

# Policies and Services, A to Z

All policies apply to those students living in:

**Undergraduate Residence Halls • Greek Housing • Wildcat Coal Lodge • Max Kade German House**

## Academic Assistance & Tutoring

Students living on campus can utilize numerous academic resources available to them. [The Study](#) offers students a variety of resources in one central location to guide students to more effective learning. [The Study](#) has three main locations on campus:

- The Study Central - Boone Center
- The Study North - lower level of Jewell Hall
- The Study South - Woodland Glen III classroom

## Academic Suspension

Students who are suspended for academic reasons at the end of the fall semester MUST contact the Campus Housing Office prior to the first day of class Spring Semester to prevent being assessed a no-show fee for the spring term.

## Alcohol Policy

The University of Kentucky prohibits serving, selling, or using alcoholic beverages on University property and at University events and activities, including in Undergraduate housing leased from or supervised by the University, except as specifically authorized by the University alcohol policy. This includes residence halls, fraternity and sorority housing, and the undergraduate sections of University apartments. Alcohol is permitted in graduate student housing, married student housing, and non-student residential housing as long as it does not violate any law or University regulation.

The University alcohol policy can be found in its entirety at: <http://www.uky.edu/regs/files/ar/ar6-4.pdf> or on the Office of Student Conduct website at [www.uky.edu/studentconduct](http://www.uky.edu/studentconduct). Students are expected to familiarize themselves with the University alcohol policy and be aware of the possible consequences of committing alcohol related offenses, both on and off campus.

## Appliances and Electrical Items

### Prohibited Items

Because the University takes very seriously the safety of everyone in the undergraduate housing facilities, we cannot allow students to bring certain items into their room or into the building. During fire and safety inspections, university officials will require the removal of prohibited appliances or materials including but not limited to:

- Portable heaters
- Deep fryers
- Air fryers
- Immersion coils for heating water
- Ovens or stoves
- Combustible liquids and other materials
- Candles
- Incense and incense burners
- Halogen lamps and lights
- Power tools
- Camping stoves
- Sunlamps
- Bicycles
- Lamps with plastic shades
- Items used to loft a bed

### Approved Items

All electrical appliances permitted in the residence halls must be UL-listed for their intended use. Coffee pots, electric blankets, fans, computer equipment, televisions, VCRs, DVD Players, stereo equipment, hairdryers, refrigerators and microwave ovens are permitted.

Appliances such as clothing irons, electric rollers, curling irons, etc., must be turned OFF before leaving the room. Appliance cords serving appliances must be in good condition.

Hazardous conditions arising from defective or improperly used appliances must be corrected immediately. Microwaves are provided for student use in approved areas in each residence hall. Microwaves must be plugged directly into a wall outlet. Surge protectors are permitted for sensitive equipment. Surge protectors may not be plugged into another surge protector. While students are encouraged to make reasonable additions to their living space to make it more comfortable, students must understand that the use of multiple electrical appliances in a room may place a strain on the building's electrical system. Overloading these systems can present safety hazards. Therefore, students are asked to limit their use of electrical appliances in order to avoid overloads. A student may be required to remove any appliance from a residential living facility if it causes repeated problems with a building's electrical systems or presents a safety hazard.

### Microwaves and Refrigerators

Microwaves and refrigerators are provided. If you need of an exception to bring your own, please contact the Disability Resource Center (DRC) at <https://www.uky.edu/DisabilityResourceCenter/>.

## Bicycles

The University of Kentucky recognizes bicycles as vehicles and encourages bicycling as a mode of transportation. In an effort to provide the campus community with a safe, secure, and efficient cycling environment, the University requires bicyclists to observe established regulations for operating and parking bicycles on campus and strongly encourages cyclists to obtain and display a bicycle permit, available at no charge. Visit [www.uky.edu/transportation/bike](http://www.uky.edu/transportation/bike) for more information.

### Reasons to Ride and Resources

Biking as a mode of transportation has a number of advantages: it's good for you and the environment, saves you money and is often faster than other ways of getting around.

The University of Kentucky is committed to educating its community about safe bicycling practices and improving bicycle facilities on campus through the Bicycle Advisory Committee.

To learn more about these efforts and about upcoming BAC events, visit <https://www.uky.edu/transportation/bike/bicycle-safety-resources/bac>.

### Wildcat Wheels Bicycle Sharing

Students may use Wildcat Wheels, a free bike library program available to all faculty, staff and students with a valid UK ID. All bikes are equipped with locks and several have baskets.

The bikes can be checked out for up to a semester at a time. For more information about how to borrow a bicycle through the Wildcat Wheels program, visit <https://www.uky.edu/transportation/bike/wildcatwheels>.

### Bicycle Parking and Registration

The University of Kentucky recognizes bicycles as vehicles and encourages bicycling as a mode of transportation. In an effort to provide the campus community with a safe, secure, and efficient cycling environment, the University requires bicyclists to observe established regulations for operating and parking bicycles on campus and strongly encourages cyclists to obtain and display a bicycle permit, available at no charge. Visit <https://www.uky.edu/transportation/bike/parking> or <https://www.uky.edu/transportation/bike/bicyclemap> for more information.

Bicycles are required to only park at bike racks. Racks are located near most residence halls and classroom buildings, totaling nearly 3,500 bike spaces on campus. Do not chain bikes to benches, trees, handrails, signs, or light poles. As with cars, bikes may be impounded if they are parked in violation.

All Lextran and some CATS buses are equipped with bicycle racks for your convenience.

### Big Blue Cycles

Residential students who sign a car-free commitment are eligible for a free bicycle for a year through the Big Blue Cycles program, which operates as part of UK's Wildcat Wheels Bicycle Library. The bicycles in this program are 8-speed commuter bicycles equipped with fenders, a rear rack, and a bell. The bicycles were made possible by a funding partnership between the Wildcat Wheels Bicycle Library, the Student Sustainability Council and Parking and Transportation Services. All participants will also receive a bicycle helmet, thanks to the UK HealthCare Level I Trauma Program and a lock, courtesy of UK Student Government. To register or get more information, visit <https://www.uky.edu/transportation/incentives/bigbluecycles>.

## Break Housing (Thanksgiving, Winter, and Spring Breaks)

Undergraduate residence halls and Greek housing are closed during the three stated recesses of the University (Thanksgiving, Winter, and Spring Breaks.) Students who require housing during any of these three periods must be assigned permanently to one of the official Break Housing facilities. (Students living in any of the other residence halls will not be allowed to move temporarily into break housing. They must be permanently assigned there). Special consideration for assignment to the break housing halls will be given to out-of-state and international applicants.

The University reserves the right to deny assignment to this special area if a student does not qualify. If you require break housing, please select one of our official break housing halls during the room selection process. The German House stays open year-round.

## Campus Bus Service

Students do not pay a fare when riding the LexTran campus buses and the Campus Area Transit System (CATS) shuttle buses; support for these bus services comes from parking permit fees. All LexTran and CATS buses are equipped with wheelchair lifts, and most have bicycle racks. With the exception of the Summer/Break Route, all LexTran and campus routes operate during the fall and spring semesters when UK is in official session.

All students and their guests may ride the LexTran campus buses between central campus, residence halls, and Commonwealth Stadium between 7 A.M. and 6:15 P.M., Monday through Friday. LexTran bus service begins on the first day of classes in August and January, and operates on weekdays. The LexTran campus buses run approximately five minutes apart during peak hours and approximately ten minutes apart during off-peak hours.

When the University is open but classes are not in session, the Summer/Break route serves campus Monday through Friday, during daytime hours.

Buses traverse campus throughout the day, but as night approaches, UK's bus service becomes increasingly important from a safety perspective. The night service operates on a fixed route Monday through Friday between 6 pm and midnight during fall and spring semesters. After midnight and on Sunday evenings, the night service operates on demand for students who need transportation around campus, such as between Commonwealth Stadium and the residence halls. Students may telephone the driver directly at (859) 221-RIDE (7433) to make pick-up requests. The bus driver will make every effort to accommodate reasonable requests. Calls must be received at least 30 minutes prior to the end of on-demand service.

The schedule for on-demand service is as follows: Monday–Friday, midnight–5 a.m. Sunday, 7 p.m.–midnight Route and schedule information is available at [www.uky.edu/transportation](http://www.uky.edu/transportation).

#### Cat Tracker

PTS offers the Cat Tracker, a GPS-based bus locating system! Visit <http://uky.transloc.com> to see when the next CATS bus is coming to your stop. You can also track the buses via the Transloc iPhone and Android apps, by using your smart phone to scan the QR codes found on each bus stop sign or by using the SMS codes found at each bus stop.

#### BluPass

The University of Kentucky and the Lexington Transit Authority (Lextran) have partnered to offer UK faculty, staff and students FREE unlimited access on all Lextran routes. Effective July 1, 2015, anyone with a valid Wildcard ID can easily commute to and from campus, go shopping, run errands, or explore Lexington simply by showing their valid Wildcard ID when boarding any Lextran route.

In addition to the immediate personal savings associated with reduced vehicle operating and parking costs, participation in the BluPass program also contributes to reduced road congestion, environmental impact and campus parking demand.

The BluPass program is funded by UK Transportation Services and complements the existing on-campus transit service, which remains free and open to the public. For more information on Lextran routes and schedules, please visit [www.lextran.com](http://www.lextran.com).

#### Campus Class Requirement

In order to be eligible to live in undergraduate housing, a minimum of 12 hours per semester must be on the UK Lexington campus or BCTC Cooper campus.

#### Part-Time Student Status

Only full-time students are permitted to live in UK Campus Housing. If a student's class load drops below 12 hours, he/she must notify their Resident Director or House Director. After a review of the circumstances, a decision will be made about whether the student should be allowed to remain in UK Campus Housing. Appeals can be made to the Director of Residence Life.

#### Campus Shuttle to Blue Grass Airport

Transportation offers free shuttles to Blue Grass Airport at the start of Thanksgiving, Winter, and Spring Breaks with daily pick-up times of 6 a.m., 8 a.m., 10 a.m., noon, 2 p.m., and 4 p.m. Students should plan to leave campus at least two hours prior to take-off. Students must make their own arrangements back to campus at the conclusion of the break. For more information, visit [www.uky.edu/transportation](http://www.uky.edu/transportation).

#### Card Access (24-hour Controlled Access)

All undergraduate students living on campus will have twenty-four-hour access to the residence hall or Greek house in which they live. Guests may gain access to the halls through the use of call boxes located at each building. Each building has a card reader located next to the main entrance (as well as selected interior) doors. Because these phones also have direct access to the University of Kentucky Police Department, they may be used as emergency telephones 24 hours per day.

The resident is responsible for escorting his/her guest at all times within the hall.

#### Conduct During Finals Week

All residents are expected to move out of their building on the same day as their last final.

Those residents who violate residence hall policies during finals week will face student conduct action and may be asked to leave the hall. The housing contract expires at the completion of the student's last examination of the spring semester.

#### Contract Cancellation

Students may be required to withdraw from the residence hall for certain violations of residence hall policy, as described in this handbook and in the housing contract itself. Should a student have their housing contract cancelled due to violations of Residence Hall Community Standards, this will be treated as if the student voluntarily broke their housing contract without justification. Therefore, financial arrangements and fees will be the same as if the student cancelled their contract. Please see the provisions for contract cancellation in your housing contract for more information.

#### COVID-19

For policies and services specifically related to the COVID-19 pandemic, please go to <https://www.uky.edu/coronavirus/>.

#### Custodians, Maintenance & FIXIT

##### Custodians

University Housing employs its own staff to clean and maintain the residence halls. University custodial staff works during the day, with a reduced work force on the weekends.

##### Maintenance

Maintenance staff handles most repairs and works in cooperation with the University's Physical Plant Division and outside contractors for large-scale projects.

##### FIXIT

If you need an item fixed in your room, submit a job order by texting FIXIT at (859) 323-4948 or go online at [www.uky.edu/AuxServ/fixit](http://www.uky.edu/AuxServ/fixit).

For emergencies, call (859) 323-4948 immediately and select option 1.

All non-emergency maintenance requests will be handled Monday-Friday during regular business hours. Maintenance personnel will be dispatched as quickly as possible in response to emergency situations.

#### Damage to Public Areas

Public areas of the residence halls (the lounges, hallways, kitchens, elevators, stairwells, lobbies, etc.) are designed for the use and enjoyment of all residents and their guests. When everyone helps maintain these areas, they remain in good, clean, and usable condition. But if there is a problem, the following policies apply:

1. Damage to public areas or to furnishings in a residence building is the responsibility of the residents of that building.
2. When the individual(s) responsible for damage can be identified, the individual(s) will be held financially responsible for the cost of repair or replacement of the damaged item and may be subject to university disciplinary action.
3. When the individual(s) responsible for the damage cannot be identified, the residents of the building in which the damage occurred might become collectively responsible for the cost of repair or replacement of the damaged item(s), based on the circumstances of the damage.
4. When damages are extreme or repetitive, the floor or unit involved may also be subject to conduct action.

### Damage to Student Rooms

Student rooms and furnishings must be returned to their original condition at the end of the spring semester, or whenever a student moves out. If a room requires restoration or repair before it can be assigned to another student, the cost for this work will be billed to the immediate past residents of that room.

The work may include painting, repair to walls and ceilings, and the repair or replacement of furnishings. When students move in to any room, they will fill out an online Room Condition Report indicating the condition of specific items in the room at move-in. Students should carefully examine their room and make certain that the Room Condition Report for their room is accurate. When students move out of their room, the room will be inspected by Residence Life staff members and note any changes in the condition of the room on the same Room Condition Report. The student will then be charged for the cost of returning the room to its original condition.

### Decorations

We recognize that your room is your home. However, we ask residents to bear in mind that each room will eventually become someone else's home.

- Painted surfaces must not be damaged by nails or double stick tape.
- Non-removable decals should not be applied to any surface. Decorative materials must not present a safety or public health hazard. Candles or other open flames are prohibited. Nothing can be attached to the ceilings.
- Failure to comply with these expectations may result in charges at the end of the year. (Please see "Damage to Student Rooms.") For fire safety reasons, combustible materials must NOT be used for decorations; e.g., cotton, paper, straw, etc. All decorations, including Christmas trees, must be UL-listed as flame retardant.
- Christmas tree lights must be UL-listed for the intended use. Decorations must NOT obstruct sprinkler heads, exits, emergency lighting, exit signs, or corridors.
- Exterior decorations, other than lights, must NOT be attached to the building. All decorations must be removed prior to holiday vacations.

### Dining Services

For more information on Dining on campus, go to <https://uky.campusdish.com/>

### Employment for Students

The offices of Auxiliary Services, UK Dining, and Residence Life offer hundreds of on-campus jobs for UK students. These jobs include such things as Dining Services Worker, Dining Services Supervisor, Front Desk Clerk, and Resident Advisor. Please consult your Resident Director or a Dining Services Manager if you are interested in these positions.

### Fire Safety

Safety is a primary concern in the residential facilities and requires a cooperative effort from all those who live in and work in these buildings. The following policies related to fire safety must be observed:

#### General Safety

- Stairwell fire doors and corridor doors must be maintained in an operable condition and must be self-closing and self-latching. Doors must NOT be propped open, except with magnetic hold-open devices.
- Smoke alarms, emergency lighting, and exit signs must NOT be damaged or tampered with in any manner. Sprinkler heads: Do NOT block, cover, or tamper with any components of the sprinkler head. Do NOT hang clothes/hangers, decorations or anything else from sprinkler heads OR piping.
- Stairwells, corridors, and passageways must NOT be obstructed.
- Flammable liquids, such as gasoline, paint thinner, charcoal lighter fluid, propane gas, etc., are NOT permitted inside the building.
- Candles are NOT permitted.
- Incense and incense burners are NOT permitted.
- Possessing or cooking in one's room with prohibited appliances and electrical items, which includes, but is not limited to portable heaters, deep fryers, immersion coils for heating water, ovens or stoves, candles, extension cords, multi-plug adaptors, and/or combustible liquids and other materials.
- Bicycles and motorized equipment, except those needed by students with disabilities, are NOT permitted inside residential buildings and may be removed from the premises by the UK Police.

#### Student Rooms

- Subdivision of rooms with partitions is NOT permitted.
- Beds must NOT be enclosed in any manner.
- Elevated beds (i.e. bunk beds or loft beds) are prohibited.
- The number of pieces of furniture must be appropriate to the size of the room. Furniture must NOT block access from a bed to the corridor door.
- No more than 10% of a wall surface can be covered in combustible materials, e.g., posters
- Do NOT hang anything from sprinkler heads or sprinkler lines/pipes.

#### Electrical Issues

- Electrical equipment must be maintained and used in a safe manner.
- Extension cords are NOT permitted.

- Surge protectors that are grounded and have a built-in 15-amp circuit protection may be used. Surge protectors must be UL listed and may NOT be plugged into other surge protectors. The cord must NOT be run under the carpet, through walls, under doors, or any other place that would subject it to physical damage. Damaged cords must be discarded.
- Surge protectors may not be plugged into another surge protector.
- Multiplug adaptors are NOT permitted.
- Air-freshener plug-ins (i.e. Glade™ plug-ins) with a built-in “outlet”(plug) may be used only if the outlet (plug) in the air-freshener is not used.

#### Microwaves

- Microwaves are provided. If you need of an exception to bring your own, please contact the Disability Resource Center (DRC) at <https://www.uky.edu/DisabilityResourceCenter/>.

Each undergraduate housing facility has an evacuation plan in the event of a fire. Please consult the back of your door for information concerning the nearest exit. Your Residence Life staff will instruct you on the predetermined plan for evacuation. When an alarm sounds you must lock your room door, and quickly but calmly proceed to the evacuation area. You may not use the elevators during a fire or fire drill. Fire drills, false alarms, and genuine fire alarms are indistinguishable. You MUST evacuate the building whenever the alarm sounds and you may not reenter until the all-clear signal is given. Failure to evacuate during ANY alarm will result in disciplinary action being taken against you. Fire drills are conducted early in each semester.

#### Flex Dollars

For more information on Flex Dollars, go to <https://uky.campusdish.com/>.

#### Guests

Your guests are welcome in campus housing provided they adhere to University policy during their visit. You are responsible for the conduct of your guests during their time on campus. Please refer to the Visitation Policy for all expectations related to guests.

#### Hall Sports and/or Horseplay

The Office of Residence Life does not condone activities that could result in damage to an undergraduate housing facility or accidental injury to residents and guests. The noise from these activities may also negatively impact the living community. Therefore, horseplay and sports activities which include, but are not limited to, food fights, water fights, rollerblading, skateboarding, bike riding, throwing frisbees, hackey sack, football, wrestling, boxing, etc., are prohibited and will not be tolerated in undergraduate housing facilities.

#### Health & Safety Checks

Residence Life staff will check students' rooms at least once each semester for the purpose of conducting safety checks, and may inspect more frequently should circumstances require. In all cases, students will be given prior notice of the time and date of the inspection. For additional information on room entry in general, please see the Room Entry Policy.

#### Insurance

In order to assure the safekeeping of personal property, student rooms or apartments should be kept locked at all times when unoccupied. The University is unable to assume responsibility for personal property. Residents should obtain private insurance coverage for their belongings.

#### Internet

Each residence hall room and apartment on campus is equipped with a wired connection for each student as well as wireless access. You will need to provide your own computer and printer if desired. There are no additional fees for this service as the cost is included in your housing fee. In Greek and Specialty houses, a wired connection is available for each student and some buildings have wireless access available. For a list of buildings and what connection types are available please see: <https://www.uky.edu/housing/housing-services>. Regardless of the connection types available in your hall, we recommend everyone bring a Cat 5 or 6 cable for use with the wired connection.

There are currently two different service providers for the residence halls, please see your hall staff for information on who to contact if you need help with your Internet or television connection. You can also consult the following website for more information: <https://www.uky.edu/housing/housing-services>.

#### Keys (use of emergency keys)

Your Student ID card, room key, and mailbox key are University property. It is issued for your use only and is not to be given to other persons. If you change rooms or move out of a building, you must return any keys that have been issued to you. When a student does not return the key upon moving out of their room or apartment, the lock must be re-keyed. A charge is billed to the student for this work and duplicates of your keys may never be made.

If a student ID card, room key, or mailbox key are lost or stolen, this must be reported immediately. For your safety, the proper keys will be replaced or changed. The student will be responsible for any of these charges.

If you are locked out of your room, the front desk staff can assist you. You will need to notify the front desk of the lock out. At this time they will escort you to your room with a master ID card to open your door.

1. If you check out an emergency key, it must be returned to the front desk within 30 minutes. If you have an unusual circumstance which requires that you keep the key longer than 30 minutes, you must receive approval from the hall staff before you check-out the emergency key in order to keep the key longer.
2. If you do not return the emergency key within the required period of time, the key may be considered lost and you may be charged for replacing the lock.
3. Students will receive three “free” lock outs. Any additional lockouts will result in the student's lock and key being replaced or the student's ID card will be deactivated and will need to be replaced at the cost of the student.

#### Kitchens

All residence halls have a kitchen, which has a sink, refrigerator and stove. Residents are encouraged these spaces as they wish. Please take care not to leave cooking food unattended, and to clean up after each use.

## Living Learning Program

One of the greatest benefits of living in the residence halls is the opportunity for students to have a meaningful experience and interactions with one another as a community of learners outside of the classroom. For more information about the Living Learning Program, please go to <https://www.uky.edu/housing/living-learning-program>.

## Mail Service

After check-in, student's mail should be addressed to the residence hall, box number and ZIP code assigned to the student. (Each student has a numbered mailbox in the residence hall.) Mail deliveries are made to the residence halls Monday through Friday. Luggage that is being shipped should also be addressed to the name, residence hall, box number, and ZIP code assigned. First class mail is forwarded for one semester after check-out. All other mail is returned to the Post Office for further handling. A U.S. Post Office is located on campus in the basement of the Whitehall Classroom Building.

**Maintenance** (See *Custodians, Maintenance and FIXIT*, page 3)

## Parking

For information related to parking on campus, go to the Transportation Services website at <https://www.uky.edu/transportation/>.

## Pest Control

All rooms are treated periodically for insect control by Housing personnel. Residents must notify the front desk if a medical problem exists. A special treatment time will subsequently be arranged. Residents must allow workers to enter your room for treatment unless a prior medical exception has been filed.

## Pets (Animals in the Halls)

Animals, except for fish in water tanks, are not permitted in residence halls or undergraduate apartments. Fish may be kept in a water tank no larger than 1.3 cubic feet (10 gallons).

Students with service animals and students who wish to have emotional support animals in the residence halls should consult with the Disability Resource Center and should reference the full University policy on animals here: <https://www.uky.edu/regs/ar6-11>. Emotional support animals are not permitted in the residence halls until approved by the Disability Resource Center.

Students who wish to train a service animal in the Residence Halls must consult with their Resident Director prior to bringing the animal to campus. Residents are responsible for completing the Residence Life agreement and the roommate agreement prior to bringing the animal to campus.

All students with approved animals on campus are responsible for upholding university policy and the signed agreement with the Disability Resource Center or the Office of Residence Life.

The University regulation specifically states the following:

1. Service animals and other animals allowed in University buildings or on University property shall be appropriately attended, restrained, and controlled by the animal's owner or handler at all times.
2. "Attended and restrained" means in the immediate vicinity of an owner or handler, and either on a harness, leash or other tether or in a cage . . . An animal left fastened to a stationary object is not considered to be appropriately attended.
3. Members of the University community shall not . . . separate or attempt to separate a service animal from the person using the animal's service.

If University Housing residents or their guests are found in violation of these or any other policies outlined in the Administrative Regulation, they will be asked to remove the animal from the residential facility. Questions can be addressed to your Resident Director or the Office of Residence Life Main Office.

## Phone Service

UK Campus Housing does not provide local telephone service as part of the Housing contract. Research has proven that more and more students are coming to college with cell phones and use their cell phones as their primary way of communicating. The cell phone companies with the strongest cell signal in the residence halls are AT&T, Verizon and Sprint. If you have a cell carrier other than these mentioned, please contact your provider for more information.

**Plus Account** For more information about the Plus Account go to <https://www.uky.edu/plusaccount/>.

## Posting and Mail Policy

The Office of Residence Life is an important access point for many University departments and student organizations to reach students who live on campus. As a result of the volume of requests for various types of access, the following guidelines governing the posting and mailing of information to the residence halls have been established.

### Digital Display Boards

In all residence halls, there is a TV channel that is devoted to posting information for residents instead of hanging posters or flyers. One display in every lobby is dedicated to carrying this information.

- Staff, students, or departments needing to post information on the digital display boards can complete the online form: <https://edruk.typeform.com/to/v5zf83>. If more information is needed, you will be contacted.
- Dimensions of the material should be 1920 x 1080 pixels (the program automatically scales anything smaller or larger) and include the following file types:
  - Still Images: bmp / gif / jpg / jpeg / png
  - Moving/Video Images: avi / mov / mp4 / mpg / mpeg / swf / flv / webm / wmv
- Contact the Greystar Marketing team at 859.629.3781 OR 859.317.6145 for more information.

### Posting on Residential Floors

- Signs, posters, or flyers should not be posted on residential floors, unless approved by Residence Life or Greystar. Any flyers posted should be temporary.

- Extra flyers may be left at the front desk for student use if space allows. Materials advertising the consumption of alcohol may not be posted inside the halls. Items posted in non-approved areas will be removed.

#### Mailbox Distribution

- In general, mass posting of student mailboxes is not permitted. Any exceptions to this policy must be approved by the Director of Residence Life.
- All items mailed to residents must include their name, hall, and box number. According to the UK Post Office, mail that does not include a box number or ZIP code does not have to be distributed.
- Campus mail delivery must follow the same guidelines as regular mail delivery. Door-to-door delivery of flyers is not permitted.

#### Restaurant Menus

Restaurant menus cannot be distributed in resident mailboxes or to resident rooms. Menus can be left in the lobby in a designated area, if space permits. Halls may maintain a notebook of menus at the front desk, if necessary.

### Quiet and Courtesy Hours

In order to provide an atmosphere conducive to studying and sleeping in the residential facilities, quiet hours have been established for all residential facilities. It is important that residents respect the rights of others as they listen to music and socialize.

Quiet hours begin at 10:00 pm from Sunday through Thursday and 12:00 am on Friday and Saturday and will last for a period of 12 hours every day. During quiet hours, noise from one's room or suite should not exceed the hallway door. In addition, if another student asks you to reduce your noise level during quiet hours, you should take reasonable efforts to comply. Designated study rooms should remain quiet at all times. 24-hour quiet hours are in effect for finals week.

### Reassignments / Consolidation

When a vacancy occurs in an assigned room, the remaining resident must agree to accept another assigned roommate, move into another room if requested, or pay an additional charge for single occupancy (as stated in the Housing contract).

### Recycling

Environmental Stewardship is very important to the University of Kentucky and recycling is a great way for all members of our community to get involved. Campus Housing operates a simple and convenient recycling program in the residence facilities. The system is "single stream" which means that all the recyclable material can be placed in one container.

The following materials can be recycled:

- Metal Cans
- Plastic and glass bottles
- All types of paper (office, colored, glossy, etc.)
- Cardboard and pressboard (cereal boxes)

Each residence hall room has a small recycling bin and every hall has a recycling station where the personal bins can be emptied. More information about recycling on campus can be found at <https://www.uky.edu/facilities/cppd/services/facilities-services/recycling>.

### Residence Life

Residence Life creates a home-away-from-home in the residence halls for our students. Our staff serves as a helpful resource for all residents, from the programs and activities run by Resident Advisors to the support of the full-time, live-in Resident Directors. Through the efforts of all of our staff members, living on campus is an inclusive, safe, and fun learning and living environment for our residents. For more information, go to <https://www.uky.edu/housing/what-residence-life>.

### Room Changes

Room change requests may be made depending on space availability through the Campus Housing Office. If you wish to change rooms or halls, talk to your RA and discuss the various options. After you have discussed this with your RA, then contact the Campus Housing Office. No room changes will be made on the basis of discrimination or prejudice.

### Room Condition Report

Before fall semester begins, each room in every residence hall is inventoried and checked for its condition. The findings are recorded in an online Room Condition Report which each resident reviews at check-in. It is important for each resident to review the online Room Condition Report and check the room carefully to see if there are any additions to be made. Each resident is responsible for making sure their online Room Condition Report is completed accurately.

Failure to include damaged/missing items may result in the resident being charged for the repair/ replacement of those items after move-out. Rooms are to be left in good condition when checking out, with trash properly disposed of and floors cleaned. The furniture that is in the room at the beginning of the year must be there when the resident leaves at the end of the academic year. This applies to a resident who leaves their housing assignment during the year for any reason (including moving to another room). Before leaving campus, keys must be returned to avoid a lock change being required at the student's room or apartment. Students may arrange with a Residence Life staff member to have a pre-inspection review of their room/apartment before departing campus. After all residents have moved out a final inspection will be made by Residence Life staff. During the final inspection any damage not reported at the time of the original occupancy will be listed on the Room Condition Report, and charged to the student's account. The cost of replacing or repairing items will be assessed to the residents of that particular room/apartment, unless individual responsibility can be established.

If during the semester, a student plans to move out of a residence hall, they must follow the appropriate guidelines and complete the appropriate paperwork. Any student moving out of a room/apartment during the academic year will be considered a resident of that room/apartment until they have returned their room keys and properly checked-out. (See also, "Damage to Student Rooms", page 3)

#### Abandoned Property

Students are encouraged to keep personal items secure in their residence hall rooms. When students move out of their rooms, either during the academic year or when the academic year ends, they are encouraged to check their rooms carefully to ensure that all personal items have been removed. Once a student is no longer occupying a room, any items left in that room will be considered abandoned.

property and may be removed or disposed of by the staff. The Offices of Residence Life and Campus Housing are not responsible for any items left in the residence halls or a resident's room.

Public areas of the residence halls, including lounges, hallways, etc., are not intended for storage of personal belongings during the academic year or summer. If students leave their personal belongings in these areas, they will be asked by a staff member to remove the items. If students continue to leave items in public areas despite warnings from the staff, the items will be considered abandoned property and may be removed or disposed of by the staff.

### Room Entry Policy

Authorized university personnel may enter a student's room without permission for the following reasons:

1. To provide routine maintenance.
2. To provide routine inspections to ensure that residents are following health, fire, and safety regulations.
3. To respond to emergency situations; i.e., situations which threaten the health and/or safety of room occupants, and situations which require immediate maintenance to prevent property damage or immediate action to correct the health, fire and/or safety risk.
4. When there is reason to believe that a violation of university policy is taking place in the room and occupants in the room do not open the door when requested to do so.
5. Routine maintenance and placement of UK-sanctioned materials such as printed information or promotional items.

Authorization to enter a student's room under this policy does not constitute authorization to conduct a search of the room.

Authorized university personnel indicated above include:

1. Full-time members of the Housing and Residence Life staff, including maintenance and custodial personnel.
2. Resident Directors, Assistant Resident Directors, and Resident Advisors, subject to the following restriction:  
In non-emergency situations, prior authorization must be received from a full-time professional staff member in the Office of Residence Life. Unless circumstances prohibit, two staff members should be present when using the master key to enter a student's room.
3. University Police.
4. University Fire Marshal.

#### **Protocol for using the master key to enter a student room**

1. No student room should be entered without knocking, regardless of whether the door is locked, unlocked, or open. The only situations in which staff are not required to knock are emergencies.
2. Before using the master key, university personnel attempting to enter a room should identify themselves and state the reason for entry. In addition, they should request that the door be opened.
3. If the door is not opened and authorized university personnel deem it necessary, the master key will be used to enter the student's room for one or more of the reasons listed above.

### Rules and Regulations

For more information related to rules and regulations of living on campus, go to:

<https://www.uky.edu/housing/sites/www.uky.edu/housing/files/2020-2021%20UHCS.pdf>.

### Security

The security of our residents is of the utmost concern. All visitors, including parents and siblings, must be signed in and out of the halls and must check in and out at the front desks.

All visitors must also be escorted by their host during their entire time in the hall. Keep your room door locked whenever you leave the room and when you are sleeping.

Do not, under any circumstances, prop outside doors open. Make sure any valuable items, such as laptop computers, credit cards, student I.D. cards, etc., are kept in a secure location away from the view of those who might walk off with them. The halls provide security procedures such as desk service, security patrols, staff on duty, security cameras, and restricted access plans. Please carry your room key and your student I.D. with you at all times and help keep the building secure. (*Please see "Visitation Policy" and "Keys" for more information on building security.*)

### Selling and Soliciting

Door-to-door sales or solicitation in the residence halls are not permitted, including unauthorized distribution of flyers or advertisements. Sales are defined as any effort to offer a product or service in return for money, goods, or other services. Solicitation is defined as any effort to ask for donations or contributions of money, goods, or services. If anyone is found selling or soliciting in the residence halls, the UK Police will be called to escort the person off campus, and additional disciplinary action may be taken. Resident rooms are to be used solely for residential purposes. Residents are not permitted to operate businesses out of their rooms or to publicly list room numbers or phone numbers in commercial ads or other business announcements.

### Smoking

Smoking is NOT permitted in any campus housing facility or apartment. UK is Tobacco-Free.

### Storage

Due to space limitations in the residence facilities, the Offices of Campus Housing and Residence Life are unable to provide storage facilities for students, either during the year or over the break periods. This includes storage for personal items as well as storage for furniture that is currently in the rooms. Therefore, it is important that students only bring items to campus that can fit into their room along with the existing furniture.

### Study Rooms

Each building has designated study rooms. Study areas in the residence halls should remain quiet at all times.

### Summer School

A limited number of halls will be open during summer school sessions. Students in need of summer housing must submit a Summer Housing Application. Contact the Campus Housing Office at (859) 257-1866.

## Television

Cable television service is provided to students living in campus housing. You will need to provide your own TV as well as your own coax cable for your television. Depending on your hall, you may also need two AA batteries for the provided remote control (ResNet supported buildings only). There are currently two different service providers for the residence halls, please see your resident staff for information on who to contact if you need help with your television connection. You can also consult the following website for more information: <http://www.uky.edu/Housing/resnet>.

## Transportation Car Sharing

UK Transportation Services has partnered with Zipcar to offer car sharing on campus. Unlike traditional car rental services, the minimum age allowed to use the Zipcar car sharing program is 18 years of age or older.

Car sharing is a great option for individuals who don't have cars on campus, regularly use alternative transportation, or want to avoid wear and tear on their personal vehicle. Zipcars can be used for quick trips—to the grocery store, to off-campus meetings or to explore Lexington—as well as for longer journeys.

Visit <https://www.uky.edu/transportation/rideshare/zipcar> for more details and to sign up today!

## Transportation Ride Home Express

Transportation Services offers an alternative travel option for students and employees in visiting a variety of destinations during academic breaks.

The Ride Home Express operates at the start and end of Thanksgiving, Winter, and Spring Breaks. The Ride Home Express will provide reliable, comfortable, and affordable transportation to and from hometowns or break destinations during the three major academic breaks. The program offers significantly cheaper fares than airlines and faster travel times than other major bus companies.

Round-trip fares for the Ride Home Express begin at just \$55, with prices varying based on the final destination. For more information visit <https://www.uky.edu/transportation/rideshare>.

## Vending

Vending machines dispensing snacks and soft drinks are available in the residence halls and other campus buildings. Coke machines in the residence halls and other campus buildings accept cash, credit cards and the Plus Account. Snack machines accept cash or credit cards.

Plus Account funds may be added in whole dollar amounts at any time during the semester at the following locations: Online at [www.uky.edu/PlusAccount](http://www.uky.edu/PlusAccount) (\$20 minimum deposit, \$2 convenience fee with American Express®, Discover®, Visa® or MasterCard®); The Dining & The UK Plus Account Office (\$20 minimum deposit with cash, check, American Express®, Discover®, Visa® or MasterCard®); Student Account Services (\$20 minimum deposit with cash or check) and DART machines in campus computer labs (any whole dollar amount with cash only).

## Visitation Policy

The University of Kentucky establishes a visitation policy for students living in on-campus residence halls. The visitation policy strives to recognize and balance the following priorities:

- The need to recognize the value of visitors in a vibrant, educational community.
- The need to maintain a safe environment in all residential facilities.
- The need to respect students' desire for privacy.

In balancing these priorities, the University of Kentucky offers the following visitation policy to students:

### Co-educational Residence Halls

All guests, including family, must check in and out at the front desk of the residence hall. The exceptions to this are Boyd, Max Kade German House, and University Flats, which house only upper class students. Guests and their hosts must be logged in at the Front Desk Staff logs in visitor using StarRez. Guests are required to show a government issued I.D. or University of Kentucky I.D. The host must always escort their guest while in the building and residents assume all responsibility for conduct and behavior of their guest. Guests are permitted to visit 24 hours a day, 7 days a week.

### Wildcat Coal Lodge

In the Wildcat Coal Lodge visitation is gender specific. Same gender guests are permitted to visit 24 hours a day 7 days a week. Opposite gender guests who are non-family members are not permitted to check in but may visit with the resident in the lobby. Opposite gender guests who are family members are permitted to visit 24 hours a day, 7 days a week.

### Minor Visitation

Visitation by minors (who are not UK students) between ages 13 and 17 is generally not permitted in the residence halls. The Office of Residence Life will, however, accept requests for temporary exception to the policy based on parental consent and approval of the residence hall staff.

Parents or legal guardians may request a temporary exception to this policy for a specific period of time by completing the online request form below at least 72 hours prior to date of visit. [https://uky.az1.qualtrics.com/SE/?SID=SV\\_dogj3RinXvvj7hP](https://uky.az1.qualtrics.com/SE/?SID=SV_dogj3RinXvvj7hP)

Additional exceptions may be made to this policy during official University-sponsored events such as Family Weekend, sponsored by New Student & Family Programs, in the fall; or Lil' Sibs Weekend, sponsored by the Resident Student Association, in the spring. If you have questions about the form or the policy, please contact your residence hall front desk.

### Cohabitation Policy

Cohabitation in the residence halls is prohibited. Cohabitation exists when a person who is not assigned to a residence hall room uses that room as if they were living there and, potentially, hinders a roommate's ability to sleep, study, or occupy their room. A person who is not a resident of the room is not allowed to stay for more than three consecutive overnights, 2am-8am, in any two-week period or as deemed excessive by the Resident Director.

Visitation hours for hall opening, hall closing, and break periods

During the week of opening (first week of school) and closing (finals week), family and friends may sign in beginning at 8:00 a.m. until the conclusion of the applicable visitation hours to help residents move in or out of the halls. 24-hour quiet hours are still in effect while other students are having finals.

During Thanksgiving Break and Spring Break visitation hours may be limited in those facilities that stay open for the break periods. The exact hours will be posted prior to the break period.

#### [Washers and Dryers](#)

Students living in residence halls will use a debit/credit card to access laundry equipment. The washers and dryers have a unique app called CSCPay Mobile that allows students to manage and pay for their laundry, as well as see when a machine is available and be notified via text message or email when their washer and/or dryer is finished.

Please report nonworking washers and dryers to FIXIT.