

Texas Southern University



**Residential Life
And
Housing
Handbook**

Revised July 2020



TEXAS SOUTHERN UNIVERSITY

Dear TSU Tiger:

Please allow us to extend a heartfelt welcome to you as a new resident at Texas Southern University's Residential Life & Housing, and a welcome-back to those of you returning for another great year. Campus-living, which is a significant part of the total university experience, provides leadership and involvement opportunities for your growth and development beyond the classroom. These opportunities offer you the chance to embrace life-style changes, to become familiar with other cultures, and the possibility to develop many lasting friendships.

The Residential Life & Housing Handbook will help you understand housing policies, procedures, services, and your rights and responsibilities as a member of your residential community. The Resident Handbook answers many commonly asked questions regarding living at Texas Southern University Housing. In addition, the Resident Handbook describes policies that act as an addendum to the policies laid out in your Lease Agreement. The Lease Agreement and the Resident Handbook are important guides with which you should familiarize yourself throughout your time at Texas Southern University. You are expected to comply with both the lease agreement and resident handbook in addition to all applicable local, state, and/or federal laws.

We know that the college years are exciting, scary, and overwhelming; so we have compiled a list of rules and regulations to make your stay here successful. Success is your goal in college and if we can assist you in any way to achieve it please stop by your communities' front office or call your Resident Assistant or Resident Coordinator.

We are truly excited about the year ahead!

Residence Life and Housing

Name	Position Title	Office Number/ Ext.
Yvette Barker	Executive Director of Residential Life & Housing	713-313-7206
David Anderson	Associate Director of Residential Life & Housing	713-313-7206
Hector Alfaro	Facilities & Operations Manager	713-313-7206
Shelly Butler	Custodial Supervisor	713-313-7857
Joseph Greenwich	Dept. Business Administrator	713-313-7178
Makisha Moreland	Customer Service Liaison	713-313-7206
Greg Malone	Project Assistant	713-313-7206
Ernest Brown III	Residential Community Coordinator	713-313-7206
Devonte Franklin	Residential Community Coordinator	713-313-7206
Keristian Champaigne	Residential Community Coordinator	713-313-7206
Anthony Coe	Residential Hall Coordinator	713-313-7206
Jimmy Jones V	Leasing Coordinator	713-313-1344
Minerva Juarez	Leasing Coordinator	713-313-4487
Crystal Redic	Leasing Coordinator	713-313-5108
Kameron Williams	Leasing Coordinator	713-313-4485

Rules and Regulations

Rules and regulations are necessary for the smooth functioning of any community. The Residence Life Staff at Texas Southern University believes that you have the right to an environment in which you can study, socialize, and live comfortably. There are three basic principles involved in achieving this:

- Demonstrate care for yourself**
- Demonstrate care and consideration for others**
- Respect others' and community property**

Take time to familiarize yourself with the rules and regulations as both you and your guests are responsible for following them.

Alcohol

Consumption of alcohol must comply with all federal, state, and local laws. Being that Texas Southern University is a dry campus, alcohol is not allowed on any Texas Southern University student housing facilities.

Noise

To facilitate an environment conducive to academic growth, Texas Southern University Residence Halls have adopted a Quiet Hours Policy. **Quiet Hours begin at 10:00 pm each night and ends at 10:00 am, 7 days a week.** Any behavior or noise that may be disturbing to another resident must cease upon the request of other residents or any member of Texas Southern University Residence Life Staff.

The use of amplified musical instruments, outside of designated music rooms, is not allowed within the complex.

These policies apply to all areas of Texas Southern University residential halls, including, but not limited to, parking lots, breezeways, hallways, the courtyard, common areas, and apartments.

Noise cont'

In an effort to reduce the occurrence of noise complaints and disturbances; Texas Southern University's Residence Life Department has adopted a **No Loitering Policy**. The no loitering policy will be strictly enforced and goes into effect at **11:00 pm each evening**. After 11:00 pm residents and guest are prohibited from congregating outside any Texas Southern University on-campus facility.

Any resident or resident's guest found violating these policies must immediately conform to them. Repeat violations may result in disciplinary action by Management.

Guests

In an effort to promote social distancing and protect the health and welfare of all residents there will be no outside visitation allowed in each facility. This means if you live in the Towers you are not allowed to visit a resident who resides in Courtyard inside their building/room.

Texas Southern University Residence Life staff reserves the right to adjust visitation privileges at any time.

Sub-Leasing

Per the lease, "only you can live in the Premises. You may not permit another person to live in the Premises or in the Apartment." Management will evict any resident who persists in violating the limitations on the visitation policy.



Parking

All residents wishing to park a vehicle on the property MUST register their vehicles with Texas Southern University. In addition, a Texas Southern University resident decal must be in the window of the vehicle. Texas Southern University decals are issued at the Parking Office located in the West Parking Garage upon reservation and a signed lease agreement. Parking in our lot is available on a first come, first served basis and not guaranteed. Please call the office to report a parking violation.

1. The vehicle is parked in such a manner as to obstruct a fire lane.
2. The vehicle is obstructing an entrance, exit, space or aisle of the parking facility.

Access

Residents found climbing over a fence, gate, or door, for any reason, will violate their lease. Any person who is not a resident found climbing on the fence or walking unescorted through the property is criminally trespassing. If you see any suspicious persons around the property or see anyone climbing over the fence, door or gate, please contact the housing staff or call (713) 313-7206 or TSU Non-Emergency at (713) 313-7001.

Keys

You are to keep your room keys in your possession at all times. Keys are not to be in anyone else's possession, and if someone else has your key, it could result in your eviction from Texas Southern University Residence Life properties.



Personal Behavior:

Texas Southern University Residence Life staff reserves the right to disperse any group, at anytime.

Parties/Kick back are not allowed at any time for any reason. Any gathering that violates the City of Houston's noise ordinance may be asked to disperse. Other reasonable guidelines may be used to determine if a gathering is creating a disturbance, either in the apartment home or at a common area.

Residents in violation of the policy will be subject to all University recourse, judicial action and a resident fine per residents.

Kegs, beer balls, or other alcohol containers are expressly forbidden either inside the apartment or within or around any common area of the Property, including but not limited to the fitness center, computer lab, breezeways and parking lots.

Residents and their guests are not allowed to: engage in criminal conduct, behave in an obnoxious manner, threaten the health, safety, well being, comfort or rights of anyone within or near the Property.

Residents and their guests are not allowed to: engage in criminal conduct, behave in an obnoxious manner, threaten the health, safety, well being, comfort or rights of anyone within or near the Property; disturb the business operations of the Property; manufacture, possess or deliver a controlled substance or drug paraphernalia; threaten or engage in violence; discharge a firearm in the community; display or possess a weapon of any kind in Residence Halls or any common area of the Property.



Drug Free Housing

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner, and Tenant agree as follows:

1. Tenant, any member of the tenant's household, or any invitee of tenant or a member of tenant's household shall not engage in criminal activity, including drug-related criminal activity anywhere on the project premises. Drug-related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substance Act (21) or U.S.C. 802).

2. Tenant or members of the household **will not** permit the dwelling unit to be used for criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or an invitee. Room checks will occur when criminal activity is suspected.

3. Tenant, any member of the tenant's household or any invitee of tenant, will not engage in the manufacture, sale or distribution of drugs anywhere on the project premises.

4. Tenant, any member of the household, or any invitee of tenant **shall** not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms anywhere on the community premises.

5. VIOLATION OF THE ABOVE PROVISIONS SHALL BE MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any the provisions of this addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be sufficient cause for termination of the lease



Pets

Texas Southern University Residence Life does not allow any pets on any property, with the exception of guide animals.

Fines will be assessed to any resident in violation of the pet policy.

Candles/Burning Incense/Marijuana

Texas Southern University Residence Life housing prohibits the use of candles or incense in any of its on-campus facilities. The scent of candles, incense, or suspicious odors will constitute a search.

Dining Services – Board Plan

The meal plan is required for all students residing in university sponsored housing. Students are required to submit a meal plan application. Students who do not select a meal plan will have the 14 meal plan selected on their behalf and appropriate charges shall be deducted.

Health and Wellness/Cleanliness Checks

In an effort to ensure a clean and safe living environment; the Residence Life staff will conduct weekly/bi-weekly room inspections. Resident must keep his/her personally leased Premises in a neat, clean and sanitary condition, and **MUST** assist all other roommates in the keeping all shared areas in a neat, clean, and sanitary condition. Violations of this nature will be documented on a 24 hours' notice to act in accordance with notice accompanied with a fine. Any refusal by Resident to live in a sanitary manner will result in termination of the lease contract.

Residents must promptly remove all trash from their apartments and take the trash in bags to the compactor or garbage disposal. Trash may **NOT** be stored in breezeways or storage areas Trash bags (regardless of what is stored inside of the bag), boxes and loose trash found in these areas can be removed without notice and residents will be charged \$25.00 per bag, box, or item per resident residing in the apartment regardless of whether the trash is removed by Residence Hall Staff or by a resident.

Center's Insurance

Texas Southern University is not responsible for any loss or damage to student's personal property due to theft, fire, water damage, or similar occurrences.

Texas Southern University strongly urges students to provide personal property insurance via a rider on your family's homeowners insurance or by purchase of a personal property insurance policy provided by a third party insurance provider.

Fines and Charges

Texas Southern University Residence Life staff can assess fees for the following:

- Lost key
- Noise violations
- Fire alarm pulled
- Trash outside door
- Candles/Incense
- Violation of Visitation Policy
- Pet policy violation
- Unsanitary living conditions or excessive trash in units
- Illegal tampering with smoke detectors or any life and safety devices
- Smoking of tobacco in units
- Possession of Alcohol in units
- Possession of or use of drugs

Fines assessed to your account are added to your University fees. You will receive written notification of fines before they are added to your invoice.

Note: If you or your guests incur any damage to your apartment or Texas Southern University's Residence Life properties, you will receive a fine that is due within 10 days after a notification has been sent to you. In addition, you will receive a statement of deposit after move-out that will detail any unpaid charges and/or deposit refunds.

Fines are subject to change.

Fines and Charges Continued...

Lost Room Key Replacements	Between \$15-\$150 (as deemed necessary per the resident's community)
Noise Violation after first Warning	\$25.00
Disorderly Conduct/Disturbance	\$150.00
Possession of Alcohol in unit or in common areas; such as parking lots and lobbies	\$150.00 and possible eviction
Use/Possession of Fire Arms, Weapons, or Explosives	\$150.00 and Eviction
Refusal of Staff Entry	\$150.00
Solicitation of any kind	\$25.00
Illegal Party	\$150.00/Deferred Eviction or Eviction
Smoking	\$150.00/Eviction
Furniture Removal	\$50.00
Illegal Occupant	\$150.00 and possible eviction
Unauthorized Pet	\$150.00
Items in or on Window	\$25.00
Abandonment of Premises	\$150.00
Illegal Parking including Bikes	\$25.00
Damage to Property	\$150.00 plus the cost of labor and repairs
Violation of Fire Code	\$300.00
Violation of Visitation	\$150.00
Unsanitary Living	\$50.00
Drug Possession	Eviction

Personal Safety

Management would like you to be aware of some important guidelines for the safety of yourself and the property. We recommend that you consider following these guidelines, in addition to other common-sense safety practices:

While Inside Your Unit Please Remember to....

1. Lock your doors at all times.
2. You have deadbolt locks on the doors; use them while you are inside your room.
3. When answering the door, first determine who is there by looking through the peephole. If the person is unknown, first talk with them without opening the door and don't open the door if you have concerns.
4. If the person says they work for management, maintenance, housekeeper etc., please feel free to call the office to confirm it's an employee needing into your room.
5. Make sure to keep your windows locked when you are not in your room and at night.
6. Do not give or lend your keys, your ID, access card to anyone.
7. Do not put markings on your key ring to identify your name, address, or phone number. This includes your apartment/room number.
8. If you are concerned because you have lost your key or because someone you distrust has a key, ask to have your locks changed. You have a statutory right to do so, provided you pay the cost of the lock change in advance.
9. Dial "713-313-7001" for emergencies. Immediately following, please call the office or CA so they may take appropriate measures.
10. At least monthly, check your smoke detector for dead batteries or malfunctions.

Frequently check your door locks and other devices to make sure they are working properly.

Im-mediately report to the office in writing any malfunction of other devices outside your room, such as broken gate locks, burned out lights, blocked passage ways, broken railings, etc.

Mark or engrave identification on valuable personal possessions, such as your computer or bicycle.

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13. Mark or engrave identification on valuable personal possessions, such as your computer or bicycle.

While You Are Outside Your Apartment

1. Lock your doors and windows every time you leave your apartment regardless how long you will be away.
2. Tell your roommate where you are going and when you will be back.
3. When walking at night, please walk with another person.
4. Let your RA and your roommate know if you are going to be gone for an extended period of time.
5. If you are going to be gone for an extended period, notify your RA or the manager.

While You Are Using Your Car

1. Always lock your car doors.
2. Whenever possible, do not leave any visible items in your car, such as CDs, wrapped packages, briefcase, purses, etc.
3. Do not leave your keys in your car.
4. Carry your key ring in your hand while walking to your car... whether it is daylight or dark...whether you are at home, school, work, or on vacation.



COVID-19 CDC GUIDELINES

Physical/Social Distancing

Avoid close contact with people who have symptoms, who are infected, inside of classrooms, living facilities and other locations on campus.

Stay at least 6ft. (2 arm lengths apart) from other people.

Avoid crowded areas and mass gatherings.

Face Coverings

The cloth face covering is meant to protect others if you are infected.

Cover your mouth and nose with a cloth face covering.

The cloth face covering is not a substitute for social distancing.

If you are in a private setting and do not have on a cloth face covering remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.

Wash your face covering regularly and let it air dry.

Hand Washing

Wash your hands with soap and water for at least 20 seconds especially after you have been in a public place or blowing your nose coughing and or sneezing.

If soap and water are not available use a hand sanitizer that contains at least 60% alcohol.

Avoid touching your eyes, nose and mouth with unwashed hands



Important Telephone Numbers

Student Health Center
(713) 313-7173

University Counseling Center
(713) 313-7804

Office of Disability Services
(713) 313-7691 or (713) 313-4210

Dean of Students Office
(713) 313-1038

Office of Judicial Affairs
(713) 313-7956

TSU Police Department
(713) 313-7000

Post Office
(713) 313-7032

Admissions
(713) 313-7071

Registrar Office
(713) 313-4327

Parking
(713) 313-7029

Financial Aid
(713) 313-7071



Covid-19 Waiver

Dear Residential Students:

In preparation for returning to campus for the Fall 2020 semester, Texas Southern University has established a set of guidelines and expectations for students living on campus. Because there is currently no vaccine to protect against contracting the coronavirus (COVID-19), students will be required to agree to follow new health and prevention guidelines outlined below.

_____ (initial) I understand that, if I exhibit any signs or symptoms of COVID-19, as described by the U.S. Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, or if I have been in close contact with someone who has tested positive for COVID-19, it is my responsibility to contact a medical provider within one (1) business day and self-isolate. Self-isolation means NO human contact with ANYONE, including family, friends, and especially going out into the public. I understand that, if my symptoms are mild, this does not mean I cannot spread the virus to someone else and put others at severe risks.

_____ (initial) I understand, if I need to self-isolate, I will notify Residential Life and Housing staff for assistance.

_____ (initial) I understand and affirm that, in the event of a medical emergency, I will call campus police at 713-313-7000, and that I should notify the operator that I have, or think I might have, COVID-19. If possible, I will put on a cloth face covering before medical help arrives.

_____ (initial) I understand that, if I receive a positive test result for COVID-19 from a medical provider other than an on-campus provider, I am to report the test results to TSU Health Center immediately.

_____ (initial) I understand that, as a result of the COVID-19 pandemic, if I have been exposed to COVID-19 or have been diagnosed as positive, I may be required to return to my permanent residence during the recommended time period.

_____ (initial) I understand that, as a result of the COVID-19 pandemic, I may be required to move to another room, residence hall or other location in the event of required self-quarantine or isolation by TSU Health Center.

_____ (initial) I understand that, campus housing facilities may only be available for those times during the academic term during which coursework is offered on campus and in person. In the event that the academic term is shortened or the mode of delivery of instruction is modified due to a public health emergency or other reasons deemed to be in the best interests of the University community, I understand that I am not entitled to a refund of any pre-paid rent or other costs or fees due to the changes in the academic term or mode of instruction.

_____ (initial) I understand that, as a result of the COVID-19 pandemic, visitation hours or number of guests allowed in my room may temporarily change to address campus response needs.

_____ (initial) I understand that Residential Life and Housing may find it necessary to take specific actions to protect the public health of residents, which may include other communicable diseases besides COVID-19.

_____ (initial) I understand that the best way to reduce risk is to take the same prevention measures as I would to prevent infection from the flu and the common cold, and I agree to:

- Wash hands often with soap and water for a least 20 seconds.
- Use hand sanitizer, with 60-95% alcohol if soap/water is not available.
- Avoid touching my eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home if I am sick and avoid close contact with others.
- Cover my mouth and nose with my elbow or a tissue when coughing/sneezing, and immediately dispose of the used tissue.

Wear face coverings as may be required by the University, the City of Houston, and the State of Texas.

_____ (initial) I understand that the University and Residential Life and Housing may find it necessary to take specific actions to protect the public health of the University community and the surrounding community because of the effects of COVID-19 or other communicable diseases. I understand that these actions may include changing housing arrangements or closing residence facilities and/or modifying how coursework is delivered.

_____ (initial) I understand that I am moving into a communal living environment during a global pandemic, and there are known and possible unknown risks that could affect my health, safety and well-being, including but not limited to illness, injury, temporary or permanent impairment, and death. I acknowledge that I fully understand and accept these risks as a personal responsibility, and that I am electing to live in an on-campus residence facilities without any undue pressure or coercion.

Date of Birth: MM/DD/YYYY

T Number:

