals must be worn. Cleats may not be worn in the building.

Students may dine in the hotel restaurant when it is open. Behavior and dress code must be as it would be in any nice restaurant.

If not in use, the hotel lobby and library may be used by student residents for reading or quiet conversation. The second and third floor hotel hallways, lounges and breezeways **are not to be used by students at any time**.

The second and third floor balconies (verandas) may be used between 10 a.m. and 5 p.m. for reading, sunbathing, quiet contemplation, etc., provided hotel guests are not disturbed. After 5 p.m., these areas are restricted for use by hotel guests only. No cooking/grilling is allowed on the verandas.

The student lounge is available on the first floor with a pool table, table tennis, vending machines, and television. Ask at the front desk for game equipment.

Automobile parking is available in the rear parking lots. Students should not park in front of the hotel. The Foundation assumes no responsibility for damages that may result to any cars or personal property stored in cars, in the hotel or adjacent parking lots or streets. All damage should be reported to the police.

Elevators are only available for moving in and out.

## *Visitors*

☀ **ALL VISITORS MUST SIGN IN AND PROVIDE A PHOTO ID AT THE FRONT DESK OF THE HOTEL.** Visitors are welcome between 8 a.m. and 11 p.m.

Student residents must be present with and are responsible for their visitor(s) at all times, and must ensure compliance with all rules. Visitors are required to abide by all Residence Facility regulations. Both resident and visitor are subject to disciplinary action for infractions incurred by visitor. Opposite gender visitors may be in the commons areas, only; they may not go down the halls and into the individual rooms.

Students may house same-gender overnight visitors **only** with prior approval of the resident supervisor or resident assistant **and** roommates/suitemates. This approval must be granted in advance. A modest fee will be charged for overnight visitors and it can only be paid by cash. Approved overnight visitors are limited to three consecutive nights and 12 total nights per visitor per academic term.

Minors (under 18 years of age) may **NOT** visit in the residence facility unless attended by a parent/legal guardian. Minors may not remain overnight in the residence facility.

## ***Moving into the Residence Facility***

- Welcome packets with move-in information, date and time, and type of room will be mailed to all incoming residents by mid-July. Specific room assignments may be given with packet or at check-in.
- You must make your payment when checking in if you have not already done so. You will not be allowed to move in if payment or proof of financial aid is not provided.
- Keys will be issued when:
  - Completed forms (Room Check-in/Check-Out, Vehicle Information, Personal Information) **are returned** to the check-in desk,
  - Payment is received, and
  - Photo has been taken.
- **REMEMBER: WE WILL ASSUME NOTHING WAS WRONG WITH THE ROOM IF THE PROBLEMS ARE NOT WRITTEN DOWN ON YOUR CHECK-IN/CHECK-OUT FORM.**
- Parents of either gender can help with move in and room set up on **official check-in days only** (July, August, and January). After check-in day, all visitors must sign in at the front desk, and only visitors of the same gender can be on the residence hallway.

### **What to Bring**

Bedding/linens – twin size sheets (we suggest extra long), pillow, blanket, comforter, towels

Toiletries – toothbrush, toothpaste, hair care products, soap, toilet paper, etc.

Alarm clock

Cleaning Supplies for room and bathroom, laundry detergent/dryer sheets (no bleach!), trash can/liners

### **What Not to Bring**

Pets of any kind (including fish)

Candles and incense (even if you are not planning to burn them, and even without wicks)

Electric cooking devices (kitchen is provided for cooking)

Illegal Substances including marijuana and alcohol

Firearms, fireworks, weapons of any kind

External speakers or amplifiers

Weights (bar bells, dumbbells)

### **Other Items You Might Want**

Posters secured with non-damaging/removable stickies or thumbtacks, but **NO NAILS**. (Remember, whatever you choose to use, you are responsible for damage to walls.)

Throw rugs, bath mats

Iron, ironing board

Food containers – If food will be kept in the room, it must be in airtight containers at all times.

Cooking/eating utensils – pots, pans, silverware, plates, bowls, etc.

Television – There is cable in every room – bring a TV and cable cord if you'd like.

Phone – phone jacks in every room. You may want a regular phone for local and in-hotel calls.

Lamps – rooms have overhead lights, lamps can be brought (no halogen lamps or paper shades)

Head phones/ear buds for personal electronics and PCs

Vacuum cleaners – We do not provide any at the residence facility.

Mini-refrigerator/freezers with microwave attached to the top are available for rent. You can bring your own, but the refrigerator/freezer combination must be no larger than 3.0 cubic feet total.

Wireless Internet equipment – if you want to have wireless Internet. We provide DSL only.

## ***My Room and My Responsibilities***

### **Furniture**

Rooms are furnished with one twin bed, dresser, desk, and chair per occupant. These may not be removed from the room. A furniture inventory will be completed upon arrival and departure. Missing or damaged furniture will be invoiced or charged against the student's security deposit.

### **Health and Safety Room Checks**

Health and safety room checks will be conducted by the resident supervisor and/or resident assistant at least monthly. Residents may or may not be present during inspections. **This policy is considered notification of such inspections.** Trash from the room should be put in the large garbage cans in each hallway. Housekeeping will routinely empty the large cans. Rooms are to be kept clean (e.g., floor cleared and vacuumed, clothes not thrown about, food put away in sealed containers, garbage thrown away, refrigerators clean [whether they are yours or ours], shower/sinks clean, etc.). If the room is found to be unsatisfactory, the student will be given 24 hours to clean it up. If it is not cleaned up after that time period, a fine of up to \$100.00 may be assessed against each student in the room. A HOLD may be placed on each college account until payment is received. Subsequent failures to keep the room clean may result in stiffer fines, loss of housing privileges in future academic terms, and even eviction.

### **Telephones**

A telephone jack is located in each room, and you may want a phone for in-house and local calls. You are responsible for phone charges to your room, whether incoming or outgoing.

### **Computer Connections**

**We DO NOT provide wireless Internet.** A data port for each occupant is located in every room providing Internet access through a DSL connection. There is no additional cost for this service and no additional provider (e.g., AOL, Earthlink) is required. Each student will be responsible for obtaining the appropriate network interface card (NIC) and CAT-5 Ethernet cable for his or her computer as well as security software. Because of limited telephones lines, residents are requested to not use a dial-up modem for Internet access.

### **Lost Keys**

At a minimum, a replacement fee of \$25 per key will be charged for lost keys. Additional charges may include replacement lock charges and complete key replacement for the entire floor or residence facility depending on which key is lost. This could be a substantial charge (the rear door lock alone has about 100 keys for students, hotel guests, staff, and security). The safety and security of our residents is our primary concern. We do not want the security of our facility compromised due to lost keys.

### **Damage to Your Room**

You are responsible for all damage to your room. You will be charged \$25 or the cost of the repair, whichever is greater. You cannot make the repairs yourself to avoid the charges. Your security deposit will be charged the cost of the repair and you will be notified of this charge. You will have to restore your security deposit to the \$100 level at the start of each term. If your deposit falls below \$50, you will be required to restore it to \$100 immediately. Failure to restore the required amount may result in a hold on your college account and a lock out from your room until payment is made.

### **Repairs or Maintenance to Your Room**

Foundation, college, or hotel staff may enter the room at a reasonable time (between 8 a.m. and 5 p.m.) for repair or routine maintenance of the premises, or at any time for emergencies.

### **Room Changes**

Residents can request to change rooms after the third week of class. All changes must be requested in writing by all parties involved and approved by the resident supervisor before the moves take place.

## *My Floor and My Responsibilities*

### **The Kitchen**

A full kitchen, with stove/oven, microwave, refrigerator, garbage disposal, and sink is located on each floor. If you choose to use this facility, you will need to furnish your own cookware and dishes and ensure the kitchen is *clean* after each use. **Any dirty dishes or cookware, regardless of who used them, left in the kitchen will be THROWN AWAY, as they encourage unwanted pests/rodents.** We suggest you not bring George Forman-type grills. Items in refrigerator should be labeled with owner's name and date when placed in refrigerator.

### **Laundry**

A washer and a dryer are located in the kitchen area on each floor. No fee is charged for using these machines. Keep in mind that these are to be shared among all of the students on your floor, so you'll need to keep a close eye on the timing of the washer and dryer to remove your clothes in a timely manner. **Liquid bleach is not allowed** because of the potential damage to the carpet. The Jacaranda Residence Facility is not responsible for ruined or missing items.

### **Damage to Commons Areas**

You are responsible if you cause damage to a commons area. If anonymous damage is done to the facility the cost will be divided equally among the residents on the wing and/or floor. You are not authorized to make repairs to avoid these charges. These charges will be placed against your college account and you can pay them at the SFCC Cashier's Office. The security deposit will not be used for these types of charges.

### **Sports within the Building**

In the interest of personal safety and out of respect for the hall environment, sports or rowdiness of any nature are not permitted in the bedrooms, hallways, bathrooms, lobby, student lounge, elevator, or other common areas of the building. This includes throwing any objects from or at the residence hall building.

## *Vacating the Residence Facility*

- Students must vacate the premises within 24 hours after their last exam or their own graduation. If a student is not returning after a break, the student must vacate prior to the break.
- All personal property must be removed if the student is not in residence. Any items left in the room after a student vacates will be considered abandoned property and will be disposed of.
- Rooms must be vacated and personal property removed during summer break regardless of fall enrollment.
- It is the student's responsibility to clean bath and bedroom upon departure. For shared spaces (bedrooms and bathrooms), all occupants are equally responsible regardless of departure date, schedule your move-out inspection prior to when you leave. **Room should be in the same condition as when you moved in.**
- All keys must be returned. Failure to return all keys may result in a substantial charge to the student due to the cost of replacing all door locks and keys associated with each key assigned to the student.
- Security deposit refund will be mailed to the address on record at the college and may take up to four to six weeks. The security deposit refund will not be processed until all keys are returned to the Foundation.
- **Costs to repair damage to the room or furniture, to dispose of abandoned property, or to restore room to original move-in condition will be assessed against the security deposit. If the security deposit is insufficient, an invoice will be mailed to the address given on the residence application and a HOLD will be placed on the student's college account until payment is received.**

## ***Emergencies***

Residents leaving the residence facility overnight are encouraged to notify the facility's front desk when they leave and return. This will enable hotel and residence facility staff to know, in the event of an emergency, who is and who is not in the building.

If a resident becomes ill, has an accident or needs special assistance, he/she should notify the resident supervisor or resident assistant immediately. Do not hesitate to call 911, if necessary. From hotel phones, dial 9-911.

## ***Parental Notification***

Parents or emergency contact of Jacaranda Residents will be notified of a student's involvement with alcohol and other drug violations under the following circumstances:

1. A student has been transported to the hospital or required staff assistance due to his/her consumption of alcohol and/or other drugs.
2. When a student's alcohol or other drug behavior demonstrates evidence of a high risk nature.

## ***Breaks and Holidays***

The Jacaranda Residence Facility **will be closed** during the various holidays and breaks--Thanksgiving holiday, winter (Christmas) break, ***spring break*** and summer break. Based on training and/or game schedules, athletes may be allowed to stay in the residence facility during the various breaks. This will be coordinated with the coaches and the residence facility staff. Additional fees may apply. Items can be left in the room over Thanksgiving, winter, and spring breaks (not over summer break), but the Foundation and hotel are not responsible for lost or stolen items (valuable items should not be left in the room).

Exceptions to these rules and policies may be made by the residence manager, residence life coordinator, resident supervisor, or resident assistant. Students seeking exceptions should contact one of the individuals listed to request an exception.

*Again, welcome to the "Jac." Treat her kindly, and she'll do the same for you.*