2017-2018 GUIDE TO RESIDENTIAL LIVING
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Dear Resident,

Welcome to Residential Life & Housing! There is no better way to become immersed in the VCU experience, meet your academic goals, and experience daily a lifestyle that allows for personal exploration and development. Living on-campus allows a special inter-connectedness with fellow students and the larger University community.

Our chief concern is your academic success and providing opportunities for you to impact your community. Students who live on-campus are more likely to interact with faculty outside of the classroom, attend cultural events, seek employment on campus, and participate in clubs and organizations. Being involved allows for a deeper University experience, personal development, strong social networks, and increased opportunities for intellectual, physical, and academic growth.

I invite you to be an active member of your residential community, benefiting personally and impacting positively your numerous communities you interact in. We have high expectations for student success in our communities and know your leadership, civility, and personal responsibility will enhance this learning and living environment. We provide a living experience that values our community connections, rich diversity, discussion of ideas, and celebration of our individual differences and commonalities.

There is an entire community of staff who are here to support you so do not hesitate to reach out and contact us with questions, noticing something we did well, or something that we can do better to support you. Your safety, comfort, and opportunities for growth and success are facilitated by numerous student and professional staff who are more than willing to assist in your on-campus experience.

Welcome to VCU residential living!

Sincerely,

Gavin Roark
Director of Residential Life & Housing
MISSION

Residential Life & Housing at VCU provides safe, inclusive, and well-maintained facilities where we build intentional communities to empower residents in their academic excellence, citizenship and personal growth.

VISION

Residential Life & Housing at VCU will be a premier urban, public on-campus community providing a one-of-a-kind residential experience.

VALUES

Guiding this mission is a set of departmental values, which complement the core values of the institution:

Collaboration
We value the exchange of ideas and solutions through internal and external partnerships. This value is exemplified through the enhancement of the residential experience through training, community building, policy development, and integration of services.

Inclusion & Diversity
We value celebration, exploration, and understanding among people, ideas, and culture. This value is exemplified through creation of a safe environment for all students to explore identities of self and others; and promoting a lifelong commitment to successful living in a global community; and ensuring that policies, programs, and services are inclusive and reflect the diversity of our community.

Resident-Centered
We value and recognize that our residents are at the core of our mission and practices. This value is exemplified in our commitment to encouraging and promoting the student voice and providing opportunities for comprehensive student learning, student development, and student leadership.

Learning
We value academic and personal success for all students. This value is exemplified through our emphasis on engagement and education outside the classroom and ensuring a dynamic residential setting where discovery, innovation, challenge and support, and respectful discourse are paramount to the on-campus experience of the student.

Excellence
We value the individual and collective pursuit of exceptional practice in our work and relationships. This value is exemplified through high expectations of our staff and students in the residential community. Staff and students are continually seeking ways to contribute to the future of the department, division, institution, and profession.
DIVERSITY & INCLUSION STATEMENT

We, as individuals and as a collective, are committed to building communities that are welcoming for all cultures, backgrounds, beliefs, and abilities. We create exceptional residential learning communities that value all of our members regardless of race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability. These communities provide a safe space for students and staff to explore their multi-layered identities while learning and growing with others.

We demonstrate our commitment to diversity and inclusion in tangible ways, including:

• Training professional and student staff in areas of multicultural competence during fall, winter, and spring trainings and ongoing professional development opportunities
• Offering gender-unrestricted housing through the Open Housing program
• Creating and maintaining freshmen living learning programs focused on inclusion and social justice with the Lavender House and Mosaic Community
• Implementing programs that promote social justice, the exploration of culture, personal growth, and community development
• Mediating conflict between students in shared living spaces
• Collaborating with the Office of Multicultural Student Affairs and other campus and community partners to further promote understanding, learning, growth, and celebration such as: Social Justice Student Conference, Tunnel of Oppression, Lavender Empowerment Summit, and Hump Day Dialogues on Tour
• Engaging students in challenging and purposeful dialogues about diversity, inclusion, and social justice
• Developing and maintaining facilities that are accessible for all members of our community
• Encouraging students to explore identities outside of their comfort zones
• Creating intentional opportunities through the RA position, Community Councils, RHA, and NRHH for student leadership and peer education

RESIDENCE HALL LIFE & RESPECTFUL COMMUNITY LIVING

Living in the residence hall is a unique experience. Residents are assigned a room according to their housing preferences requested in their housing application. Residents’ rooms may be furnished with the following: bed, mattress, desk, desk chair, closet, chest of drawers, Ethernet connection port, and wireless cable access. With some creativity and little effort, residents can quickly and inexpensively transform their room into “personal space,” a “home away from home.” Talk to the floor Resident Assistant (RA) or other residents for ideas. Please refer to the Prohibited Items List to ensure residence hall policies are not violated when furnishing the room.

Roommate Guide

While having a roommate may or may not be a new experience for a person, for most residents, it is the first step in meeting a whole group of people who will be friends and colleagues throughout their lives. Great roommates don’t have to be best friends. Everyone is an individual, and the differences among us are usually more interesting than troublesome. Roommates who learn compromise and consideration for one another will develop a valuable supportive relationship with respect to each other’s needs and rights.

Experience has shown that discussing the following issues will help prevent misunderstandings:

• Use of personal items
• Food in the room
• Study time in the room
• Sleeping schedules
• Visitation and guests
• Cleanliness/tidiness of room
• Use of stereo/TV/telephone/ computer
• Time for socializing
Consider all of these items when completing a roommate agreement. These agreements must be completed and turned into the RA.

**HALL STAFF**

Residence hall staff live in the residence halls so that they can assist residents.

**Resident Assistant (RA)**

The RA living in the community is a student who has been selected for the position because of their leadership skills, concern for others, ability to communicate effectively and professionally, knowledge of university resources, and willingness to accept responsibility for developing the residence hall community. RA’s receive extensive training and may be the primary source for information about the residential and university community and related assistance during the school year.

Residential Life & Housing is looking for students with the interest and skills to become an RA. Talk with a current RA or Hall Director to learn more about this dynamic student leadership position.

**Assistant Hall Director**

The Assistant Hall Director, a graduate student working toward a master’s degree, lives in the hall. Assistant Hall Director’s may advise community council, coordinate building repairs, supervise RA’s, and coordinate activities in the residence halls. Assistant Hall Director’s are responsible for the operation of the hall in the Hall Director’s absence.

**Hall Director**

The Hall Director is responsible for the overall operation of the residence hall. The Hall Director is a full-time professional with a master’s degree and considerable experience in residence hall work. The Hall Director supervises all the other staff members in the residence hall. They are responsible for seeing that the residence hall is a supportive environment for students.

**Administrative Assistant**

The Administrative Assistant is available in every residence hall during the regular working hours, 8:00 a.m.-5:00 p.m. The Administrative Assistant, a full-time staff member, assists with the replacement of keys, room changes, and processing of maintenance and repair requests.

**STUDENT HALL ORGANIZATIONS**

**Community Council**

Students will find that the quality of the residence hall experience is directly related to the efforts to get involved in the floor and hall community. Community Councils are the primary source for changes made in residence hall life and operations. Community
Council representatives work in conjunction with University administration on issues such as room and board rates, policies and procedures, improvement of the buildings, educational programs, and leadership development opportunities.

The camaraderie that develops among the residents is unequaled by any other living option. Residents who take advantage of this kind of community living environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for students to get involved in numerous activities and programming. A great deal of this is through community council. Though the types of governing bodies may vary from hall to hall, there is always a way to ensure the student’s voice is heard. Please speak with the RA, Assistant Hall Director or Hall Director about how to get involved.

National Residence Hall Honorary (NRHH)
The VCU Black and Gold Chapter of The National Residence Hall Honorary (NRHH) is an organization comprised of the top 1% of student leaders on campus. NRHH has two core values: recognition and service. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. NRHH prides itself on advocating for the interest and welfare of residence hall students, while also providing opportunities for their personal growth and development.

Residence Hall Association (RHA)
RHA is comprised of students interested in improving their total living environment within the university residence halls. RHA is an organization of representatives from all eleven community councils on campus, and it also serves as an umbrella organization for subgroups within the residence hall structure. The organization is committed to the development of students—both academically and personally. RHA is also consulted regarding the interpretation and review of residence hall policies. RHA has been a leader in the Virginia Association of College and University Residence Halls (VACURH) and has been in the forefront as a residence hall government group.

RHA has also been actively involved in providing students living in the residence halls opportunities to participate in both the regional and national level organizations and conferences.

SAFETY PROCEDURES, HALL SECURITY, AND SAFETY EMERGENCY PROCEDURES

Residence Hall Safety
As a resident of VCU on-campus housing, students may enter and leave the residence hall at their convenience. Residence hall safety depends on the responsible actions of each resident. Residents’ room doors should be locked at all times. Stairwell or outside doors must not be propped open. It is a violation of policy to prop external doors with any item.

Fire Safety
Review the emergency fire evacuation information that is posted on the interior door of the residence hall room. Whenever a fire alarm sounds in any residence hall, students are required to evacuate the building immediately. Close and lock the door and turn off the lights when evacuating. Failure to evacuate is a violation of Richmond city ordinance and may result in arrest, possible fine, and/or disciplinary action through the Student Code of Conduct. State fire code prohibits the use of elevators for fire evacuation. In case a student cannot evacuate in the event of an emergency in the residence halls, please go to the nearest area of evacuation (stairwells) or residence hall room, shut the doors and windows, and then call VCU Police Department (804-828-1234) to provide their exact location to emergency personnel.

Tampering with or misuse of fire-safety equipment is a violation of state and federal law and is prohibited in the residence halls; this includes the act of setting items aflame; and wrongfully discharging a fire extinguisher. Fire safety equipment includes but is not limited to: alarms, extinguishers, signage, smoke detectors, heat sensors, door closures and sprinklers. Fire extinguishers are located in designated locations in the hallways and walkways outside rooms, suites and apartments. Students may bring a fire extinguisher for their room, suite, or apartment if they choose to do so. If students chose
to bring a fire extinguisher it must be an “ABC” extinguisher.

The university will maintain smoke detector batteries. Residents may submit a residence hall work order form, at quikfm.vcu.edu, to request service or battery replacement for a smoke detector.

The state fire marshal and the Residential Life & Housing Safety Coordinator will make periodic inspections throughout the year. Violations of state code may result in the confiscation of prohibited items, charges under the Student Code of Conduct and a financial charge. Approved decorative items may not be used in, on or within 18 inches of the ceiling, lighting, sprinkler heads, conduit lines, pipes or electrical fixtures. Only UL approved lights may be used in residence halls.

**Student Information**

VCU officials maintain confidentiality of student records and disclose information in accordance with the Family Educational Rights and Privacy Act (FERPA). This means that VCU officials may disclose student record information without the consent of the student in certain situations. To support university operations, for example, VCU officials share information about students with other educational officials as necessary to perform their job duties. FERPA permits this disclosure to school officials who have a legitimate educational interest in the student information. For example, FERPA permits the disclosure in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In addition, VCU officials have obligations to report information about a student depending on the content of that information, for example, in compliance with VCU’s policy on the duty to report (policy.vcu.edu). Unless FERPA permits a certain disclosure, VCU generally requires consent from a student to disclose information from their education record to another individual. Additional information can be found on the VCU FERPA website: rar.vcu.edu/records/family-educational-rights-and-privacy-act/.

We offer each resident the opportunity to provide missing person contact information. Providing this information is optional. This information is confidential, accessible to authorized campus officials and only disclosed to law enforcement personnel in furtherance of a missing person’s investigation.

All residents have the right to indicate a specific contact (in addition to an emergency contact) related to missing-person notification. This can be done through the MyVCUHousing portal.

**Missing Student**

Please contact the VCU Police Department (804-828-1234) if a student is believed to be missing.

**Security Cameras**

For the safety and security of residents and guests, security cameras may be placed throughout the residence halls.

**VCU ID Card**

The student identification card is a VCU issued card. It is linked to the student’s record that indicates the student’s status as a currently enrolled resident and entitles them to various services and privileges in the residence halls. Residents must use the VCU ID to gain access to the residence halls. Residents must carry their VCU ID with them at all times while on campus.

VCU IDs must be presented when entering any of the university residence halls. Failure to produce proper identification upon a reasonable request by a university official (including RAs and Desk Assistants) may be considered a violation of the Student Code of Conduct for failure to comply with a reasonable request or directive of a university official. The loaning of a VCU ID is strictly prohibited. Entry and exit must occur through designated doors.

A resident who is unable to present their VCU IDs upon entry of a residence hall may request a temporary pass permitting a single entry. Residents may obtain two temporary passes per semester at no charge; however, residents may be charged for each subsequent pass. Residents are not permitted to be registered as guests into their own building. To ensure residence hall access, residents should take immediate action to locate or replace their VCU ID.
BREAK HOUSING INFORMATION

Brandt Hall, Cabaniss Hall, Cary & Belvidere, Gladding Residence Center Phase 3, Johnson Hall, The Honors College, and Rhoads Hall close during the Thanksgiving Break, Winter Break, and Spring Break. All other residence halls remain open. Please note that the dining halls and other services may not be in regular operation during breaks. Please see individual department websites for more information.

Residents should look for more specific information regarding hall openings and closing within their residence hall.

**Thanksgiving Break:** Nine-month residence halls close on Wednesday, November 22, 2017, at 1:00 p.m. and reopen on Sunday, November 26, 2017, at 10:00 a.m.

**Winter Break:** Nine-month residence halls close on Wednesday, December 20, 2017, at 10:00 a.m. and reopen for returning students on Friday, January 12, 2018, at 10:00 a.m.

**Spring Break:** Nine-month residence halls close on Saturday, March 3, 2018, at 10:00 a.m. and reopen on Sunday, March 11, 2018, at 10:00 a.m.

**May Closing:** All residents in nine-month housing must vacate their residence halls no later than 24 hours after their last final exam as stated in their housing contract. Nine-month residence halls close officially at 10:00 a.m., Saturday, May 12, 2018.

*Dates and times subject to change*

For each closing, residents must turn off all lights and close all windows, along with unplugging appliances and removing perishable food and trash from the room. Resident Assistants will enter each room during each break for health and safety checks to be sure that residents are living in healthy and safe environments.

Each closing will be strictly enforced by residence hall staff. No residents may return early from any breaks without prior written permission from the department. Residents may be charged if they fail to vacate appropriately by the closing times indicated above.

FACILITY POLICIES & PROCEDURES

**Accessible Residence Halls for Students with Disabilities**

VCU makes every effort to ensuring campus-wide accessibility. If students are a current or incoming student seeking housing-related accommodations, please contact The Office of Disability Support Services (for students on the Monroe Park Campus) or The Division for Academic Success (for students on the Health Sciences Campus)

*The Office of Disability Support Services*

students.vcu.edu/dss  
dss@vcu.edu  
(804) 828-2253

*The Division for Academic Success*

das.vcu.edu  
clintonar@vcu.edu  
(804) 828-9782
Abandoned Property
Any property left behind after a resident moves or checks out will be donated to charity.

Air-conditioning and Heating
All halls are equipped with air-conditioning and heating. When the air-conditioning or heating is on, keep windows closed so that equipment can operate efficiently. If the room temperature is outside of the set thermostat range, please submit a work order in Quikfm (quikfm.vcu.edu).

Rhoads, Cabaniss, and Johnson are on centralized AC/Heat. Residential Life and Housing will communicate when these buildings will switch over from AC to Heat in the Fall and Heat to AC in the Spring. Brandt and The Honors College are on modern centralized AC/Heat systems, which require annual servicing. The AC is typically turned off in December/January for this servicing.

Bicycle and Motorized Vehicle Storage
Bikes are permitted to be stored in residence hall personal spaces (bedrooms, suites, apartments), only if all residents of that space agree to storage and bikes do not impede egress from the space. Bikes may not be stored in common areas within the residence halls, courtyards, lobbies, or sidewalk, except on designated bike racks. Bikes may not be ridden in the residence halls.

Residents who have lost their bike lock key and wish to receive help in retrieving their bike should place a work order in Quikfm (quikfm.vcu.edu). Residents should expect to provide some documentation to prove the bike belongs to them prior to the lock being cut. Residents should register their bikes with VCU Police upon arriving to campus in order to expedite this process and help protect their property.

Motorized vehicles are prohibited in courtyard areas and inside the residence halls and are not to be parked or chained anywhere in the residence halls, courtyard, lobbies or sidewalks. Non-motorized vehicles may be parked/chaired in designated areas only. Any vehicle, including bikes, chained to a window, gate, light/sign post, pole or in any non-designated areas will be impounded and disposed of if not claimed from VCU Police or Facilities Management within 120 days. The university is not responsible for damage to locks or vehicles that are impounded.

Cleaning Services/Housekeeping
The housekeeping staff are responsible for cleaning and maintaining the public area of the residence halls, including community laundry rooms, recreation areas, study areas, and public restrooms. Resident access to these areas may be restricted during daily cleaning or periods of maintenance. Residents are responsible for maintaining a clean room. Excessive housekeeping is defined as any situation requiring cleaning that is not part of the custodian’s normal daily routine. This includes cleaning items in public areas, rooms, or apartments such as fire-extinguisher powder; clumps of mud; food; bodily fluids; and trash that has not been disposed of in the designated receptacles (e.g., dumpsters, trash rooms). Residents may be charged individually or as a group for excessive housekeeping. These charges are imposed on rooms/floors/buildings on an escalating basis.
No Furniture or Personal Property Storage
Due to a shortage of storage space, all university provided furniture must remain in the assigned room, including double rooms converted to single occupancy or triple rooms converted to double occupancy. The university does not provide storage for personal property.

Kitchens
All residence hall apartments have kitchens, which are each equipped with sinks, dishwashers, refrigerators, and stoves with ovens. Kitchens in Ackell Residence Center and Broad & Belvidere Apartments are also equipped with above-stove microwaves. Kitchens in Broad & Belvidere are also equipped with garbage disposals. To avoid charges for excessive housekeeping or unusual wear and tear on university property, residents must practice the following good housekeeping strategies:

- Keep kitchens clean, by removing trash, routinely cleaning out the refrigerator and freezer, and wiping up microwave and stove/oven spills.
- Use garbage disposals only for soft foods and while running water through the disposal to avoid mechanical failure and damage to the equipment.
- Use dishwashers only with full loads, in order to save water.
- Clean kitchens and common areas within apartments in preparation for new roommates.
- Agree on a cleaning schedule with roommates. Community kitchens located in residence halls must be cleaned by the resident after each use.

Residents may be charged for excessive housekeeping or damage to any kitchen or common area to which they have private or communal access.

Laundry
Laundry facilities must be cared for properly. Lint must be removed after each dryer cycle, and clothes and lint that fall behind dryers must be removed to reduce fire hazards. All residence hall apartments are equipped with laundry machines, which are free to use for the residents within that building. Dryer ducts are cleaned on a regular basis by a professional contractor; residents living in apartments are expected to allow contractors access to ducts, located in ceilings, for cleaning purposes. It is recommended that all residents use High Efficiency (HE) laundry detergent.

Internet & Computing Policy
Residence hall students are expected to comply with university policy as well as federal and state law governing the use of computer and networking resources, including applicable copyright laws. In addition, personal wireless routers are prohibited in the residence halls. In order to not interfere with the university wireless signal, residents with wireless printers on campus must turn off the wireless signal on the printer. Failure to comply with policy or law may result in disconnection of internet service, university sanction and possible legal action.

Mail Services
The USPS delivers mail in bulk to all residence halls. Mail going to the MCV campus is delivered to VCU Mail Services, who then in turn delivers all USPS mail and packages to the Cabaniss Hall mailroom. Students will receive email notification for packages upon delivery and processing by hall staff.

No mail is delivered to the halls on weekends or university holidays. Students who are moving and wish to have their first-class mail forwarded must complete the online VCU forwarding form (found at
Mail will be forwarded for a 60-day period, beginning on the date that the student officially checks out of the residence hall.

**Maintenance Requests**
Requests for maintenance service can be completed at quikfm.vcu.edu. Charges for maintenance and repairs determined to be beyond normal wear and tear may be billed to the student. Except in the case of emergencies, the reported problem will be addressed within 48 business hours or as soon as is reasonably practical thereafter. Some repairs may be delayed if the housing maintenance staff needs to order parts or use a repair service from outside the university. Students will receive acknowledgement of receipt of their work order and status updates for their work order via email.

When a repair is needed immediately to protect the safety of students or the facility, call the operations center at 804.828.9444.

**Pest-Control Service**
If a resident notices pests of any kind in their room or anywhere in the residence hall, they should report the problem immediately by completing an online work order at quikfm.vcu.edu.

Residents are encouraged to keep food in sealed containers and empty trash regularly to prevent pest problems.

Repeated treatment response or need for pest control due to resident lack of care and/or cleanliness will be billed to the resident.

**Room & Access Keys**
Residence hall keys are the sole property of Virginia Commonwealth University and may not be duplicated under any circumstances. A resident may not lend or give a residence hall key to any other individual at any time. Violators of this rule will be held responsible for any damage or misconduct resulting from possession of a key by another. Residents who lose keys should report this loss immediately to their area office and may be charged a fee of at least $65 for a lock change and new key. Residents who are locked out of their rooms may be assisted by staff to gain entrance. Students should contact the area office during the business day and the Information Desk or the RA on duty after hours for assistance. In addition, students who fail to take appropriate care of keys, access cards or other security items may face charges under the Student Code of Conduct.

**Telephone Services**
Landlines are available for student use in each building but not in each room. In order to place a call to a university number, dial the last 5 digits of the phone number. To place a call to a non-University number, dial 9 before dialing the full number. Long-distance calls can only be placed with a student-provided calling card.

**Television Services**
All halls have internet television services, which are streamed via the VCU network. Television programming may be viewed on any computer or mobile device with access to the VCU wired or wireless internet. TVs may view television programming with the assistance of a Roku 2, Roku Premiere+ or Roku Ultra device, via the wired VCU internet. Roku 2, Roku Premiere+ and Roku Ultra devices are the only Roku devices supported by our network.

Residents will need to log-in at watch.philo.com using their VCU eID and password to view.
programming and will have the ability to save up to 20 hours of DVR recordings on their student account. Residence hall television programming is viewable only while on campus, with the exception of HBOGO and MAXGO, which can be viewed anywhere on or off campus on residents’ mobile devices and laptops.

The residence hall channel lineup can be found at housing.vcu.edu/resources. If residents have problems with the service, a ticket should be placed at philo.com/support.

**Reservation of Residence Hall Facilities**
Residence hall facilities are reserved for use by residents, staff, community councils and the Residence Hall Association (RHA) and are not intended for use by outside groups.

**RESIDENCE HALL STANDARDS FOR STUDENT CONDUCT**

Residential Life & Housing is based on the concept of community living. This concept implies that all members of a community have a responsibility for the community and the behaviors in it. Residential Life & Housing is committed to educational and personal growth for residents; and Residential Life & Housing policies set forth required standards for members of the residence hall community. We encourage residents to hold each other accountable to these standards of the residence hall community.

Conduct in the residence halls is subject to federal, state and local laws and university policies, including the university bulletins, VCU Student Code of Conduct, this guide, and the terms and conditions of the housing contract. Contract cancellation and removal from the residence halls and/or university may result from the violation of policy or law. Violations that endanger the safety and welfare of others or cause disruption of the residence community may result in interim suspension and/or removal from the residence halls, as well as charges.

Additionally, several university-wide policies have direct application to the residence hall community. Examples include the Sexual Misconduct/Violence and Sex Gender Discrimination Policy, VCU Alcohol and Drug Policy, Computing Ethics Policy, and the Student Code of Conduct. Students are advised to be familiar with these and other VCU policies such as the VCU Honor System, Grade-Review Procedure, and Computer- and Network-Resources Use Policy.

The Student Code of Conduct applies to all conduct that occurs on University premises, at VCU-sponsored activities, and, if so deemed by the Director of Student Conduct and Academic Integrity, at off-campus locations. The complete list of conduct for all students and student organizations can be found in the Student Code of Conduct available in the Policy Library (policy.vcu.edu).

**Animals**
Pets and other animals are generally not permitted in residence halls, with the exception of fish in one 10-gallon tank per bedroom. Consistent with university policy governing animals on campus and state and federal law, residents with disabilities requiring emotional support or assistance animals in the residence halls may request a reasonable accommodation from the appropriate disability support office on their campus. In addition, VCU welcomes the presence of trained service animals assisting people with disabilities on its campus in areas open to the public consistent with the provisions of university policy and applicable law. A service animal is generally permitted to be on university property in any place where the animal’s handler is permitted to be.
Any animal must be kept clean, groomed and within the control of its handler at all times. The handler will be responsible for appropriate care for animal and facility, must use appropriate spaces for animal toileting, and will be charged for any damage to property or facilities caused by the presence of the animal.

For any animal permitted to reside in a residence hall, a resident must submit proof of required vaccinations to Residential Life and Housing area staff and meet with a Residential Life & Housing staff member to review and sign an Acknowledgement of Policies and Procedures on Service/ Companion Animals.

**Cooking & Electrical Appliances**
The use of cooking appliances in student bedrooms is prohibited. Items that require an open flame to operate or that produce heat are prohibited. Possession of any of these items in the residence halls is in violation of the Virginia Statewide Fire Prevention Code. Prohibited or illegal items may be confiscated at the discretion of the department.

Microwaves are permitted in VCU residence halls under the following conditions: Microwaves must be of a compact size, no more than 0.8 cubic feet and use a maximum of 750 watts. Only one microwave is allowed per student room, and no other cooking devices can be used. Refrigerators must be of a compact size, UL-approved and must meet the following specifications, which can be obtained from the data plate: 120 volts AC, 60 hertz with a maximum running current of 2.0 amps (240 watts). The power cord must be grounded and not exceed a length of six feet. Only one 4.2-cubic-foot refrigerator is allowed per room. Refrigerators may not be stored in closets or other areas not providing adequate ventilation. Microwaves and refrigerators must be plugged directly into the wall outlet, because these appliances can commonly overload a surge protector.

**Damage Assessments**
Students must fill out a Room-Condition Report in cooperation with their RAs upon check-in. Any damage or needed repairs should be indicated on the form to avoid a charge when checking out. Residents are responsible for any and all university furniture damaged or missing from the room, suite or apartment after check out and for any personal property or other item(s) requiring removal or disposal. Charges for damage to common living areas such as hallways, lounges and bathrooms will be divided equally among the residents assigned to that living area unless Residential Life & Housing can reasonably identify the individual(s) responsible for the damage.

**Room Decorations**
Please refer to the [Prohibited Items List](#) to ensure residence hall policies are not violated when furnishing the room.

Excessive decorations on room walls can be hazardous. In accordance with State Fire Marshall restrictions, Residential Life & Housing prohibits covering more than 50% of a residence hall room wall and hanging any item from a ceiling. Wall hangings, blankets, banners, and other decorative materials suspended from walls or other vertical surfaces must be flame resistant or noncombustible. Residential Life & Housing prohibits hanging any item in a window except for...
curtains or drapes with a manufacturer’s tag stating that they are made of flame resistant materials.

The hallway side of the room or suite door may not be decorated. Only a small message/memo board (not exceeding 200 square inches) may be placed on this side of the door. Both the room number and the nametag created by the RA must remain visible.

VCU is committed to creating and supporting a safe and welcoming campus community for all students, faculty and staff. We work continuously to create an open environment with meaningful opportunities to learn and engage. At VCU it is the responsibility of every member of the community to foster an environment of respect, openness and understanding. VCU is dedicated to creating and promoting an environment free from racism, sexism, ageism, heterosexism, homophobia, ableism, and xenophobia.

The University encourages residents to consider that any messages or items posted or displayed in residence hall space communicate directly with neighboring residents, hall mates, and staff who pass. Posting provocative items or messages may affect the student’s relationship with the residential community. To support a safe and welcoming residential community, Residential Life and Housing staff, in consultation with the university Bias Response Team, will engage residents in educational programs and conversations to address community disruption resulting from provocative communications, as appropriate.

**Furniture Misappropriation**

Students may not remove university equipment or furniture from its assigned room, suite, lounge or other area within a residence hall. Unauthorized removal of furniture within a building or from one building to another will be considered misappropriation, and a charge may be incurred.

**Gathering/Parties**

Gatherings and parties are permitted within student rooms and common areas only in accordance with state and federal restrictions, including fire code. The fire code limits the number of guests permitted in certain spaces or for certain events. Residents should contact their area office for specific rules and responsibilities before planning any event.

**Hall Sports**

Athletic activities are prohibited in and around residence halls including courtyard areas. Propelling any object(s), including but not limited to footballs, softballs, baseballs, Frisbees and snowballs, in and around residence halls and courtyards is prohibited. Additionally, throwing objects at cars (including snowballs) is a violation of residence-hall policy and state law.

Skateboarding, bicycling, roller skating and rollerblading are prohibited in residence-hall lobbies, rooms, lounges, public areas, hallways, courtyards and other designated areas.

**Posting Information in the Halls**

To promote programs, activities or resources for students, University departments and registered student organizations may request to have information or materials posted in the residence hall locations designated for message posting. Departments and registered student organizations should make their request at least 10 business days in advance to provide enough time for the approval process. To make a request the department and student organization should submit an email to vcuhousing@vcu.edu. After a request is received and approved the department or organization will receive written instructions for posting in the residence halls. All postings will be removed after the date of the event.
Any requests to post materials promoting alcohol, drugs, etc. will be denied. Posting is permitted only in areas specifically designated for posting and is prohibited in elevators. Residential Life & Housing reserves the right to deny permission to post any material that does not support the mission and vision of the Residential Life & Housing department, the Division of Student Affairs, or the university community.

Quiet Hours
Quiet hours are generally 9:00 p.m. - 8:00 a.m. Sunday through Thursday and 11:00 p.m. - 8:00 a.m. Friday and Saturday. Sounds are not to be heard outside rooms during these hours. Each floor or area may vote to extend these hours. At all times, “courtesy hours” are in effect and residents are encouraged to comply with requests from other residents and/or staff members to lower their volume.

Do not disturb the quiet necessary for fellow hall mates to sleep or study. Quiet hours may be extended by hall staff before and during examination periods and/or as necessary. Musical instruments and amplifiers are not to be played in the residence halls.

Residence Hall Room Entry
Residents must escort any and all guest(s) at all times while inside a residence hall.

Residential Life & Housing respects the privacy of residents and, to protect the safety and security of all residents and facilities, it reserves the right to enter student rooms, suites, or apartments without prior notice to the resident(s).

Smoking
VCU has designated all university buildings as ‘no smoking,’ which includes the use of oral electronic devices that produce vapor containing nicotine and/or other substances. (See the policy on Smoking in the Workplace at policy.vcu.edu.) Smoking includes the carrying or holding of lighted smoking equipment, burning, lighting or use of a tobacco product or marijuana and any other smoking device or equipment. Residential Life & Housing prohibits smoking and use of the above devices in any residence hall, including any individual residence hall room, suite, apartment, bathroom, common area, hallway, stairwell, outdoor entrances and courtyard, and within 25 feet of any residence hall. Individuals must go outside the building to smoke and stay 25 feet away from any entrance, exit, outdoor air intake, or operable window of any residence hall. Smokers are required to use ash urns to dispose of their smoking material waste and are prohibited from littering state-owned property with smoking material or other waste.

Solicitation
For residents’ safety and protection, door-to-door solicitation is prohibited in the residence areas without express written permission of Residential Life & Housing. Registered student groups must receive written permission through the area office for solicitation, including sales, and must request this permission at least three days before entering the residence area for solicitation. All student groups must follow area regulations for space usage. Student Government Association and Homecoming candidates may solicit votes only if they receive prior approval from University Student Commons and Activities and the Director of Residential Life or designee and comply with instructions of relevant university officials regarding permissible solicitation in the residence halls.
Student Room Responsibility
To preserve the health and safety of members of the residential community, residents are responsible for maintaining reasonable standards of cleanliness and safety in their rooms or apartments, hallways, lounges, bathrooms and lobby areas, including proper garbage/trash disposal and securing of cable, telephone and electrical wiring. Residential Life & Housing reserves the right to inspect rooms to ensure that residents comply with policies protecting health and safety.

Visitation & Access for Invited Guests
Invited guests must present a valid state-issued photo identification card at the Information Desk to be registered and gain access into a residence hall. Because of the common responsibility of all members of the residence-hall community to uphold community standards, residents who bring guests into the living environment assume responsibility for the behavior of their guests and will be held accountable accordingly for any misconduct, damage, or injury resulting from access to the residence hall by an invited guest. In addition to university staff, only residents and their invited guests are permitted in the residence halls.

A guest is any person who is not assigned by the department to live in an individual room or apartment, even if that person is a VCU student. A resident responsible for guest conduct (resident host) is not only the individual who signed in the guest but may also include other residents whom the guest visits or residents accompanying the guest at the time of misconduct.

A guest without a valid ID will not be admitted into the building unless granted permission from the Desk Coordinator or Hall Director on-call. A guest presenting an invalid ID may be denied entry to any VCU residence halls.

Residents of Cabaniss Hall, GRC Phase III, Johnson Hall, Rhoads Hall, Brandt Hall and The Honors College may have up to two guests signed in at one time. Residents of Ackell Residence Center, Broad and Belvidere Apartments, Cary and Belvidere Apartments, Grace and Broad Residence Center, West Grace North, and West Grace South may have up to three guests signed in at one time.

Resident students must have their roommate(s)’ consent to invite a guest(s) (meaning any non-resident of that unit) into the room or shared-living space. A guest visit must not pose an unreasonable burden or unreasonable infringement on the privacy and privileges of the roommate(s). In cases where an agreement is not reached regarding guest(s), the right of the resident to occupy their room without the presence of a visitor has priority over guest privileges.

Overnight guests may not remain longer than three consecutive nights, not to exceed six total nights in one calendar month. A person may not be an overnight guest of more than one resident per two-week period. Residents are responsible for the behavior of guests and guests’ compliance with all residence hall and University policies and for informing their guests of relevant policies.

Residents wanting to register guests under the age of 18 must receive special permission from the department at least 24 business hours in advance of the guest’s arrival.

There may be certain times of the year, such as breaks, final exams, emergencies, when the guest policy may be temporarily adjusted. Guests and residents who violate the guest policy are subject to disciplinary action.

If an invited guest, or any other individual not resident in a specific residence hall, violates residence hall or university policy, they may be required to exit the residence hall immediately, may not be signed back in until meeting with a Residential Life & Housing staff member and the resident host, and may indefinitely lose the privilege of entering any VCU residence hall, even as an invited guest. Residential Life & Housing will notify the individual
of the loss guest access privilege in writing either via VCU email address, if a VCU student, or in writing by other known address. Any individual who attempts to enter a residence hall without guest access privileges may be subject to arrest for trespassing, and Residential Life & Housing will notify VCU Police. Guest access privileges may be restored only by the Director of Residential Life or a designee.

**CONTRACT INFORMATION AND ASSIGNMENT POLICIES**

**Administrative Relocation**
Under the Housing Contract, a resident may be administratively relocated to another residence hall room on campus at any time. The administrative relocation will be issued by the Department of Residential Life & Housing staff or other university official. Residents who are administratively relocated may also be subject to disciplinary action under the Student Code of Conduct.

**Administrative Room Cancellation**
A resident whose contract is terminated for any reason—including violation of the terms and conditions of the housing contract or of university policy or as deemed otherwise appropriate by the department—must check out properly and vacate the residence hall within 24-48 hours of receiving notice of cancellation. Refunds will not be issued when a contract is terminated. Only the Department of Residential Life & Housing may cancel a housing contract. Requesting that a contract be canceled does not guarantee that action.

**Assignment Process**
In the spring semester, students currently living in VCU residence halls participate in a room-signup process for the subsequent academic year. Students who do not receive a residence-hall assignment at that time may participate in the ongoing room sign-up process. On-campus housing is not automatically guaranteed for returning resident students. Students who do not meet the eligibility requirements for returning resident students, including remaining in good standing, will not retain priority assignment.

**Contract**
The housing contract is a binding contract. Housing charges are assessed by the Residential Life & Housing Office. Please refer to the details of the current contract with Residential Life & Housing by reviewing the Terms and Conditions on the Residential Life and Housing website at housing.vcu.edu.

**Liability & Property Insurance**
VCU does not assume any obligation or liability for loss or damage to personal property, which may occur in its buildings or on its grounds, prior to, during or subsequent to the term of the Housing Contract. This list includes but is not limited to damage or loss due to fire, water, theft, and flooding. Residents are encouraged to purchase renter’s insurance for protection against loss or property damage or refer to their parent’s/legal guardian’s homeowners/renters insurance to see if they are covered while living on campus.

**No Contact Order**
To preserve the safety and security of the university community, VCU reserves the right to issue a no contact order between specific members of the community based on information that such contact hinders the ability of any individual to access or participate in university programs, activities or employment. A no contact directive includes contact in person, via third party (i.e. friends, relatives, other residents), via telephone, text, letters, email, social media, instant messages, or any other means. A no contact directive can be modified only by the university official who issued it or their designee, in consultation with appropriate VCU administrators.
Alleged violation of a no contact directive (including off-campus contact) will be adjudicated under the applicable university policy (e.g., Student Code of Conduct, Sexual Misconduct/Violence and Sex/Gender Discrimination Policy, etc.) and may result in sanctions up to and including expulsion and termination of employment and for university-housing related matters, administrative relocation or housing contract cancellation.

**Academic Eligibility for Housing (Non-Registered & Part-Time Students)**

To live on campus all Residents must be making continual progress towards a degree and registered for classes at VCU as set forth below:

- Undergraduate students must be enrolled in at least nine credits.
- Graduate students must be enrolled in the number of credits indicating full-time status as defined by their program.

Residents with twelve (12)-month Housing Contracts are exempt from credit requirements during summer session but must meet the credit requirements in this section for fall and spring terms.

In certain limited circumstances, students may obtain permission to drop temporarily below the required number of credits.

**Room Consolidation and Assignment**

The University reserves the right to change any room assignment or rate. Residential Life & Housing reserves the right to reassign a student for any reason, including in the event that a room or apartment is not filled to capacity. A student living in such a room or apartment may be offered the option of remaining in the room or apartment for an additional charge.

The university reserves the right to assign a student into a vacant space at any time, unless the student already occupying the room has contracted and paid for a single room.

Residents with vacancies in their room, suite or apartment are prohibited from occupying the vacant space. Vacant spaces may be allocated to new residents at any time. In the event of assigning a new resident to a vacant space, Residential Life & Housing will make an effort to notify current residents at least 24 hours in advance or as soon as is reasonably practical thereafter. Residents should make every effort to keep the space neat, clean and orderly. Roommate/apartmentmate spaces may be inspected by department staff to ensure the room is prepared for a new resident. If vacant areas in a room and/or common areas in a suite or apartment are not move-in ready for new residents, each resident of the assigned area may be charged to clean the area.

**Room/Roommate Changes**

Settling in to a new living situation takes time, and successful roommate relationships often require working through initial disagreements that may be uncomfortable. For these reasons, Residential Life & Housing will generally consider voluntary requests for room changes only after residents requesting such a change have lived together and tried to work through such disagreements for a reasonable amount of time, such as three weeks. Please refer to the housing contract for more information on changes in occupancy or rates. Residents wishing to make a room or hall change must first contact their RA to discuss their living situation. An RA will attempt to mediate between residents to resolve any problems that relate to the room change request. Residents are encouraged to resolve conflicts and to learn from the different lifestyles and living
habits of others. Students also are encouraged to have discussions as soon as possible with their roommates concerning lifestyle and living habits.

Residents should complete a roommate agreement upon moving in. If alternatives to roommate problems cannot be reached with the assistance of the RA, the resident will be referred the building’s Hall Director. The Hall Director will further seek to help the students resolve any outstanding issue. In the event that a compromise cannot be reached, the Hall Director may assist the student in the room change request process. Residential Life & Housing reserves the right to move residents who refuse to participate in the mediation process.

Room changes are based upon current availability and need assessed by Residential Life & Housing. Residents requesting a room change should be prepared to be flexible about room location and style.

Residential Life & Housing reserves the right to move a resident to another space on campus to accommodate maintenance emergencies or if deemed to be in the best interest of the residential community.

**Room Check-Out Procedures**
Gladding Residence Center Phase 3, The Honors College, Brandt Hall, Rhoads Hall, Johnson Hall, and Cabaniss Hall all close at the end of final exams for the summer. All residents are required to vacate their residence halls no later than 24 hours after their last final exam as stated in their housing contract. Ackell Residence Center, Broad & Belvidere Student Apartments, Cary & Belvidere Student Apartments, Grace & Broad Residence Center, West Grace North and West Grace South residents should view their contracts online to verify contract end dates. Failure to vacate the residence halls at the proper time may result in additional charges.

All residents are encouraged to begin moving belongings out of the halls early, to ease the burden of moving when contracts expire and/or exams are finished.

Residents must make an appointment to meet with staff in their residence hall prior to moving out to check the Room Condition Report and follow instructions to turn in keys in order to avoid lock change charges.

Additional information regarding proper move out procedures will be sent to all residents prior to closing and contract end dates.

**Mandatory Early Exit from Housing**
Any student who withdraws from the university for any reason automatically terminates their housing contract and must check out and vacate the residence hall within 24 hours of the withdrawal date unless an extension has been approved in writing by the department. A student who has withdrawn from VCU, one whose enrollment at VCU is terminated for any reason or one who is suspended from the residence halls must vacate at the time specified by the department. The department will attempt to cooperate with a student unable to vacate their room in the allotted time, but in the event of a failure to reach agreement, the department may terminate the student’s housing access and remove any personal belongings, at the expense of the student. The VCU Police may be involved in such instances.

Information in the 2017-2018 Guide to Residential Living is subject to change. The most up to date Guide to Residential Living can always be found at housing.vcu.edu.
RESIDENCE HALL MAIL ADDRESSES

**Monroe Park Campus**
(Room No.) Ackell Residence Center  
1100 W. Broad St.  
Richmond, VA 23220
(Room No.) Brandt Hall  
710 W. Franklin St.  
Richmond, VA 23220
(Room No.) Broad & Belvidere Apartments  
700 W. Broad St.  
Richmond, VA 23220
(Room No.) Cary & Belvidere Residential College  
301 W. Cary St.  
Richmond, VA 23220
(Room No.) Gladding Residence Center Phase 3  
722 W. Cary St.  
Richmond, VA 23220
(Room No.) Grace & Broad Residence Center  
Building 1  
1000 W. Grace St.  
Richmond, VA 23220
(Room No.) Grace & Broad Residence Center  
Building 2  
1010 W. Grace St.  
Richmond, VA 23220

(Room No.) Johnson Hall  
801 W. Franklin St.  
Richmond, VA 23220
(Room No.) Rhoads Hall  
710 W. Franklin St.  
Richmond, VA 23220
(Room No.) The Honors College  
701 W. Grace St.  
Richmond, VA 23220
(Room No.) West Grace North  
830 W. Grace St.  
Richmond, VA 23220
(Room No.) West Grace South  
835 W. Grace St.  
Richmond, VA 23220

**MCV Campus**
(Room No.) Cabaniss Hall  
615 N. 8th St.  
Richmond, VA 23298
VCU RESIDENTIAL LIFE & HOUSING DIRECTORY

Main Housing Office
Cary & Belvidere Residential College
301 W. Cary St, first floor
Phone: 828-7666
Fax: 828-2466
Email: vcuhousing@vcu.edu

Monroe Park Housing Area Offices
Ackell Residence Center Area Office
1100 W. Broad St.
Phone: 827-0383
Fax: 827-0382
ARC Mailroom: 827-0383
ARC Information Desk: 827-0386

Broad & Belvidere Apartments Area Office
700 W. Broad St.
Phone: 827-2444
Fax: 827-2447
BB Mailroom: 827-2444
BB Information Desk: 827-2790

Cary & Belvidere Residential College
301 W. Cary St.
Phone: 828-7666
Fax: 827-9804
CB Mailroom: 827-9801
CB Information Desk: 827-9802

Gladding Residence Center Area Office
301 W. Cary St.
Phone: 828-7666
Fax: 827-9804
GRC Phase 3 Mailroom: 827-9801
GRC Phase 3 Information Desk: 828-1552

Johnson Hall Area Office
801 W. Franklin St., suite 107
Phone: 828-1431
Fax: (804) 828-0994
Johnson Mailroom: 828-1394
Johnson Information Desk: 827-0265

Grace & Broad Residence Center Area Office
1000 W. Grace St.
Phone: 827-5323
GBRC Mailroom: 827-8246
GBRC1 Information Desk: 827-7477
GBRC2 Information Desk: 827-4695

Rhoads Hall, Brandt Hall, and
The Honors College Area Office
710 W. Franklin St.
Phone: 827-0974
Fax: 827-0970
Rhoads/Brandt Mailroom: 828-8143
The Honors College Mailroom: 827-0979
Rhoads/Brandt Information Desk: 828-8442
The Honors College Information Desk: 827-0678

West Grace North Area Office
830 W. Grace St.
Phone: 828-7848
Fax: na
WGN Mailroom: 828-7864
WGN Information Desk: 828-7847

West Grace South Area Office
835 W. Grace St.
Phone: 827-1759
Fax: 828-0588
WGS Mailroom: 827-8239
WGS Information Desk: 827-8249

MCV Housing Area Office
Cabaniss Hall
615 N. 8th St., suite 123
Phone: 828-1800
Fax: 828-6037
Cabaniss Hall Mailroom: 828-0535
Cabaniss Hall Information Desk: 827-0504

For more specific contact information and a listing of area staff, please see the Residential Life & Housing website at housing.vcu.edu.
PROHIBITED ITEMS LIST

To ensure the general safety and wellness of the residents and protect university facilities, in addition to any item of which possession in the residence hall is unlawful, Residential Life & Housing specifically prohibits the following general categories and examples of items in the residence halls unless the university has provided an item for resident use:

**Alcohol Containers**
(Including empty containers for collection or decoration unless resident is of legal age)

**Alcohol Paraphernalia**
- Beer bongs
- Funnels
- Beer/Water pong tables

**Attachments or Affixed Items**
- Affixing any item to a residence hall surface, such as a wall, ceiling, floor, furniture or door with double-stick tape or any adhesive
- Exterior aerials or satellite dishes
- Exterior window shades or awnings
- Wall mountings, e.g. for wall-mounted televisions, computer screens, or other appliances or devices

**Bedframes and Mattresses**
- Loft Equipment
- Cinder Blocks

**Extension Cords & Multi-Plug Adaptors**
(except for surge protectors not meeting university safety standards)

**Cooking Appliances**
- Cooking and heating appliances (except microwaves meeting university safety standards)
- Electric stoves
- Electric frying pans
- George Foreman-type grills
- Hot plates

**Cooking appliances that are only permitted in Ackell, Broad & Belvidere, Cary & Belvidere, Grace & Broad, West Grace North and West Grace South**
- Toasters or toaster ovens
- Crockpots

**Electrical Appliances**
- Air conditioners
- Ceiling fans
- Window fans (floor fans are permitted)
- Space heaters
- Halogen torchiere lamps
- Black Lights and Black Light Bulbs
- Washing machines
- Portable dishwashers
- Electric blankets
- Pools
- Hot tubs
- Waterbeds
- Any other open-coiled appliance

**Firearms and Weapons**
(please see the Student Code of Conduct for a detailed list)

**Flammable Substances**
- Lighter fluid
- Gasoline
- Motor and engine oil
- Propane

**Hoverboards**
(or any other self-balancing electric wheeled boards)

**Neon Sign Lights**

**Open Flames and Flammable Decorations**
- Non-flame-retardant Curtains
- Wall/Ceiling coverings (please refer to the Room Decoration section)
- Live plants and trees exceeding two feet
- Candles (lit or unlit)
- Candle wax burners
- Incense (lit or unlit)
- Incense Burners
- Oil lamps (lit or unlit)
- Plug in air fresheners
Painting of University Property

Pets
(except fish in accordance with Residential Life & Housing policy)

Smoking Devices
• Hookahs
• Vaporizers

Any other item which the university determines to pose a risk to the safety or wellbeing of residents. Prohibited items may be confiscated at the discretion of the department.