

South Florida State College
Jacaranda Residence Facility



Student Resident Handbook

Academic Year 2022-2023

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SFSC and the dean of student services have the right at any time to make changes to the handbook that SFSC, in its judgment, determines to be necessary for the safety, welfare, 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

Introduction

Dear Resident,

Welcome to the Hotel Jacaranda Residence Hall. Living in a residence hall means becoming a part of a community of students. The community is a dynamic place, composed of various people with different values, cultures, lifestyles, and attitudes. As members of this community, we can best learn from one another in an atmosphere of positive encouragement and mutual respect. We are excited you have chosen to live in our student resident facility and we believe your decision will help you be successful here at SFSC.

The Hotel Jacaranda is a magnificent, historic hotel listed on the National Register of Historic Places. Built in the 1920s, the Hotel Jacaranda hosted many famous baseball teams and players during their winter and spring training including the St. Louis Cardinals, Ty Cobb, Babe Ruth, and Roger Hornsby just to name a few.

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

Welcome to the "Jac." We hope you enjoy your stay with us and come to love the Jac as generations of others have.

Sincerely,

Residence Life Staff

The Hotel Jacaranda

19 E. Main St.

Avon Park, FL 33825

Revised 03/10/2022

On-Site Staff

Residence Life Coordinator

863-784-7127

The Residence Life Coordinator (RLC) is a full-time professional who lives on site and is responsible for managing the day-to-day operations of the residence life program. The Residence Life Coordinator is available to assist you with any housing-related concerns including, but not limited to, evening and weekend on-site availability, regular health and safety room checks, fire drills, security, conflict management, room assignment, and key assignment/replacement, and management of resident assistants. If you have any questions or concerns related to housing, contact the RLC via email at housing@southflorida.edu or call the number above.

SFSC Foundation

863-453-3133

The SFSC Foundation is the owner of the Jacaranda. The Foundation processes applications, payments, and invoices regarding student housing.

Hotel Front Desk

863-453-2211

The Jacaranda Hotel front desk is where students can pick up their mail, sign in guests, and fill out maintenance requests.

Maintenance

863-453-2211

If you have a maintenance issue within your room including, but not limited to, A/C or heating, plumbing, and furniture in need of repair, please fill out a maintenance request form at the front desk located on the first floor in the lobby.

Security

863- 453-0806

On site 11 p.m.–6 a.m. daily

Eligibility

To be eligible to live in the Jacaranda Student Resident Hall you must be:

- A full-time SFSC student for the terms in residence
 - If a student is not full-time or drops below full-time, requests for exceptions may be reviewed through the dean of student services on a case-by-case basis.
- Students who receive housing scholarships through SFSC are placed in rooms first.
- The remaining rooms are assigned on a first-come, first-served basis.

Room Types and Rates

Room Type	Fall 2022	Spring 2023	Summer 2023
Single Shared Houses two students in two rooms, sharing a bathroom.	\$2,400	\$2,400	\$1,800
Double Houses two students in one room, sharing a bathroom.	\$2,100	\$2,100	\$1,575
Quad Houses four students in two rooms sharing a bathroom.	\$1,800	\$1,800	\$1,350

Fall and spring terms consist of one 16-week term or two eight-week flexible terms. Summer term consists of one 12-week term or two six-week flexible terms.

* Volleyball and Cross Country team members receive a prorated rate based on early arrival in the fall. Rates are determined once the check-in date is determined.

Room Assignments

- Students who receive housing scholarships through SFSC are placed in rooms first.
- The date that both the approved application and deposit are received determines eligibility for assignments on a first-come, first-served basis.
- Specific requests cannot be guaranteed.
- Roommate preference must be mutually agreed upon on all application forms.
- If demand is sufficient, the RLC reserves the right to place additional students in a room.
- Applications are not transferable from one academic year to another.
- Residents are required to live in the room to which they have been assigned.
 - Residents can request to change rooms. All changes must be requested in writing by all parties involved and approved by the RLC before any moves take place.

Evictions and Early Departures

- Individuals evicted from the residence facility lose their unused rent and are prohibited from the premises at all times.
- Rent is forfeited for early departures.

Property and Medical Insurance

- The South Florida State College Foundation is not responsible for damage to or loss of personal items.
- South Florida State College is not responsible for the damage to or loss of personal items.
- The South Florida State College Foundation does not provide renters, homeowners, or medical insurance.
- South Florida State College does not provide renters, homeowners, or medical insurance.

Lost Keys

- At a minimum, a replacement fee of \$25 per key will be charged for each lost key.
- Additional charges may include replacement lock charges.

Damage to Your Room/Jac Property

- Students are responsible for all damage to their assigned room.
- Students will be charged a minimum of \$25 for wall damage.
- Students will be charged a minimum of \$120 for a broken window.
- The security deposit cannot be used to pay these fines; you will be invoiced for the charge and a hold will be placed on your College account.
- Failure to make payment when due will result in a late fee and may result in a lockout from your room until payment is made.

Use of Hotel Facilities

- Students living in the Jacaranda are hotel residents, not hotel guests.
- The elevator is available when moving in and out; students must use the stairs all other times.
- Student residents may use the hotel swimming pool during posted pool hours provided an SFSC class or a private function is not in session. All posted swimming pool rules must be followed. Non-resident visitors may NOT use the swimming pool.
- 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 the lobby carpet. Appropriate clothing/cover-ups should also be worn to go through the lobby.
- Clothing worn in the public areas of the hotel should be appropriate for a working hotel, e.g., shirts, shorts, and skirts should not be too revealing; 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.
- The second and third floor hallways, balconies, lounges, and breezeways are not to be used by students at any time.
- Automobile parking is available in the rear parking lots. Students should not park in front of the hotel. South Florida State College Foundation and South Florida State College assume 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. Students are limited to one motorized vehicle. Vehicle repairs/maintenance cannot be done in the parking lot. Cars may not be left in the lot over breaks.

General Information

- Residence facility meetings are scheduled as needed; all residents must attend.
- Consolidation –The SFSC Residence Life Staff 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 SFSC Residence Life staff will give as much notice as possible regarding these interruptions.

Community Standards

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 as well as all rules and regulations found in the Student Code of Conduct.

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
3. Any object used to threaten, harm, or intimidate will be considered a weapon

Possession and/or use of, or being present with others in possession of or using, the following on Foundation property will result in immediate action taken by the Residence Life Staff to include, but not limited to, fines, community service, other educational sanctions, or suspension/expulsion from the residence facility:

1. Alcoholic beverages (regardless of age)
2. Candles or incense
3. Pets
4. Propping entrance doors

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, community service, disciplinary sanctions, parental notification, and/or eviction. Students may also be referred to the dean of student services for violations of the Student Code of Conduct. Civil infractions may be dealt with through civil authorities, i.e., law enforcement.

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

- SFSC is a tobacco-free college. Use of tobacco products, such as cigarettes, cigars, chew, and those that simulate tobacco use (e-cigarettes) are prohibited in ALL areas of the residence and hotel property.
- Potential residents must disclose any criminal convictions prior to acceptance into the Residence Hall. Failure to be completely truthful can lead to dismissal from the Jacaranda.
- Students shall not pursue any business in their room or on the premises.
- Security doors must remain closed and locked at all times.
- Public display of affection (PDA - Students are expected to behave in an appropriate manner consistent with living in a facility that hosts outside guests.
- No curfew exists for residents, but all visitors must leave the building by 10 p.m.
- Entrance to the building after 11 p.m. is through the rear door only.

- Quiet hours are in effect 10 p.m.-7 a.m. During these times, no noise should be heard outside student rooms. Failure to do so is considered a student conduct violation.
- Common areas are the kitchens, laundry rooms, and TV rooms. They are open 24/7 for in-house residents. Visitors can be in the common areas between 10 a.m. and 10 p.m.
- Sleeping is not allowed in common 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.
- Hall sports are not permitted at any time. This includes the use of hover boards or skateboards of any kind.

Jacaranda Dorm Trash Responsibility

Students who stay in the dorms are required to follow this protocol regarding trash disposal:

1. Each student in their dorm room will be required to remove their trash at minimum twice a week, on Tuesdays and Fridays, and taken to the dumpster located outside of the Jacaranda.
2. Garbage cannot be set outside of their room or left in the halls at any time.
3. In the event a student does not comply with this, they will receive a written warning. A second offense will result in a \$25 fine.

Kitchen trash cans are strictly for kitchen purposes only.

Visitation

- ALL VISITORS MUST BE SIGNED IN AND PROVIDE A PHOTO ID TO HOTEL FRONT DESK.
- Visitors are welcome between 10 a.m. and 10 p.m. and must be personally signed in by the Jacaranda resident.
- 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 policies. Both resident and visitor are subject to disciplinary action for infractions incurred by visitor.
- Visitors must be signed out at the front desk and depart the Jacaranda by 10 p.m.
- Minors (under 18 years of age) may NOT visit the residence facility unless accompanied by a parent/legal guardian.

My Room and My Responsibilities

- Rooms are furnished with one extra-long twin bed, mattress, 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 will be conducted by the Residence Life Coordinator and/or resident assistant within the first 30 days of the term and every 60 days after that. Residents may or may not be present during inspections. Residents will be notified of health and safety checks at least 24 hours prior to the check. A search can be held immediately if there is reasonable suspicion of policy violations.
- 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, 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, student conduct sanctions will be issued to the residents of the room. A HOLD may be placed on each college account until sanction(s) is/are completed.
- No changes can be made to the blinds in the windows. Nothing should be displayed in or visible from the windows. No items may be placed on your door without permission from your RA or RLC. However, if these items damage the door, you may be fined.
- Wireless internet is available for resident use in their rooms and in all common areas on the residence facility side. Username and password are available after move in. The student is responsible for what websites and downloads appear on their devices while logged onto the school internet at all times. They will be responsible for their guest's use of internet as well.

My Floor and My Responsibilities

- The Kitchen: A full kitchen, with stove/oven, microwave, refrigerator, 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.
- Items in the refrigerator should be labeled with the owner's name and date of placement in refrigerator.
- Laundry: Each floor has two washers and two dryers. No fee is charged for using these machines. Liquid bleach is not allowed because of the potential damage to the carpet. HE detergent is required for the washing machines on all floors.
- The Jacaranda Residence Facility is not responsible for ruined or missing items.
- Damage to Common Areas: You are responsible if you cause damage to a common area. If anonymous damage is done to the facility, the cost may be divided equally among the residents on the wing and/or floor. You are not authorized to make repairs to avoid these charges. Your security deposit cannot be used to pay these fines. You will be invoiced for the charge and a hold will be placed on your College account.
- Sports within the building: In the interest of personal safety and out of respect for the entire building and co-habitants, sports or rowdiness of any nature are not permitted in any areas of the building. This includes throwing any objects in, from, or at the residence hall building.

General Safety Policies

- **Electrical Appliances:** Due to the associated fire risk and the large amperage draw of electrical appliances, the Jacaranda has placed restrictions on the type of appliances which can be present in the student's dorm room. Appliances which are not permitted include but are not limited to:
 - Space heaters, hot plates, coffee makers, and toasters. A kitchen area is provided where residents may cook their meals. Coffee pots that do not have a warm heating element are allowed (i.e. Keurig's).
- **Fires:** In the event of a fire, activate the building's fire alarm system and evacuate the building. Do not linger in the building trying to rescue your personal belongings. Fire extinguishers are positioned throughout the building for ease of use. If a fire is small and you can/choose to extinguish it, activate the building fire alarm prior to fighting the fire. Report all fires immediately to the Foundation, Hotel, or residence staff personnel. You are required to complete an Incident Report (even if you extinguished the fire yourself and no property damage is evident). To ensure residents and staff are familiar with emergency evacuations, we conduct annual fire drill exercises. Participation in the exercises is mandatory.

- **Emergency Evacuations:** The Jacaranda was designed and has been equipped with many life safety features. Included in this list are fire suppression sprinklers throughout the entire building, an audio and visual fire alarm system, and multiple external egress stairwells. When the fire alarm sounds everyone must evacuate the premises. Evacuation maps can be found near the door in each dorm room. The Jacaranda's designated rally point is the church parking lot, north of the Jacaranda or at least 500 feet away from the affected building(s). Do not return to the evacuated building until directed by official personnel.
- **In the case of school closing** due to natural disaster, i.e. a hurricane, the residence hall will be closed and residents will be given as much reasonable time possible after notice to vacate the building.
- **Sexual Assault and Violence, Prevention and Response:** South Florida State College provides periodic education for students, faculty, and staff about sexual assaults, acquaintance rape, domestic violence, dating violence, stalking, and other forcible and non-forcible sex offenses. If you are the victim of a sexual assault or violence, your first priority is to go to a place of safety, call 911, and then notify the SFSC Security Office as well as the Title IX Coordinator. The College provides procedures for investigating and disciplining students in matters of sexual violence. More information regarding sexual assault, violence prevention, and response can be found here: southflorida.edu/community/title-ix-sexual-harassment
- **Missing Persons:** Each student living in an on-campus student housing facility has the option to register a confidential contact to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If you can't locate a fellow resident student and they have been missing for 24 hours, or you suspect there may be foul play involved with their absence, report this matter immediately to the RLC/RA, Campus Security or the dean of student services. Once a report has been received, the Residence Life staff will conduct a preliminary investigation in order to verify and validate the circumstances which exist relating to the reported missing student. All official missing student reports will be immediately referred to the local law enforcement (within 24 hours of receipt of the initial notification), whether a confidential contact has been provided or not. In the event that a student is less than 18 years of age and is not emancipated, their parent or guardian will be notified.

Annual Crime and Fire Statistics

The Clery Act requires SFSC to publish an annual report that contains statistics for the previous three years concerning reported crimes that occurred on campus, at off-campus buildings owned or controlled by SFSC, and on public property immediately adjacent to and accessible from the campus.

In addition to the crime statistics report, SFSC prepares an Annual Fire Safety Report, which provides information about student housing fire statistics, safety systems, fire drills, fire safety policies and education and training programs.

Both reports can be found on the SFSC Security webpage at:
southflorida.edu/safety-security

Emergencies

Residents leaving the residence facility overnight are encouraged to notify an RA/RLC and 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, is injured or needs special assistance, he/she should notify the residence life coordinator or resident assistant immediately. Do not hesitate to call 911, if necessary.

Please immediately notify the front desk clerk if you call emergency services so they can direct them to the correct location. Notify residence life staff as soon as possible.

Service Animals

The SFSC ADA coordinator handles all service animal questions and requests. They can be contacted by email at disabilities.specialist@southflorida.edu or called during normal College business hours, 863-784-7131.

Breaks and Holidays

The Jacaranda Residence Facility will be closed during the various holidays and breaks: Thanksgiving holiday, winter break, spring break, and summer break and all students are expected to vacate the facility. 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, College, Residence Life Staff, and hotel are not responsible for lost or stolen items (valuable items should never be left in the room). Exceptions to these rules and policies may be made by

the residence life coordinator. Students seeking exceptions should contact the residence life coordinator.

Moving into the Residence Facility

Welcome packets with move-in information, date and time, and type of room will be emailed to all incoming residents by mid-July. Specific room assignments may be given with packet or at check-in.

Keys will be issued and you can begin moving in when:

1. Completed forms are returned to the check-in desk
2. Payment is received
3. 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 and families can help with move in and room set up until 11 p.m. on official check-in days only (July, August, and January) without signing in. After check-in day, all visitors must be signed in by the resident at the front desk and comply with our visitation policy.

What to Bring

- Bedding/linens – extra-long twin size sheets, pillow, blanket, comforter, towels
- Toiletries – toothbrush, toothpaste, hair care products, soap, toilet paper, etc.
- Trash Cans and Trash Bags
- Cleaning Supplies for room and bathroom, HE (High Efficiency) laundry detergent/dryer sheets (no bleach)

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, they may not be in your room)
- Illegal substances including marijuana and alcohol
- Firearms, fireworks, weapons of any kind
- External speakers or amplifiers
- Weights (bar bells, dumbbells)
- Room decorations that display alcohol, drugs, or that are patently offensive to reasonable persons.

Items You May Want

- Posters secured with non-damaging/removable tabs, but NO NAILS
- Throw rugs, bath mats
- 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 your own TV
- Vacuum cleaner – We do not provide any at the residence facility
- Dorm-size refrigerator, 3 cubic feet or smaller

Vacating the Residence Facility

In order to check out of the Jacaranda Residence Facility, whether before breaks or due to eviction or voluntary early departure, you must coordinate a check-out time with the residence life coordinator 24 hours before your departure.

- Keys should be personally handed in to the RLC/RA. All keys must be personally returned to the residence life coordinator or resident assistant. Failure to return all keys to the RLC or RA will result in an improper check out.
- Failure to show up on time and be prepared for your check out will result an improper check-out fine of \$25. (Additional charges, if any, which are based on room condition will be determined at check out.)
- Students must vacate the premises within 24 hours after their last exam or by noon after 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 or parking lot 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 the 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.
- The room should be in the same condition as when you moved in.
- Security deposit refund will be direct-deposited or mailed to the address on record at the College and may take four to six weeks. The security deposit refund will not be processed until all keys are returned. If a refund is required on any payment received on behalf of a student, the refund will be made to the student, regardless of who made the payment.
- Costs to repair damage to the room or furniture, replace missing cable TV items or furniture, dispose of abandoned property (including cars), 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 on record at the college and a HOLD will be placed on the student's college account until payment is received.
- Failure to comply with these check-out policies may result in loss of any or all of your security deposit.