

Residence Life Handbook

WELCOME TO RESIDENCE LIFE AT PBA

Psalm 133:1- “How good and pleasant it is when brothers live in unity.”

Living in a Christian community is one of the most rewarding and important facets of the PBA educational experience. Community living will provide many opportunities for you to better connect to PBA and establish lifelong relationships. You will have numerous opportunities for activities, retreats, Workshop, and student leadership.

PBA is committed to providing a residence hall experience that focuses on establishing a Christian community of love, respect, fellowship and biblical accountability. The mission of Residence Life is to challenge and support the holistic development of residential students in the context of a Christian learning community that seeks to serve through the unconditional love of Christ.

The first few days of residence hall living are filled with many exciting challenges and opportunities. It is important to take the time to get to know the Residence Life staff for your residence hall, your neighbors and roommate, as well as getting settled into your new home. We encourage you to create a place where you feel comfortable. The following information, policies, and guidelines have been established to guide your on-campus living experience.

The Residence Halls

Baxter Hall (women only) is a four-story residence hall located just west of the library building. This hall contains 120 suite-style rooms and houses 247 students. Baxter Hall provides lounge areas, computer labs and laundry facilities on each floor. A study room and TV room are provided in the main lobby area.

Coastal Towers (men and women) is a nine-story apartment building located on Flagler Drive. The building contains 42 1-bedroom and 2-bedroom apartments and can house up to 111 students. Coastal Towers provides mailboxes in the building, rooftop pool, and laundry facilities.

Mango Campus Apartments (men and women) are located south of the main campus in the Mango Promenade Historic District. This area contains 20 private apartments and houses traditional undergraduate students.

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Flagler Towers (men and women) is a four-story residence hall located on the Intracoastal Waterway, just south of the main campus. This hall contains 47 apartments and houses 237 upper-class students. Flagler Towers provides private kitchens, and laundry facilities on most floors. A computer lab is provided in the main lobby area.

Johnson Hall (women only) is a five-story residence hall located on the Intracoastal Waterway. This hall contains 60 suite-style rooms and houses 124 students. Johnson Hall provides living rooms within each suite. In the main lobby area, residents are able to enjoy a baby grand piano, kitchen facility, computer lab, prayer room, and laundry facilities.

Lakeview Apartments (men and women) is a three-story residence hall located on the Intracoastal Waterway, just south of the main campus. This hall contains 35 apartments and houses 80 upper-class students. Lakeview Apartments provide private kitchens and laundry facilities.

Oceanview Hall (men and women) is a seven-floor building having a residence hall on the top two floors. This building is located directly west of Baxter Residence Hall. The hall contains 92 rooms and houses 196 students. Oceanview Hall provides lounge areas, laundry facilities on each floor and a computer lab in the main lobby.

Rinker Hall (men only) is a five-story residence hall located in the center of campus. This hall contains 60 suite-style rooms and houses 129 students. Rinker Hall provides living rooms within each suite. Students can enjoy a computer lab, laundry facilities and full kitchen area in the main lobby.

Weyenberg Hall (men and women) is a two-story residence hall located in the center of the campus. This hall contains 12 rooms housing 48 students--primarily students in the Supper Honors Program. Weyenberg Hall provides a shared main lounge, kitchen area, and laundry facilities.

Residence Life Staff

Every residence hall has a full-time professional staff member called the Resident Director, who supervises a specially selected and trained student staff consisting of an Assistant Resident Director (ARD), Resident Assistants (RAs), and Discipleship Assistants (DAs). It is this team that ensures the hall atmosphere is conducive to the student's academic learning, personal growth and physical well-being.

Resident Directors (RDs) are professional staff who must have at least attained a bachelor's degree. The RDs main focus is to foster a safe, Christian community

within each residence hall. There is always one Resident Director on duty and available 24 hours a day, seven days a week in case of emergencies. Since RDs maintain nontraditional business hours due to evening programs, events, and visiting residents, they are in their office during a limited number of hours each day. RDs also are available by appointment if their hours conflict with class times or other obligations.

Assistant Resident Directors (ARDs) are student staff members that have previously served in leadership positions. These individuals have demonstrated excellent leadership and administrative skills that enable them to assist the Resident Directors, taking on more responsibility than the RA. ARDs also handle RA responsibilities and have residents for which they are responsible.

Resident Assistants (RAs) are student staff members who live on the floor with residents and serve as a resource to residents. In addition, RAs strive to foster a Christian community on their floor and in the hall. RAs have typically lived on campus for at least one semester and are committed to their Christian faith. There is approximately one RA for every 35 residents.

Discipleship Assistants (DAs) are student staff members who assist with the creation and facilitation of spiritual programming in the residence halls. Each DA is responsible for implementing various spiritual programs within their assigned building area and across campus.

Desk Assistants are student staff members who serve as a resource at the main desk of each residence hall. Desk assistants are available to notify staff in the event of a lock-out, contacting the RA or RD, providing toilet paper or vacuums, checking out game equipment, etc. The services each desk assistant can provide depend on the services available in each residence hall.

HOUSING AND RESIDENCY REQUIREMENTS

Housing Sign-up Process

Incoming students will complete the housing application process with assistance from the Admissions staff. For returning students, housing selection for the upcoming fall semester is conducted each spring using our online selection process through the student housing portal. Students under the age of 20 will be provided housing per the requirement to live on campus. Upperclassman over the age of 20 will have an opportunity to apply for on campus housing. There is housing allocated for under 20 year olds and over 20 year olds. Due to limited housing this is on a “first-come, first-served” basis. If students wish to move to a different hall for the upcoming year, they may participate in the Housing Selection process.

Details regarding the housing selection process will be disseminated during the spring all-hall meetings.

All residence hall students are required to participate in the University meal plan. (See the Fraser Dining Hall section for policy regarding exemptions.)

Residency Requirements

Unless unusual circumstances exist, residence hall living and assignments at PBA are generally reserved to students of traditional college age (age 17-23). As part of the University's admission process, each student is required to indicate his/her housing status. All full-time, day undergraduate students are required to live in campus housing, unless such student meets one of the following criteria: **(1)** Student is age 20 or older prior to the first day of classes at the beginning of the fall semester. A student must reside on campus even if s/he turns 20 during the academic year; **(2)** The student resides with immediate family and commutes to class (immediate family for this purpose is defined as parent[s], legal guardian, grandparent[s], and brother or sister if over 25 years of age); **(3)** The student is enrolled part-time with no more than 11 hours of academic work at the beginning of the fall semester. If a student drops below 12 credit hours during the academic year, the student is responsible for maintaining the housing contract; **(4)** The student is employed and housing is critical to their employment. (Written permission from the student's legal guardian must be on file in the Residence Life Office as well as documentation from the student's employer); **(5)** The student is married (Copy of marriage certificate must be provided).

Returning students who meet any of the above criteria and wish to live off campus must submit an Off-Campus Request Form to the Residence Life Office confirming the reason that they are eligible for exemption from the campus residency requirement. Applications are available in the Residence Life Office, 2nd Floor of Lassiter Student Center. Students who do not meet the above criteria may request an exemption to the policies by submitting an Off-Campus Request Form to the Residence Life Office.

Duration of Residency

Students who live in the residence halls during the fall semester must remain in the residence halls during the academic year for those semesters that the student is enrolled. NO REFUND shall be granted if a student moves out of the residence hall during the academic year. In the event of withdrawal from the University, a refund for housing and meal plan costs will be evaluated by the Residence Life office and may be subject to the refund schedule determined by the Business Office.

Housing Re-assignment

The University reserves the right to consolidate vacancies by closing rooms, suites, floors, halls or buildings and reassigning students of other residence halls and rooms. Room assignments may be changed by the Residence Life professional staff member in the interest of order, health, discipline, or the best use of the facilities.

Limited Liability

The University is not liable for loss or damage to property caused by fire, rain, wind storm, hurricane, tornado, theft, vandalism or any causes beyond the control of the University. The student is encouraged to provide their own personal insurance policy.

Break Housing

Residence Halls remain open and students are permitted to reside on campus during scheduled Fall, Thanksgiving, Spring, and Easter University breaks. **All residence halls (excluding Coastal Towers) will be closed during Christmas Break.** No exceptions will be made for Christmas Break. Residents are encouraged not to leave any valuables in their rooms while they are away during. Meals are not served in the dining hall during University breaks. If an unauthorized student is found residing on campus after residence halls close, they will be fined \$50 for each day that they stayed in the hall and will face disciplinary action.

Housing Cancellations

Housing contracts are in place for the entire academic year and cannot be cancelled mid year. A student may not cancel the housing contract after the start of the fall semester. Exceptions will be made for students who are graduating, transferring, or withdrawing. All other requests to be released from campus housing must be communicated in writing to the Residence Life Office and will be assessed on a case by case basis.

All housing charges will be processed and forwarded to the Business Office after keys have been returned and any room damages have been assessed. Cancellations of housing after the published deadline may result in an additional \$300 fine at the discretion of the Residence Life Office. The fall cancellation deadline is May 1st for Coastal Towers and June 1st for all other Residence Halls.

If a student has not claimed his/her room by the published deadline the University will automatically cancel a room assignment and forfeit the money.

ROOMMATES, MOVING IN, AND WHAT TO BRING

Roommates

Roommates are a valuable part of life in the University residence halls. Living with roommates creates opportunities for students to grow in interpersonal communication and conflict resolution skills. Throughout the year it's normal to encounter differences with your roommate, and Residence Life staff is available to work with students to assist in fostering healthy roommate relationships.

Roommate Tips

- Communicate honestly, openly, assertively and respectfully about the living environment.
- Be considerate of personal time, privacy, noise levels, music preferences, sleep patterns, cleanliness and personal hygiene.
- Take care of your dishes and clean up your messes promptly.
- Submit work orders and take out the trash.

Room and Roommate Changes

When living in a community, it is natural that conflict will arise. A vital part of the Christian educational experience in residence hall living is learning to live with one another and resolve the conflict in a biblical manner. In light of this educational philosophy to community living, room changes will only be granted in extreme circumstances. If you are experiencing problems with your living situation, please contact your RA immediately to make them aware of the situation.

If a resident(s) refuses to accept an assigned roommate or attempts to force a roommate out of the room, that student may lose his/her housing privilege and face disciplinary action.

Roommate Contracts

Residence Life staff can provide you with copies of roommate contracts to focus your conversation on specific areas to help prevent and resolve roommate conflict.

What to Bring

Suggested list of items you should bring to PBA:

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| <ul style="list-style-type: none"> ▪ Bedding (Extra-long twin sheets, blankets, pillow) ▪ Alarm Clock ▪ Umbrella ▪ Desk Lamp ▪ Trash Can ▪ Class Supplies ▪ Cleaning Supplies | <ul style="list-style-type: none"> ▪ Power Strip w/Surge Protector ▪ Toiletries ▪ Laundry Supplies ▪ Bible ▪ Flashlight ▪ Room Décor ▪ Mini-Refrigerator (4 cu. ft. or less, one per room) |
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- Sunscreen
- Surfboard/Skateboard
- Modest Swimsuit
- Microwave (one per suite)
- Laptop or Tablet Computer

What NOT to Bring

List of items that are prohibited in PBA's residence halls:

- Pets (only fish in tanks 20 gals. and less are permitted)
- Weapons (including air soft guns)
- Router
- Candles and Incense
- Toaster Ovens
- Toasters (permitted in apartment kitchens only)
- Grills (including George Foreman)
- Halogen Lamps
- Space Heaters
- Any appliance with an exposed heating element

Move-In

The dates for move-in for each academic year are posted on the web calendar and are available by calling Residence Life Office. For those students needing to arrive early for a University-sponsored activity, a request in writing from the advisor or department head must be sent to the Assistant Director of Residence Life. Any student arriving before their designated move-in date for anything other than a pre-approved University-sponsored activity will be charged \$50 per day. Students may not move in early for any other reason unless given prior permission from Residence Life.

Students must have a zero-balance and be registered for at least 12 credit hours in order to move into campus housing. Students who do not complete the academic check-in process or whose accounts are not cleared (e.g., finances, health forms, registered only part-time, etc.) are subject to displacement from campus housing.

The move-in process includes filling out the appropriate paperwork, including the housing contract and Room Condition Report (RCR), prior to receiving your room key. Each RA will complete a RCR for each resident student. The RCR provides a detailed assessment of the condition of the room at move-in and prevents students from being charged for damages unnecessarily. It is the student's responsibility to review the RCR for the room. If there are any corrections or additions, the student must contact the RA within 24 hours of the move-in date. When checking out, the RCR will be used to assess the condition of a resident's room. If the condition of the room has changed during the semester, the resident will be held responsible for the repair or replacement of items damaged or missing.

All-Hall Meetings

Throughout the year, Residence Life will host all-hall meetings to share important information about the housing selection process, the closing of the halls, and other topics and announcements. These meetings are expected of all residential students and failure to attend may result in the student receiving a fine. Students will be given advance notice of these dates via posters, email, and/or communication from their RA.

Check Out

Each resident is required to vacate the room no later than 5:00 p.m. on the scheduled hall closing day as determined by the academic calendar (5:00 p.m. on the day before graduation), or 24 hours after their last exam, whichever is earlier. Prior to the end of the academic year, all hall meetings will be held to inform students of specific check-out procedures. Students will be asked to sign up for a move-out time with their RA at least 24 hours in advance of the time slot. Appointments with the Residence Life staff are available on a first-come, first-serve basis.

A resident is ready to check out when he or she has removed all belongings from the room/suite, cleaned the room/suite, removed any tape or push pins from walls and completed his/her assigned cleaning duty for the suite. Residents also must ensure that all common areas cleaned by a roommate (who has already checked out) are still clean before checking out of the hall. During check-out, the RA will go through the room/suite with each resident and assess the condition of the room against the Room Condition Report (RCR). Both resident and RA will sign the RCR upon completion of move-out. Failure to complete the check out/move out process properly by the given date at the end of the semester will result in a fine.

The Resident Director will conduct a final inspection of the hall after all residents have moved out of the building. During this inspection it is possible for additional charges to be accrued due to unseen damage to property or room caused by the occupants, lack of cleanliness, and/or belongings found left in the room.

Any damage or fine charges will be posted to the student's account. Students who are assessed damages will be notified via email of the charges and will have an opportunity to appeal any damage fines by the published date.

After the room/suite has been assessed, keys are collected and/or card swipes deactivated. Students are required to turn in their keys to the Residence Life staff during the check out process. Lost keys which are not reported until move-out result in a charge to student's account for re-keying \$100 *and* an additional \$25 fine.

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Graduating seniors, students transitioning into summer housing, and students going on University-sponsored summer trips will receive special instructions about move out, but are still required to complete check out cleaning and responsibilities.

Summer Housing

Summer housing is available to students on a limited basis. The University consolidates students into certain residence halls during the summer term. Residents taking a summer class must move-out of their room the day after their last summer class. Summer employees must move-out the day after their employment term ends. Students working through the entire summer may be required to relocate to another room or residence hall in order to make preparation for residents returning for fall semester.

CAMPUS LIVING

Appliances

Microwaves and ice machines are provided in most residence halls. Full functioning kitchens, including a refrigerator, are provided in the main lobbies of Rinker, Johnson and Weyenberg. Most suites in Flagler Towers, Lakeview, Mango and Coastal Towers Apartments contain an individual kitchen.

Bicycle Racks

Bicycle racks are provided near all residence halls. It is your responsibility to purchase the proper *U-bolt* locking device and register your bicycle online with Campus Safety. Bicycles should be stored on a bike rack or Baxter Bicycle Garage and not locked on light poles, trees, or stairwell railings.

Cable TV

Cable TV is provided in most residence hall lobbies and most residence hall rooms. Residents must provide their own cable-ready TV and cable wires to connect the television to the outlet.

Any work orders involving the cable system should be reported to the HelpDesk.

Computers

Computers are provided in most of the residence halls and are also available on the second floor of the Rinker School of Business. Personal computers are not serviced by PBA. Wireless access is available to students. Students may not use or set up servers in the rooms. Please check with the Campus Information Services department for any further specifications or updates to this policy.

Furniture

The University will provide the following items in residence hall rooms: bed, dresser, desk, desk chair, wardrobe or closet space and window shades. Students may use only the furniture already provided in their room to change the configuration or design of the room. Students will be held responsible for any damage to University property or injury to other persons if they choose to reconfigure their room and furniture. Due to damage that may be incurred to University property, lofts are not allowed in campus housing.

University-owned furniture may not be moved out of or into rooms or apartments. This includes exchanging furniture with another resident or removing items from lobby/lounge or patio areas. Lobby/lounge and patio furniture is to remain in these areas for everyone to use and enjoy. Indoor furniture is not to be moved outside.

Cement blocks, or similar unstable items, may not be used to prop beds. Any additional personal furnishings students wish to bring must be cleared in writing with the Resident Director to comply with safety codes and University standards.

Laundry Facilities

Card-swipe washers and dryers are available in most residence halls and to all residents on campus. Due to limited laundry facilities and security precautions, use is limited to resident students only. Irons and ironing boards are not furnished. If you notice washers or dryers in need of repair, please follow the instructions for reporting on the machines and inform a Residence Life staff in your building immediately. All residential students receive unlimited laundry services included in their room costs.

Lobby Areas

All lobbies provide seating areas, study areas and a big screen TV. Some lobbies provide game equipment and additional seating areas. If you would like to reserve the use of one of these areas, please make a request to the Resident Director of that building.

Pools

A pool outside of Flagler Towers is available for the PBA community. Additionally, a pool on the rooftop of Coastal Towers is available to Coastal Towers residents and their guests. Lifeguard service is not provided; it is the responsibility of residents to supervise the activities of their family, guests or visitors. The resident must accompany guests at all times. Please adhere to the posted rules and guidelines displayed near the pool entrance. All swimsuits worn at on campus pools should be modest in nature and adhere to the guidelines of the dress code policy in *The Navigator*.

CAMPUS DINING

Dining service is provided by Aramark, an international food service firm. Aramark works with the University administration to provide students with a variety of nutritious menu options, weekly meal specials, and monthly themed meals combined with personal service for a pleasant campus dining experience.

Meal Plans

All residents, with the exception of those living in Mango Apartments and Coastal Towers, are required to participate in the University meal plan.

Meal Plan Accommodation

Students with valid medical reasons may apply for a meal plan accommodation through the office of Academic Support & Disability Services by the drop/add deadline. The student must have a physician submit a written explanation of the medical problem and recommendations for treatment. If Dining Services is unable to provide accommodation of the prescribed diet, an exemption may be granted.

Fraser Dining Hall

Day and evening hours are posted outside the Fraser Dining Hall and online at www.sailfishdining.com. Hours may vary during official University breaks. If a student is unable to dine during the regularly posted hours, a manager of Dining Services may be contacted to arrange a sack lunch or dinner. The Fraser Dining Hall is open for service only during the posted hours. Students will not be allowed entry to the dining hall if they arrive after the designated closing time for that meal or without their Student ID card.

ON-CAMPUS SERVICES

Depositing Money on Student ID Card

Deposit machines are available in the Lassiter Student Center, Greene Complex and Einstein Bros Bagels. The PBACard Office is also available to assist you with placing money on your ID card and is located on the first floor of Okeechobee Hall. In addition to these on-campus services, students may use the PBACard website to place money on their card remotely from any computer. The funds deposited at any of the above locations can only be used on campus.

Broken or Lost Student ID Card

If you lose your ID card or your ID card is not working properly, please call or email the PBACard Office at PBACard@pba.edu. You can purchase a new ID at the PBACard Office. This process will deactivate your lost card so no one will be able to access your account.

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Health and Wellness (Health Clinic and Counseling Center)

Health and Wellness provides medical care and mental health support to PBA students through the Health Clinic and Counseling Center. It is staffed with full-time, licensed medical and mental health professionals. The Health and Wellness clinic is available for all students. The clinic is open Monday - Friday, 8:00 a.m. - 5:00 p.m. For after-hours there are local urgent care centers and emergency rooms that are listed on the university website or in myPBA. In case of emergencies call 911. Students need to notify the RA on Duty if they go to the hospital. If the RA on Duty cannot be reached, Campus Safety should be called.

When a student needs medical care they should call the Health and Wellness Clinic to schedule an appointment. Services include triage by a Registered Nurse, Nurse Practitioner treatment of illnesses and injuries, laboratory services, most routine and travel immunizations, blood pressure checks, wellness resources, various over-the-counter medications, crutches, ace wraps, cold packs and health education.

Health and Wellness is available to anyone currently enrolled as a student at PBA. Students insured by the student insurance plan have a \$10 co-pay per office visit for Nurse Practitioner services. There is a \$15 co-pay per Nurse Practitioner office visit for those students without the student insurance plan. The students may pay with cash, credit card, their PBA card or have the fees charged to their student account. For prescription medications available in Health and Wellness, a fee will apply. All services are by appointment, but walk-ins are also accommodated based on availability.

As dictated by Florida state law, Health and Wellness is also responsible for maintaining health and immunization records on every student enrolled in classes. Emergency contact information is on file in the clinic, and it is important that students keep this information current. Any changes can be reported to the Health and Wellness clinic.

All full-time day students (undergraduate, international, and pharmacy) are required to provide proof of health insurance at the start of each academic year. These students will be automatically billed for the student health insurance. The charge is only removed once they submit a waiver request with proof of insurance and it has been approved. The Health and Wellness clinic does not bill outside insurance companies and therefore charges for services are due at the point of service. Any fee related services can be filed by the student with their own insurance company for reimbursement.

Health and Wellness also includes the Counseling Center. The Counseling Center is staffed by two full-time Licensed Mental Health Counselors and several interns.

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They provide individual and group counseling. They can also provide referral services if needed. Counseling services are available to full-time, traditional, day undergraduate students. Students receive 6 free sessions per semester. If ongoing counseling after 6 sessions is desired, the student account will be charged \$10 per session.

Mail

Each resident will be issued a campus mailbox. Campus mailboxes are located on the first floor of the W. G. Lassiter Student Center and in some residence halls (Rinker, Oceanview, and Coastal Towers). Mail is delivered Monday–Friday and is placed in the boxes daily. If you receive a package, you will be notified via your PBA email. Students must present photo identification and sign for packages. The campus mailroom allows you to mail packages via FedEx or UPS and purchase stamps during their hours of operation via money placed on your student ID card.

Student mail should be sent to:

Student Name, PBAU Box #, 900 S. Olive Ave., West Palm Beach, FL
33401

HelpDesk Services

If you experience issues with the on-campus internet, cable, University computers, or resetting your password, please e-mail the HelpDesk at helpdesk@pba.edu.

MAINTENANCE AND CLEANING

Maintenance and Repairs

Maintenance problems need to be submitted via the National Plant Services work order link at myPBA. National Plant Services personnel will complete work order requests as needs arise. No work will be performed without a work order.

If an emergency occurs (i.e. severe water leaks, toilets overflowing, heating/cooling failures, roof leak, elevator problems, etc.) after 7:00 p.m., call the RA on duty immediately. If you cannot reach an RA, call Campus Safety. In emergencies, maintenance personnel will respond to campus to address the problem.

Typically, work in the residence halls and apartments will be accomplished between 9:00 a.m. and 4:00 p.m., except in the case of an emergency. National Plant Services personnel will use hall master keys obtained from Campus Safety. Hall and front door master keys will not be issued overnight to tradesmen.

National Plant Services staff will knock on the door prior to entering a room and announce themselves. If a student answers the door, the student should not allow entry unless the person is wearing a PBA picture ID and uniform. If no one answers

the door, the National Plant Services staff will use a passkey and check for signs of occupancy in the room (students sleeping, showering, etc.). They will announce their presence, calling “maintenance” very loudly at least twice. National Plant Services staff will then prop open the door, accomplish the task assigned, completing the work order. A door tag will be left on the door notifying the residents of the status of the repair and that National Plant Services has been there. They will then lock all doors as they exit the area. If tradesmen leave the room for any reason while completing an assignment, the door will be locked.

Pest Control

PBA utilizes a proactive, integrated approach to pest control. PBA contracts with a local pest control company to stop pests on the perimeter of the buildings. If you identify a pest problem in your living area, please complete an online work order. Residents can assist in pest control by eliminating trash and improperly stored food from the living area as well as maintaining a clean environment.

Trash and Recycling Pick Up

Trash containers are located in designated parking lots on campus. It is the residents' responsibility to dispose of their trash in these pick-up locations. All trash needs to be disposed of in closed trash bags. Recycling bins are for recyclable material only and are emptied regularly. It is the residents' responsibility to ensure their room recycling bins are emptied to the designated pick-up locations.

Room Cleanliness and Safety Checks

Room checks are used to help maintain reasonable standards of cleanliness in student living spaces for the purpose of a healthy living environment and good stewardship of University property. RAs will schedule regular times to check rooms for cleanliness, neatness, as well as any safety and security infractions. Residents are responsible for providing their own cleaning supplies.

Residents who fail room check inspection may be subject to a fine. The value of the fine increases with each failed room inspection and disciplinary consequences may result for additional occurrences.

Bathroom Cleaning Service

University Housekeeping provides bi-weekly bathroom cleaning service to all residence halls. Resident Directors will provide students with the bathroom cleaning schedule for their building. Students are not permitted to refuse bathroom cleaning services and must clear their personal items from their bathroom in order for housekeeping to clean the area.

The bathroom cleaning service has been put in place for the purpose of routine

maintenance of University property. Students are responsible for the cleaning of their bathroom area during RA room checks and residence hall check out.

SAFETY, SECURITY, AND EMERGENCY PROCEDURES

Emergency Procedures

The administration of PBA takes the safety and security of its students very seriously. With an urban campus of considerable size, this task requires the energy and vigilance of each member of the community. While our campus has various staff members equipped to respond to the variety of emergencies that may occur, it is the responsibility of every member of PBA to be familiar with the University's emergency response procedures detailed here.

Fire Safety

In the event of a fire emergency in a residence hall, all residents should be familiar with and follow the guidelines listed below:

- (1) Remain calm
- (2) If fire alarm sounds, immediately leave building by means of nearest available exit
- (3) Before leaving, wear shoes and coat; carry wet towel, if available, to aid breathing. If corridor is too smoky to reach stairway, remain in room.
- (4) If door is hot, remain in room. If door is cool, open slightly and check for heavy smoke and heat. If clear, proceed to nearest available exit. In light smoke, stay low near floor to avoid smoke and heat.
- (5) Block entrance of smoke and heat into room by stuffing towels or blankets around door and air conditioning openings.
- (6) Stay low near floor to avoid smoke and heat. Cover head with wet cloth if necessary to aid breathing.
- (7) If necessary, break window. DO NOT exit through upper floor windows.
- (8) When leaving building, get clear of entire area and proceed to the designated assembly area.
- (9) Report to University official for roster check and await further instructions in a quiet and orderly manner.

Remember: Use fire exits. Never use an elevator. Keep hallways cleared of bicycles and other large objects so students may exit with haste, if necessary. Tampering with fire safety equipment and/or initiating false alarms is a violation of state law.

Hurricane Procedures

A hurricane watch is issued whenever a hurricane becomes a threat to coastal areas. Everyone in the area covered by the watch should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.

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A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. Precautionary actions should begin immediately.

The Residence Life staff will frequently communicate updates to residents. The Residence Life staff, along with members of the Crisis Management Team, will notify students if an evacuation is necessary. Students should be prepared to go to the location indicated on their individual hurricane evacuation plan, which is given during move-in. If the student is unable to get to the location listed, they will have an opportunity to make other arrangements and notify the Residence Life staff of these changes to their plan. If shelter is needed, the University will assist students.

When a hurricane has passed, call 1-800-400-5076 and check university email for official notification of cancelled classes, evacuation and return to campus dates.

Check battery powered equipment. Keep cars fueled should evacuation be necessary as service stations may be inoperable after the storm strikes. If there is inclement weather but no need to evacuate, store drinking water in clean bathtubs, jugs, bottles and cooking utensils because the city water system may be contaminated or damaged by the storm.

Secure outdoor objects and furniture inside. Garbage cans, furniture, bikes and many other harmless items become deadly missiles in hurricane winds.

If authorities have not called for evacuation, stay home and remain indoors. Blowing debris can injure and kill. Do not drive unless it is crucial. Contact a Residence Life staff member for assistance if needed.

Tornado Procedures

Seek shelter in the most secure building available. The interior spaces of the lower floors are the safest. Avoid windows and large glass sections. Auditoriums and gymnasiums should not be occupied during a tornado threat. Motor vehicles also offer no protection. Seek shelter by lying flat in a nearby depression, such as a ditch or ravine if no shelter is available. Tornado watch indicates conditions are such that a tornado could develop. Tornado warning indicates a tornado has been detected.

Safety Tips

- Don't walk alone. Especially at night, walk with two or more companions or call Campus Safety for a free security escort 24/7.
- Use well-lit and well-traveled routes. Do not walk through dark areas.

- Be aware of what is going on around you.
 - If you think you are being followed, cross the street. If the person crosses the street also, move quickly to the nearest occupied building and go inside. If walking at night, avoid groups of individuals loitering on the street. Cross the street or go in another direction.
 - Make sure someone knows where you are and when you will return to your room. Keep your roommate informed.
 - If you are a victim of a crime, contact the Residence Life staff, Campus Safety, or the West Palm Beach Police.
- Report any crime or suspicious activity you see.
 - Students should be wary of people who approach them asking for food, money, or a place to stay. Any approach should be avoided and immediately reported to proper authorities.

Bike Safety

- Always lock your bike. Only U-bolt type locks are authorized for use in securing bikes on campus property. Other devices provide an unsatisfactory level of protection. Bikes found secured with unauthorized devices will, at the discretion of Campus Safety, be removed and bike will be stored for pick-up by the owner. Individuals who do not conform to this policy cannot operate or maintain a bike on University property.
- Register your bike with Campus Safety.

Car Safety

- Always lock your vehicle.
- Do not leave valuables in plain view.
- Park your vehicle in a well-lit area.
- Never leave your key in an unattended vehicle.

Theft and Crime Prevention

The following guidelines are provided to help you in securing your personal items as well as yourself in your residence hall room:

- Always lock your doors (including sliding glass doors).
- Do not prop open exterior doors.
 - Before opening your door, determine who is on the other side of the door.
- Keep all small items of value (including money) out of sight.
- Always keep your room key with you. Do not lend room keys to anyone!
 - If your key is lost or stolen, report it to the Residence Life staff immediately.
- Report damaged lock mechanisms to your RA immediately.

- If you see a suspicious individual in the hall, contact the Residence Life staff or Campus Safety.
- Do not let strangers into your building.
 - Put your name and driver's license number on your TV, stereo, iPod, bike and other such items of value.
 - Keep a record of your valuables. List brand, model numbers, and location of your identification.
- Keep curtains and blinds drawn and windows locked when away at night.

If a theft of your personal property does occur, please notify the Residence Life staff and file a report with Campus Safety immediately.

Personal Property

Personal property insurance is encouraged in case of any emergency that affects the campus. (See also Personal Property/Liability in Residence Life Policies)

Lock Out Procedures

If you are locked out between the hours of 12:00 a.m. and 7:00 p.m., contact Campus Safety. If you are locked out during the evening, between 7:00 p.m. and midnight, notify the RA on duty. If the RA is not accessible, contact Campus Safety. Contact numbers are posted near the entrances to each residence hall. You will be asked to present a photo identification to be let into your room. Repetitive lock outs will result in a student receiving a fine at the Resident Director's discretion.

RESIDENCE LIFE POLICIES

All enrolled PBA students are subject to policies and values listed in *The Navigator*. Residence Life policies are specific for residential students and guests in addition to those expectations outlined in *The Navigator*. Please refer to *The Navigator* for more detailed information regarding our Community Values System. The policies are listed below in alphabetical order.

Alcohol, Drug, and Smoke Free Campus

PBA is an alcohol, drug, and smoke-free campus. This policy mandates that there is to be no form of drugs or alcohol on University property or at University events. Tobacco products may not be used in residence halls, on campus or at University-sponsored functions. Please consult *The Navigator* for the details of the PBA alcohol policy.

Appliances

Electrical Appliances: There are limitations for the load on electrical circuits.

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Therefore, for a variety of safety reasons, electrical appliance usage must be restricted. With proper care and usage, acceptable electric appliances within student rooms include: coffee pots with automatic shut-off, fans, hair dryers, lamps, stereos, electric razors, radios, televisions and blenders. Toasters and electric indoor grills (i.e. George Foreman grills) are permitted in apartment housing only. One microwave per suite is permitted. (Please communicate with roommates and suitemates about this in advance). The University provides microwaves in the main lobbies of most residence halls.

The following list of appliances is prohibited in all campus housing facilities: electric fry pans, halogen lamps, hot plates, burners, space heaters, and any appliance with an exposed heating element.

Refrigerators are allowed in residence hall rooms, but are restricted to one per room. Each refrigerator must meet the following requirements: amperage of 1.5 or less and size of 4.3 cubic feet or less. Refrigerators are provided in all Flagler Towers, Coastal Towers, Samaritan Gardens and and Lakeview apartments and most Mango Apartment units. Only one additional refrigerator, meeting above-mentioned specifications, will be allowed in these rooms.

Ice machines are provided in most residence hall lobbies.

Babysitting

Students may not provide babysitting services in any University facility including residence halls with the exception of live-in professional staff apartments.

Billing and Cost

The Business Office sets campus housing rates for each academic year. Each semester, the cost for the housing will be billed to the student's account. Payment must be remitted to the Business Office.

Candles, Incense, Potpourri Pots

Due to potential fire hazard, candles, incense and potpourri pots are not permitted in any University residence hall. This includes wickless candles, incense or any heat induced fragrance apparatus.

Cooking

Based on fire regulations and sanitation concerns, cooking is prohibited in student rooms. Cooking must be limited to common areas or kitchens. Students are responsible for cooking in a safe and reasonable manner, as well as keeping the apartment clean and sanitary. This privilege may be taken away if abused. (See also Appliances.)

Courtesy Hours/Quiet Hours

To respect the rights of the University community and the surrounding city community, residents are asked to keep noise levels to a reasonable level. Courtesy hours are extended 24 hours a day to all students in campus housing. Quiet hours are from 11:00 p.m. to 10:00 a.m. Sunday through Thursday in all residence halls. Quiet hours are from midnight to 10:00 a.m. Friday through Saturday. It is expected that students will respect the rights of others wanting a quiet environment by keeping noise produced by stereos, instruments, voices, etc. at a reasonable, minimal level. No noise should be heard outside a student's room with the doors and windows closed. Speakers or stereos should not be placed by or facing windows. During finals week, quiet hours are extended to 24 hours a day.

Curfew

The University administers curfew to freshmen residents to protect students and to teach personal discipline during the transition from home to University. The philosophy behind curfew stresses student safety and health, responsible decision making, and facilitates a successful academic environment for freshmen students. Curfew is intended for traditional first year students. Therefore, a student who has taken a year out of school before coming to college is still considered a traditional first-year student. A student who is 20 or older and is a freshman is not considered a traditional first-year student and would be exempt from having a curfew. The following are the curfew hours for first-year students:

Sunday through Thursday – 11:30 p.m. to 5:30 a.m.

Friday and Saturday – 1:30 a.m. to 5:30 a.m.

Freshmen are to be in their rooms at curfew and remain in their residence halls after curfew. Residence Life staff may ensure compliance of this policy at any time during a student's time on curfew. Students on curfew may sign out for the weekend to go out of town. A student who is signed out for the weekend may not return to campus on a night for which they are signed out.

Freshmen who successfully complete their first semester without any curfew or disciplinary violations and have at least a 2.5 GPA, may be exempt from curfew their second semester. If disciplinary violations occur second semester then the curfew may be re-instated.

Students with curfew may request a one-hour extension to accommodate on/off campus employment hours. A student must submit a Curfew Extension Request form to the Resident Director in order to apply for an extension. A student will not be allowed to extend curfew for work until the request is received and approval granted by the Resident Director, even if the student has been hired and scheduled

for such hours already.

Decorations and Room Alterations

Residents are not permitted to paint the walls of their room, suites or apartments. Any materials that chip or deface the walls are not permitted. Students may only use staples, tacks or small nails to hang decorations on the walls. Residents will be charged for any damage caused by non-approved adhesives, such as command strips, screws, or any tape or putty residues. Alcoholic beverage bottles, posters, and other objects that are inconsistent with the Christian standards of the University may not be used for decorative purposes and may be confiscated following a warning if not removed promptly.

Students attempting to patch holes in the residence hall rooms or any common areas will be charged the full amount of patching and painting the walls.

Any decorations including holiday decorations that are inconsistent with the Christian standards and values/policies of the University are prohibited. If there is an item in question, please consult with your Resident Director before hanging or displaying the item. Live Christmas trees and canned spray snow are prohibited in campus housing. Christmas lights may only be used between Thanksgiving and Christmas Break and must be turned off when no one is in the room.

Alterations of the physical structure or property by students are not permitted. Each resident is responsible for University property and furnishings in his/her apartment. This includes apartment structure, doors, kitchen appliances and bathrooms. Students may not make substantive or significant changes to their rooms, including rewiring (i.e., thermostats, ovens, etc.), changing locks, or building shelves or lofts. Failure to comply will result in significant fines for repair/labor and possible referral to the disciplinary system. Rewiring or tampering with thermostats and ovens poses severe danger to students. Please report any malfunction of these units to maintenance and/or the Residence Life staff.

Emergencies

In the event of an emergency, please contact 911 or call Campus Safety. In addition, the Resident Assistant on duty can be called during scheduled duty times by phone numbers posted in the halls. Campus Safety is able to call the Police Department, Health and Wellness staff, Resident Director on duty, or maintenance upon your initial contact with them.

Entry

University officials may enter living units at any time. Every attempt will be made to give the residents prior notice except in the case of an emergency or threat to the

health and wellness of any member of the campus community. In order to provide the safest environment for residents, regular fire and safety inspections will be made to ensure that all buildings and rooms comply with local, state, and federal regulations.

Flyers and Posters

Any student who wishes to post a flyer on campus must receive approval from the Welcome Desk in the Student Center.

Guests

All guests in the main campus residence halls, regardless of their sex, must sign in at the front desk of the building during all times of day.

All overnight guests must have prior approval from Residence Life staff regardless of number of nights or circumstance. Guests (student or non-student) may stay overnight in a residence hall room with the advance approval of the Resident Director under the following conditions:

1. All roommates and suitemates must agree
2. The person making the request is not under any type of probation
3. Request for guest approval to Resident Director has been submitted at least 48 hours in advance of the evening the guest will stay. Residence Life staff reserves the right to deny permission for overnight guests.
4. The guest must be between the ages of 12 and 25 and of the same sex as the requesting student. Family of the opposite sex can only visit their family member during the designated visiting hours or while helping a resident move-in. **Parents and other family members over the age of 25 are not permitted to stay as overnight guests in residence halls.**

Guests may stay up to two consecutive nights in the residence halls without charge. After two nights, there is a \$15 per night charge for guests who remain overnight. This is payable to the Resident Director in advance. There is a \$50 charge for guests who stay without the approval of Residence Life, in addition to the \$15 per night charge.

All guests are subject to University Community Values and campus housing policies. Violation of University regulations or the Community Values System by guests will result in disciplinary action for the host and guest, depending on whether the guest is an enrolled student, as well as the nature of the violation, including immediate removal of the guest from campus. The presence of unauthorized guests will result in disciplinary action upon the host and loss of this privilege for the remainder of the semester (or future semester if past mid-term). Overnight guests will not be permitted on the weekend immediately preceding

finals study week, exam week, or graduation.

Guest privileges may be limited at the discretion of Residence Life, including resident and non-resident guests. The guest policy applies to all non-student and student guests and ensures that an environment conducive to study, privacy and personal needs of all residents are maintained.

Keys

Keys are issued to current residents only by the Residence Life staff or Campus Safety. Keys are not to be left unattended, loaned to any other individual, or duplicated. Each student is required to personally sign for his/her key. Keys are to be returned to the Residence Life staff at the end of the year, as instructed. Failure to turn in keys results in a charge to the student's account for re-keying. Lost keys are to be reported to the Residence Life staff immediately. Lost keys that are not reported until move-out will result in an additional \$25 fine to the student's account.

Students who lose room keys at any point during the semester will be charged for replacements and re-keying at a fee of \$100. Any key that is found should be turned into Campus Safety. All administration, faculty and staff must have approval by the Residence Life Office to obtain residence hall keys. Students found with unauthorized keys will be subject to disciplinary action.

Kitchens

Facilities for cooking are available in many lobbies and most apartment units. It is the responsibility of those using the cooking area to return it to proper order. Cooking is permitted in on campus kitchens facilities only, within the following guidelines: (1) Residents remain in the room during cooking; (2) Residents are considerate of roommates and other residents by promptly cleaning up and controlling food odors.

Motorcycles, Mopeds, Bicycles, Skates, and Skateboards

Motorcycles, mopeds, and bicycles are not allowed in residence hall rooms, patios/balconies, stairwells, or hallway areas. Bike racks are located outside each hall. Baxter Hall has a locked bike storage area residents may use. Bicycles must be locked with a U-bolt lock when stored or parked on campus. The University accepts no responsibility for the safekeeping of bicycles. Bicycles left unlocked or using a non-U-bolt lock will be removed by Campus Safety. Motorcycles and mopeds may be parked in areas designated as University parking. Inline skates and other wheeled modes of transportation/recreation are not permitted to be worn or ridden through the residence halls and apartments. When on public sidewalks or streets adjacent to the University, students should exercise good citizenship by

being courteous to others who also are biking, skating or walking. Skateboards should not be used inside any University building.

Musical Instruments

Playing of musical instruments should be limited to common spaces and on campus practice rooms. Students are expected to observe residence hall quiet hours, roommate contracts, and to be respectful of the on campus community. All instruments should be kept at a reasonable level and should be turned down if a community member, including PBA staff, asks for consideration.

Outdoor Patio Areas

Entryway and patio areas (including balconies) must be kept neat and clean. Therefore, these areas are not to be used as storage. They must be kept clear of indoor furniture and boxes. University-owned furniture is not to be placed on patios, porches or balconies at any time. Signs may not be hung from residential balcony areas unless approved by the Residence Life Office.

Personal Property/Liability

The University assumes no liability for damage or loss of personal property. This includes damage or loss due to fire, theft, hurricanes, flooding, loss of power (power surge), etc., during the entire term of the housing contract, including all University break periods during the year. The University recommends that students not leave valuables in their rooms during break periods. If something is stolen or vandalized, report it immediately to Campus Safety.

Pets

For sanitary reasons, and for protection of private and school property, pets of any kind (except fish in aquariums, as stipulated below) are not allowed in campus housing. PBA does not allow cats, dogs, birds, rodents or reptiles to be kept in campus housing. This also includes feeding and temporarily keeping animals in or around living areas.

A student may have a single aquarium of up to, but no more than, 20 gallons, with a screen or hood on top. An aquarium is defined as a self-contained ecological tank that houses living organisms in a totally aquatic environment. The student is fully responsible to properly maintain aquarium at all times (including holiday breaks when they must be unplugged) and to respect the living environment of roommates. Gravel in tanks must be disposed of properly and may not be dumped in toilets or sinks. The student is financially responsible for any damage that may occur in the room because of the aquarium or its maintenance. Residence Life Staff reserves the right to restrict use of aquariums and require aquarium removal if necessary.

Propping Doors

In order to ensure the safety and security of each resident and their personal belongings, propping doors is prohibited in all campus housing. Students are not to use magnets or tape as a means of keeping doors unlocked. Fines will be issued toward those who violate this policy. Interior room doors may be propped only if the residents are in the room while the door is propped and follow the guidelines set forth by the Resident Director. (See Dangerous Practices/Reckless Behavior in *The Navigator*.)

Smoke Alarms/Fire Drills

As a safety measure, each room/apartment is equipped with a functioning smoke alarm. The smoke alarms, fire extinguishers, or fire sprinklers must not be tampered with in any way (i.e., removing the battery, disconnecting, reckless disengaging, etc.) Disciplinary action, up to and including suspension, will take place if students are found to have tampered with any life safety equipment. During the course of the academic year, fire drills will be conducted, as required by law. When an alarm sounds, students are to vacate the building immediately and proceed to the designated area.

Storage

No storage facilities are available on campus.

Subletting

With the exception of summer housing in Coastal Towers, the housing contract and the right of occupancy are not transferable or assignable. Subletting a room or transference of assignment shall result in contract termination and disciplinary action. Coastal Towers subleasing must be handled through the Residence Life office and is allowed during the summer term only.

Vending/Soliciting

Privately owned business enterprises may not be operated on campus except as permitted by the Development Office. Use of the University facilities or grounds for fundraising by student clubs must be approved by the SAIL Office.

Video Screenings and Copyright Laws

Federal copyright law restricts the use of copyrighted video recordings to private showings and prohibits their public performance in common rooms such as lounges or semi-public areas within the residence halls and/or other campus housing facilities.

Visitation

Residents may entertain guests in the common lounge areas in main lobby of residence halls per the Resident Director's discretion. This privilege will be revoked if misused or abused.

Visitation in the room or suite of a person of the opposite sex is permitted during scheduled visitation only, which is:

Baxter, Johnson, Oceanview, and Rinker:

Tuesday, Wednesday, Thursday: 7:00 p.m. – 11:15 p.m.

Friday, Saturday: 7:00 p.m. - 1:15 a.m.

Coastal Towers, Flagler Towers, Lakeview, Mango, and Weyenberg:

Daily: 10:00 a.m. – 2:00 a.m.

During visitation hours, guests in campus apartments (Lakeview, Flagler Towers, Coastal Towers, and Mango) are allowed in the living room only. For guests in main campus buildings (includes Oceanview, Johnson, Baxter, Weyenberg, and Rinker), bedroom doors are to remain wide open at all times for the purpose of visibility into the room. Visitors must be at least 12 years of age unless the Resident Director gives prior permission. Visitors in all main campus buildings must sign in and leave their student ID card (or driver's license if they are not a PBA student) with the staff on duty while they are in the hall.

Restricted Areas: All elevators and stairwells are off limits to the opposite sex in respective halls, except during visitation. Laundry room doors must be propped wide open if a member of the opposite sex is present during authorized visitation time. Students are told of the restricted areas particular to their residence halls and are held responsible for abiding by these policies as well as ensuring that any guests are made aware of these restricted areas.

Visitation Behavior

All students and their guests should abide by Christ-like values and policies as outlined in the Navigator and Reslife Handbook in all on-campus areas. Other behavior criteria for visitation include but not limited to:

- Main Campus: Appropriately signing in at the front desk with RESLIFE staff during approved hours for main campus visitation
- Apartment Housing: Between appropriate hours as outlined above
- Stay in approved areas.
- Lights must be on in the room
- Door propped open
- Students should maintain appropriate physical boundaries with guests.

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It is at the discretion of the Residence Life staff to evaluate each situation for appropriateness in compliance with visitation conduct.

Windows and Screens

Screens in windows must remain securely fastened at all times. A fine will be incurred for any screen that is removed and/or missing, regardless of whether the screen is later replaced. Students who throw or drop objects out of windows will be referred to the disciplinary system. Objects and signs cannot be displayed in or from windows. The use of windows as an entrance, exit or as means to pass objects is strictly prohibited except in emergency situations.

IMPORTANT NUMBERS

Academic Support & Disability Services:	561-803-2061
Campus Safety & Security:	561-803-2500
Fire/Police/Ambulance:	911
Good Samaritan Hospital:	561-655-5511
Health and Wellness:	561-803-2576
HelpDesk:	561-803-2027
JFK Medical Center Hospital:	561-842-6141
Palm Beach Sheriff:	561-688-3000
PBACard Office:	561-803-2515
Residence Life Office:	561-803-2555
St. Mary's Hospital:	561-844-6300
West Palm Beach Police:	561-822-1900