

AdventHealth University

# Housing Handbook

Learning Enterprise System Residents



2020-2021



AdventHealth  
UNIVERSITY





**3310 North Cornell Avenue, Apt # 1  
Orlando, Florida 32804  
407.896.5869 • ahu.edu**

The *AdventHealth University Housing Handbook for Learning Enterprise System Residents (LES Residents)* provides useful information for students living in University housing. Every effort has been made to ensure the accuracy of the information presented in this *Housing Handbook*. The provisions of this *Housing Handbook* are not to be regarded as an irrevocable contract between the resident and AdventHealth University (AHU). The University reserves the right to change any provision or requirement at any time. University administration reserves the right to institute and give public notice of such changes as it deems necessary during the period for which this *Housing Handbook* is in effect.



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# Welcome

Dear Residents,

Welcome to AdventHealth University Housing! I am so glad that you have joined our University Housing Family. My goal is to provide a safe, comfortable and inviting environment where you will be able to flourish, be challenged, create wonderful memories and lifelong friendships. I look forward in collaborating with you to build a successful housing experience as you continue toward your educational goals.



Sincerely,

A handwritten signature in black ink that reads "C. Philogene".

Cassandra E. Philogene, MPA, MNM, RT (R)  
Dean & Director of University Student Housing

# Student Housing Office

## Student Housing Office Manager

The Student Housing officer manager is available in the Student Housing Office during the following times:

Monday - Friday: 7:00 a.m. - 3:30 p.m. 407-896-5869

## Student Housing Office Staff

An Office staff member is available in the Student Housing Office during the following times:

Monday - Thursday:	4:00 p.m. - 10:00 p.m.
Friday:	4:00 p.m. - 6:00 p.m.
Saturday - Sunday:	1:00 p.m. - 10:00 p.m.

Office staff can assist you with directory information, schedules, forms, security, and guest relations. Office staff will direct you to the appropriate personnel if they are unable to provide assistance.

# Residence Hall Life

## Student Housing Mailing Address

Bay Run Student Housing	LaSalle Student Housing
Your Name	Your Name
3310 North Cornell Ave., Apt. #1	35 Roclair St.
Orlando, FL 32804	Orlando, FL 32804

## Apartment Furnishings

The typical apartment is furnished and includes a living room, kitchen, one, two or three bedrooms, and a bath. No existing furniture may be removed from your apartment or bedroom.

**You will need to provide your own linens.**



Student bedrooms are double occupancy, approximately 12' x 16', and furnished with the following basic furniture:

- Two twin-size beds
- One dresser
- Two desks
- Two chairs

Avoid the use of tape, nails, tacks, decals, bumper stickers, or contact paper, etc., as these items cannot be removed without causing damage. No structural or electrical alterations (including installation of ceiling fans or painting of room or furnishings) are to be made.

## Apartment Check-In

When you are assigned an apartment or move to a different apartment, complete a *Check-In Form* obtained at the Student Housing Office. It is important to list apartment damages on the *Check-in Form* before moving into an apartment. This form will be used for inspection when vacating the apartment.

*The Check-in Form must be returned to the Student Housing Office before moving any personal items into the apartment.*

## Apartment Check-Out

When all personal items have been removed from your assigned apartment, three forms:

1. the *Apartment Check-out sheet cleaning list*,
2. the *Apartment Check-in/Check-out form*, and
3. the *Change of Address Form* must be completed and returned to the Student Housing Office with your apartment key, mailbox key, and parking decal.

**Notify the Housing Office at least 24 hours in advance of checking out to make a check-out appointment.**

Check-out hours are Monday - Friday from 9:00 a.m. to 3:00 p.m.

Please note:

- Failure to check out properly will result in forfeiture of the security deposit.
- AdventHealth University has no summer storage space.
- Items left in an apartment upon check-out become the property of the University.

## A/C - Heaters

The filters on heating and air conditioning units will be cleaned once a month by the Maintenance Department. When leaving for breaks, the unit should be set on low heat or air. Fan should always be on auto. It is important not to lower the air condition units past 68 degrees. This is to prevent freezing of the unit.

## Energy Consumption

Please do your part to reduce energy costs. Make a conscious effort to turn off lights and other electrical equipment when not in use. Do not run A/C while windows are open.

## Housing Deposit

A \$200.00 security deposit is required before housing requests are processed. This deposit must be paid to the Business Office and will remain on file throughout your *Housing Contract* term. Deposits will not be refunded for room cancellations made *after 30 days prior to the move-in date published in the Student Handbook*.

### **Your security deposit will be returned when:**

Check-out is complete, and confirmation is on file with the Business Office.

## Keys

Room keys and mailbox keys are issued upon check-in.

Replacement keys are \$200.00 each. Replacement mailbox keys are \$25.00 each.

## **Laundry Facilities**

Student Housing is equipped with three laundry facilities. Two are located at Bay Run and one at LaSalle. Students supply their own laundry detergent and supplies. The University does not assume responsibility for damaged or lost clothing during the use of laundry facilities.

## **Repairs**

For maintenance, contact the Desk Receptionist at 407-896-5869.

## **Room Damage**

Residents should keep their apartments clean in good condition always. Residents are responsible for the condition of their apartment. Charges incurred for damages will be billed appropriately.

*Damages are defined as repair or replacement of an item that is caused by activity or use beyond what is deemed normal wear and tear, even if the damage were accidental.*

## **Trash**

Place all trash in sealed bags in the outdoor dumpsters located near the parking areas. Trash from your apartment should be emptied daily. Please do not discard trash bags in any of the trash cans located in front of each apartment. It is a violation of the fire code to leave trash on the stairways. Violations of this policy will result in a \$100.00 fine.

## **Internet Access**

Wi-Fi access is accessible in every apartment and is provided by the University.

## **Personal Property**

The security of personal property is the student's responsibility. AdventHealth University is not responsible for loss or theft of any personal property or fire or water damage to any personal property. Apartment doors should remain locked at all times.

## **Pest Control**

Apartments are treated on an as-needed basis for pest control. If a pest problem occurs, contact the Student Housing Office, and your apartment will be treated. Help keep pests under control by storing all food in sealed containers, maintaining a clean apartment, and emptying all trash containers regularly.

## **Shuttle Service**

A free shuttle service is available for students Monday - Thursday from 5:00 a.m. to 9:30 p.m. and on Friday from 5:00 a.m. to 6:00 p.m. Please be at the Bay Run or LaSalle shuttle location for pickup.

## **Vandalism**

Damages done to any personal or campus property will result in fines, restitution payment, and possible criminal prosecution.

# **Parking/Automotive**

## **Automobiles**

All vehicles must be registered with the Dean's office, display a valid license plate, have a current AHU parking decal, and be operational.

Registration requires:

- Copy of insurance
- Driver's license
- Vehicle registration

Violations of this policy will result in the automobile being towed at the student's expense.

All visitors must obtain an automobile pass from the Student Housing Office. **Violations of this policy will result in the automobile being towed at the owner's expense.** This policy is in effect 24/7.

## Policies

### Criminal Activity

The police will be called if the Housing Director suspects, or has evidence of involvement in an illegal activity (e.g., underage drinking, illegal drugs, abuse of prescription drugs, etc.).

### Firearms/Weapons

Possession of firearms or weapons of any kind (including any type of pellet gun) will not be tolerated. Anyone in violation of this policy will be dismissed from Student Housing.

### Noise/Sound Equipment

- Conversations and other activities should not be audible in other apartments.
- If noise levels are high enough to be heard outside your room or apartment, Security will be called.
- If you are experiencing noise control issues, please contact Security at 407-353-4002.

### Pets

No pets are allowed at Student Housing. If pets are found in Student Housing, they will be removed immediately, and a \$300.00 fine will be imposed.

### Right of Access

The University respects the right to privacy. However,

authorized University personnel have the right to enter the apartment due to emergency, health, safety, maintenance, or any other reasonable cause pertaining to the University.

## Substance Use

***AdventHealth University is a substance-free educational institution and tobacco-free campus.***

## Safety

### Security

Telephone number for AHU Security: 407-353-4002

There are two “Emergency Only” phones located adjacent to the laundry rooms at Bay Run.

### Surveillance Cameras

Surveillance cameras are located throughout Student Housing areas for your protection. Students tampering with surveillance cameras will be subject to a \$500.00 fine and possible further Student Housing discipline.

### Assault

Physical violence or verbal assaults **will not** be tolerated and will result in immediate dismissal from Student Housing. Victims of an on-campus assault have the right to file a police report against the abuser.

### Fire Equipment

Tampering with or misuse of fire extinguishers, smoke detectors, or fire protection equipment will result in discipline and a \$200.00 fine.

### Smoke Detectors

Each student apartment is equipped with a smoke detector, which is checked monthly. Tampering with a smoke detector

(including removal of the battery, disassembling the detector, or relocating a detector) will result in a \$200.00 fine. Should you notice a defective smoke detector, notify the Student Housing Office.

## **Storm**

In case of a storm such as a tornado or hurricane, all Residents should seek immediate shelter.

In case of a flood, Housing does not provide renter's insurance and will not be liable for any property damage that occurs during a natural disaster.



# AHU

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