

New College of Florida Housing Rules and Regulations

New College of Florida (NCF) is committed to maintaining a residential environment that supports academic success, safety, and personal growth. Residents are members of a shared community and are expected to uphold standards that promote a respectful, inclusive, and secure living experience for all.

These Housing Rules and Regulations apply to all residents and their guests in College-operated or College-leased housing. In addition to these rules, residents are also subject to the [Student Code of Conduct](#). Failure to follow housing or College policies may result in disciplinary action through the College's student conduct process.

Housing Contract and Agreements

1. Housing Contract Obligations

By signing the housing contract/agreement, residents enter into a legally binding agreement with the College. The contract grants a license to occupy an assigned space and outlines the rights and responsibilities of residential living. Residents are responsible for following all college policies, roommate agreements, the Code of Conduct, and any other third-party housing policies.

2. Subleasing Prohibited

Residents may not sublease, rent, or assign their assigned room or any portion of it to another person. Occupancy is limited to the resident(s) officially assigned to the space.

3. Check Outs/Vacating the Residence Halls

Residents will be provided with specific checkout information from their RA before each closing period. Residents should refer to this information for more specific details regarding their responsibilities. When you are checking out because you will no longer be living in the room (end of year, room change or contract cancellation) you must vacate your room and check out with your RA by the posted timeline on your effective date of cancellation. Residents may not permanently vacate or change their assigned space without prior written approval from Housing and Residential Life. Failure to do so will result in a charge for improper check out or disciplinary action.

Facilities and Property

1. Cleanliness and Damages

Residents are expected to respect college property. Residents shall be financially liable for damages (due to mounted televisions, wall shelving, etc.), alterations (i.e. unauthorized painting of rooms), or removals that they cause (including damage caused by their guests) to residence hall rooms or buildings. All residents are responsible for floor/section/house damages and/or excessive trash (including but not limited to televisions, exit signs, bulletin boards, door decorations, furniture, etc.) and encourage residents to take pride in their residential community. Housing and Residential Life encourages residents to report concerns, address inappropriate behavior and uphold the code. When damage, vandalism, missing furniture, or excessive mess occurs and the responsible individual(s) cannot be identified, Housing & Residential Life reserves the right to charge all residents of the floor, building, or unit for the cost of cleaning, repair, or replacement.

2. Damage to Property

The destruction, defacement, or unauthorized alteration of public or private property is strictly prohibited in all Housing & Residential Life facilities. This includes, but is not limited to apartment buildings, residence halls, and commons areas, indoor and outdoor common spaces, door decorations, bulletin boards, and other posted materials. Vandalism includes, but is not limited to, damaging or altering bulletin boards, decorations, signage, or any other College or personal property without permission. Residents may be held responsible for damages, policy violations, or inappropriate behavior occurring in their assigned room, suite, apartment, or bathroom if they directly caused or participated in the activity, or knew or reasonably should have known the activity was occurring and failed to report it or take appropriate action to intervene.

3. Furniture

All furniture assigned to resident rooms and apartments must remain in the room. No furniture is allowed to be removed from the room by residents. Residents will be held responsible for damages for leaving furniture in hallways or lounges and for furniture removal and/or replacement. No furniture is to be removed from floor lounges or other public areas. No personal furniture may be left or abandoned in resident rooms, floor lounges, common spaces or other public areas.

4. Indoor Sports

It is prohibited inside the residence halls/apartments to use non-College provided sports equipment including but not limited to balls, flying discs, bats, etc. Additionally, improper use of College-provided sports equipment in non-designated

areas including but not limited to table tennis, foosball, bag toss, etc. is prohibited. General roughhousing is not permitted within the residence halls.

Guest & Escort Policy

1. **Definition of a “Guest”**

A guest is any individual who does not reside in the same room, suite, apartment, or residence hall as the hosting resident. This includes residents from other campus residential buildings, staff, and third-party visitors.

2. **Escort and Identification Requirements**

All guests must be escorted at all times by their host while inside any residential building. Guests without an escort or valid ID may be asked to leave by College staff or Campus Police. Guests must carry a valid government-issued or school-issued photo ID at all times. **Guests may not stay in the room while the host is not present.**

3. **Overnight Guest Limits**

To align with best practices, the following limitations apply: A resident may host up to two (2) overnight guests at any one time. Overnight guests may stay a maximum of three (3) consecutive nights. A guest may not stay more than three (3) nights in any 30-day period. Any stay beyond these limits requires written approval from Housing & Residential Life staff. Overnight guests are allowed only while classes are in session; guest privileges are suspended during official break periods, including Fall, Winter, Spring Break and Summer unless specifically approved.

4. **Roommate Consent and Registration**

Residents must obtain explicit consent from all assigned roommates or suitemates before hosting any overnight guests. In case of disagreement, the rights of the non-host roommates prevail. Hosting visitors is considered a privilege. A resident's right to comfortably study, sleep, and have privacy in their room or apartment at any time takes priority over any resident's ability to host a guest. A resident's request for any guest to leave at any time must be honored. The safety and security of a comfortable environment could be compromised if unwanted guests are present, or if guests refuse to leave because they are visiting within posted visitation hours. All overnight guests must be registered in advance with Housing & Residential Life, using the [Guest form on eRezlife](#).

5. **Resident Accountability**

Residents are fully responsible for their guests and any misconduct, damages caused by the guest or policy violations committed by them. Guests must comply with all College policies, including health and safety requirements and the Student Code of Conduct. Violations by guests may result in disciplinary action and/or financial liability for the host. The host may lose guest privileges as a result of the disciplinary action.

6. **Limitation of Guests in Room/Apartment**

For health, safety, and fire code compliance, occupancy in residence hall rooms and apartments must allow for safe movement and unobstructed exits at all times. To prevent overcrowding, the number of individuals allowed inside a residential space (including both residents and guests) is limited as follows:

- Four-person apartment: Maximum of 12 people total
- Three-person apartment: Maximum of 9 people total

Residents are responsible for monitoring the number of guests in their space and ensuring compliance with these limits. Housing & Residential Life staff may require individuals to leave if occupancy exceeds the stated maximum or if conditions are deemed unsafe. Hosts who allow overcrowding may be referred to the student conduct process and held accountable for policy violations.

7. **Guests Under 18 Years Old**

Guests under 18 years old require prior written approval from Housing & Residential Life for overnight stays, along with parent/guardian approval. If a minor violates policy, they must be immediately picked up by a parent or guardian, or Campus Police will be contacted. Minors cannot remain under the care of residents or staff.

8. **Removal of Guest Privileges**

Housing & Residential Life staff reserve the right to remove guest privileges or restrict future guest access, both for guests and hosts. Privileges may be revoked if guests violate College policies, hosts fail to secure roommate approval or fail to register their guests, or there are repeated or serious policy breaches.

Housing Operation Policies

1. **Abandoned Property**

Any personal belongings left behind in a residence hall room after a student moves out, withdraws, is unable to return, or is removed from housing will be considered abandoned. Housing & Residential Life will make a reasonable effort to contact

the student regarding the items. If no response is received within 14 days, the College reserves the right to dispose of, donate, or store the property at its discretion. Housing & Residential Life is not responsible for any loss of or damage to abandoned items. Residents may be charged fees associated with excessive cleaning, removal, storage, or shipping of personal property. In some cases, the College may choose to pack and ship items to the student at the student's expense. Any items remaining in the room after the student has vacated or been determined to have abandoned the space may be discarded within 48 hours.

2. Expanded Occupancy Assignments

To accommodate housing demand or manage occupancy needs, Housing & Residential Life reserves the right to assign more residents to a room than its standard design, resulting in a temporary double or triple occupancy arrangement (e.g., two residents in a single or three residents in a double). These are referred to as expanded occupancy assignments. Expanded occupancy rooms will be furnished with appropriate furniture and will meet minimum space and safety standards. Residents assigned to expanded occupancy will be notified in advance and may be offered the opportunity to relocate if space becomes available later in the term. Residents in expanded occupancy are expected to follow all Housing policies and community standards. Housing may offer adjusted rates for these assignments as determined by college guidelines.

3. Health and Safety Inspections

To ensure the well-being of all residents and the maintenance of safe living conditions, Housing & Residential Life conducts periodic Health and Safety Inspections. These inspections typically occur once per semester and are announced in advance. Staff will check for cleanliness and sanitary conditions, fire safety compliance (e.g., no candles, overloaded outlets), proper use of appliances and furniture and prohibited items or unauthorized pets. Inspections are **not** searches for violations of the Student Code of Conduct, but any violations or hazardous conditions discovered may be referred for follow-up action. Residents are expected to correct any noted issues within a specified time frame or face potential conduct referrals or fines.

4. Insurance Disclosure

New College of Florida is not liable for damage to or loss of student property, including items stored inside or outside the residence facilities. This includes failure or interruption of utilities or for injury or inconvenience to persons. Residents are strongly encouraged to obtain personal property insurance or confirm coverage through their homeowner's policy.

5. Residency Requirement

All undergraduate residents are required to live on campus for their first two academic years, unless they have received a formal exemption. This policy is intended to support residents' academic success and full integration into the campus community. Additional information, including exemption criteria and the process to request a waiver, can be found through the [6-3002 Residency Requirement](#).

6. Room Consolidation Policy

To maximize occupancy and maintain equity in housing assignments, residents without roommates may be required to consolidate. Residents may be offered options to move in with another resident or may be assigned a roommate. Failure to cooperate may result in additional charges.

7. Room Entry / Search and Seizure

New College of Florida reserves the right to enter student rooms for maintenance, health and safety checks, compliance with College policy, or in emergency situations. Searches will be conducted when there is reasonable cause to believe a violation of College policy has occurred. Prohibited or illegal items found may be confiscated.

8. Withdrawal Protocol

Residents who voluntarily withdraw or are academically dismissed from New College must check out of their residence hall within 24 hours of notification. A formal check-out with a Housing and Residential Life staff member is required. Failure to do so may result in charges for room damage or improper checkout.

Alcohol and Other Drugs

Residence halls expands upon both [6-3004 Alcohol and Other Drugs](#) and [6-3005 Student Code of Conduct](#)

1. Residents over the age of 21 may possess and consume alcohol only within the designated areas, which include:
 - a. Within a residence hall, excluding those which are designated substance-free.
 - b. Within 15 feet of a residence hall and its associated outdoor spaces, including but not limited to Dort Crease (the area between Dort and Goldstein residence halls), Z Courtyard, Pei Courtyards, and B Dorm patio.
 - c. At an approved event.
2. Residents under the age of 21 are prohibited from possessing an alcoholic container of any kind unless it has been cleaned to the extent that there is zero smell or residue of the original beverage. The college reserves the right to examine any and all such containers. Violators of the rule would be subject to the same disciplinary action as if the container still contained alcohol.
3. All residents are prohibited from possessing common source containers, including but not limited to kegs, coolers, punch bowls, pitchers, common shared refrigerators, etc.
4. Residents under 21 years of age are prohibited from owning drinking game paraphernalia such as shot glasses, kegs, beer balls, bongs, beer funnels and beer pong tables.

- Residents under the age of 21 can be in the presence of alcohol. That said, the person responsible for alcohol being present and consumed is strictly responsible for ensuring no one under the age of 21 is in possession or consumption of alcohol. It is not an excuse that the person responsible for alcohol being present amongst minors did not give their permission for minors to possess or consume the alcohol. They must actively monitor the alcohol and remain in a condition to be capable of actively monitoring the alcohol. They are also responsible for securing the alcohol so minors cannot access it when they are not present to monitor the alcohol. In other words, the person over 21 who is responsible for alcohol being present must take measures to assure a minor cannot possess or consume the alcohol.

Key Cards and Keys

Residence hall keys and access cards are issued to support student safety, personal security, and the protection of College property. Misuse, loss, or repeated failure to manage access may result in disciplinary action and/or fees.

- 1. Ownership and Use of Keys**

All physical room keys, and ID cards remain the property of New College of Florida or University of South Florida, depending on the assigned housing location. Keys and key cards may not be duplicated, loaned, traded, or altered in any way. Unauthorized possession or use of another individual's key or ID card is a violation of the Student Code of Conduct.

- 2. Lost or Stolen Keys and Key Cards**

Lost keys must be reported immediately to Housing and Residential Life staff. Delayed reporting may increase the risk to community safety and could result in additional fees. If a lock change (re-core) is required due to a lost key, the resident will be charged a minimum amount to replace the suite and backup keys. Lost or damaged ID cards must be replaced at the designated location.

- For residents living in NCF campus housing: Visit the START Center for a replacement ID card.
- For residents assigned to USF-managed housing: Visit the front desk at the USF Sarasota-Manatee Housing Office for replacement and instructions (\$15 fee).

- 3. Key Return at Check-Out**

All keys issued by New College Housing must be returned during official check-out, or when a student moves rooms through the official Room Change Process. Failure to return a room key may result in re-core charges and/or late fees.

- 4. Lockouts and Misuse of Access**

If a resident is locked out of their room, Housing and Residential Life staff may assist in regaining access. Each resident is granted one free lockout per semester. Additional lockouts may result in a progressive fee and/or educational meeting with Housing staff. Residents who experience five (5) or more lockouts per academic year may be referred for a conduct meeting under the Student Code of Conduct and Housing Rules & Regulations.

Medical Treatment in Residence Halls

- Residence halls are not healthcare facilities, and Housing staff are not trained or authorized to provide medical care. For safety, sanitation, and facility reasons, the following medical procedures and equipment are not permitted in residence halls:
 - IV infusions or injections (except prescribed emergency use such as EpiPens or insulin)
 - Wound care involving open sores, surgical wounds, or exposure to bodily fluids
 - Use of sharps (needles, syringes, scalpels) or disposal of biohazardous materials in regular trash
 - Medical equipment that creates a safety hazard (e.g., high-pressure oxygen tanks, specialized refrigeration or heating units without approval)

Residents who require treatments that cannot be safely accommodated in a residence hall should contact the Accessible Learning Center and Housing & Residential Life to arrange appropriate accommodations.

- 2. Medical Accommodations**

Residents with ongoing medical needs or in-room treatment requirements must contact the Office of Accessible Learning to request formal accommodations. Approval is subject to review by Housing, Campus Health & Safety, and/or Facilities to ensure compliance with health and safety standards.

- 3. Emergency Protocols**

Residents are expected to seek medical care through Health Services, off-campus providers, or emergency services as needed. In an emergency, call 911 immediately. Residents are encouraged to notify Housing staff if they are hospitalized or experience a serious medical event so appropriate follow-up can occur. Housing staff are not responsible for managing, storing, or administering medications, monitoring health conditions, or arranging transportation for medical care.

Pets, Service and Emotional Support Animals

- Fish in aquariums no larger than 20 gallons are the only pets allowed in on-campus housing. All other pets are prohibited, even to visit for a short time. No animals or pets, including birds, laboratory specimens, or guests pets, are permitted on campus.

2. New College of Florida recognizes the importance of Service Animals and Emotional Support Animals (ESAs) as part of accommodations for individuals with disabilities. Service Animals are permitted in residential spaces as defined by the Americans with Disabilities Act (ADA). Emotional Support Animals are allowed in residence halls only with prior approval through the Office of Accessible Learning Center. residents must submit all required documentation and receive formal accommodation approval before bringing an ESA into any campus housing. residents must complete the Residential Housing Accommodation form to start this process. Residents who have questions about ESA should contact the Office of Accessible Learning Center.
3. Unauthorized animals may result in fines for unapproved animal, disciplinary action, removal of the animal, and associated cleaning or damage fees. Residents are responsible for the care, supervision, and control of their animal at all times.

Quiet and Courtesy Hours

1. Quiet Hours

Quiet Hours are designated times when noise must be kept to a minimum to allow residents to sleep, study, and relax without disturbance. During these times, noise should not be audible beyond the limits of the resident's room or unit, including hallways and shared lounges.

Standard Quiet Hours:

- a. Sunday through Thursday: 10:00 p.m. – 8:00 a.m.
- b. Friday and Saturday: 1:00 a.m. – 8:00 a.m.

During final exam periods, 24-hour Quiet Hours will be in effect. These extended hours begin at 10:00 p.m. on the day before finals begin and continue through the final exam period. Notifications of 24-hour Quiet Hours will be posted in advance by Housing & Residential Life.

2. Courtesy Hours are 24 hours a day and 7 days a week. Residents are responsible for turning down sound systems, discontinuing noisy activity and turning off subwoofers if requested to do so by another resident or staff member at any time of day.
3. Loud talking/music or other disruptive noise in rooms, courtyards, stairwells or lobby areas during designated quiet hours and during 24-hour courtesy hours is prohibited.
4. Speakers may not be placed in windows.
5. **Staff Oversight and Accountability**

Housing & Residential Life staff may address noise violations at any time, including during Courtesy Hours. Repeated or serious disruptions may result in a conduct referral. All residents share responsibility for maintaining a respectful and quiet environment that promotes academic success and personal wellness.

Residential Fire Safety

Housing & Residential Life staff reserve the right to prohibit and confiscate any item that is deemed to pose a safety hazard, fire risk, or significant disruption to the residential community.

1. The following items are restricted because of their serious potential as fire hazards.
 - a. The possession or use of open flame, heat or element devices such as barbecue grills, halogen torch lamps, lava lamps, candles, and incense are not permitted within the residence halls or adjacent building courtyards.
 - b. Use or possession of fireworks or firecrackers.
 - c. Self-heating meal kits (ready to eat Sichuan hot pot meal).
 - d. Flammable liquids (and other hazardous chemicals)
 - e. 3D Printing devices and spray paint.
 - f. Motorized vehicles including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, and carts may not be operated, charged, or stored inside any residence hall.
 - g. Electric heaters or portable heaters.
2. Objects such as, but limited to, bookshelves, chairs, tables, and shopping carts cannot obstruct exits and hallways or cause potential fire hazards.
3. Residents must not leave their food items unattended while cooking with appliances at any time.
4. Seasonal decorative items including, but not limited to, live trees, hay, and dried leaves are not permitted in the residence halls.
5. Items may not be hung from sprinkler pipes or sprinkler heads. Nothing can be covered or placed within 18 inches of a sprinkler head.
6. Flammable liquids, solvents, and any dangerous chemicals (including, but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) are prohibited from storage or use in any residential space. Personal-use lighters are permitted.
7. Shining lasers or throwing items from residence hall windows is prohibited
8. Power strips and surge protectors must be plugged directly into a wall socket. Residents shall refrain from plugging power strips and surge protectors into other power strips or surge protectors.

Cooking/Appliances

1. Residents and their guests must not leave appliances and their food items unattended while cooking with appliances at any time. Residents and their guests are responsible for the proper use of approved cooking appliances, use of residence hall/apartment ovens, attentiveness to food items while using the appliances. Residents will be held responsible for any damages that may occur.
2. Residents may not use toaster ovens, George Foreman Grill, air fryers, electric frying pans, waffle irons, hot plates, rice cookers and grills without flames in their room. These items may only be used in kitchen areas. Appliances with automatic shut offs are highly recommended.
3. Personal refrigerators cannot exceed 3.5 amps nor 12 cubic feet.
4. Residents may not bring large appliances including air conditioners, full-sized refrigerators, portable dishwashers, and washing machines and dryers.

Fire Equipment and Safety

1. Tampering with or disabling any fire safety equipment is strictly prohibited and may result in criminal charges under Florida Statute 806.10 (Third Degree Felony). This includes, but is not limited to smoke detectors, fire hose, fire extinguishers, fire alarms, sprinkler systems.
2. The following actions are also prohibited as they compromise fire safety: propping open exterior or fire-rated doors, unauthorized access to restricted areas such as roofs, balconies, or offices, failing to evacuate immediately when a fire alarm sounds, improper use of kitchen appliances, shining lasers or throwing items from windows, blocking doors, hallways, or exit routes with personal belongings, failing to comply with any established fire safety procedures or staff instructions.
3. Residents are expected to follow all fire safety guidelines to ensure the safety of themselves and the community. Violations may result in disciplinary action, fines, and/or criminal prosecution.

Room and Living Unit Responsibility

Each resident is accountable for their assigned space and shared community areas. Maintaining a clean, safe, and secure living environment is a shared responsibility.

1. Use of Residential Space

Residential spaces are intended solely for personal living purposes. Activities that interfere with the residential nature of the space or impact the rights of roommates or community members are not permitted. This includes, but is not limited to, running a business, conducting academic or scientific research, or engaging in any activity that introduces safety, privacy, or sanitation concerns. Residents with unique needs that may impact residential use must contact Housing & Residential Life and, if appropriate, the Office of Accessible Learning to explore potential accommodations.

2. Living space

Items that could damage the structural integrity of the living space, or extend the space physically, electronically or digitally. Including but not limited to portable pools, portable hot tubs, water slides, water beds, antennas, satellite dishes, or wires extending outside room windows/doors

3. Lofting Beds

Lofting or altering the height or structure of residence hall beds is not permitted. Bed configurations must remain as originally installed. Unauthorized modifications may result in removal fees or damage charges. Residents may work with Housing and Residential Life staff to place a work order to raise or lower the bed.

4. Reporting Maintenance and Damage

Residents must promptly report any damage, facility concerns, or needed repairs in their assigned space or community areas to Housing & Residential Life staff. Staff may include resident assistants, or professional staff.

5. Room Decorations

Residents are encouraged to personalize their rooms and decorate public areas within established guidelines. Residents should seek the advice of Housing & Residential Life staff members before beginning to personalize their rooms. The use of contact paper, all types of wallpaper and stickers, painting, affixing permanent fixtures, are prohibited in all rooms and public areas. Hanging items with nails, tacks, screws, duct tape or adhesive-backed wall covering is prohibited in all rooms and common areas. Hooks that hang over the door including but not limited to decorations, mirrors and clothes hangers are prohibited. Residents are prohibited from painting residence hall rooms/apartments and/ or common areas. Road signs or public posting signage including but not limited to restroom signage or wet floor signage is prohibited in resident rooms/apartments. Please review the U.S. Department of Transportation Official Road Sign Database. "Live cut" trees (such as Christmas Trees) are prohibited in the residence halls/apartments. Flags, banners or other cloth/flammable decorations are prohibited from being hung on and/or from the ceiling.

6. Securing Residential Spaces

Residents are responsible for properly securing and locking their rooms or living units at all times. The College is not liable for lost, stolen, or damaged personal property. If damage or policy violations occur due to failure to secure the space (e.g., propping open doors or leaving rooms unlocked), the resident may be held responsible through conduct and/or financial processes.

7. Windows, Screens, and Window Areas

Residents are not permitted to post, hang, tape, glue, or display any items in or around residence hall windows, balconies, or College-provided window coverings. This includes, but is not limited to: bottles, cans, plants, posters, flags, banners, signs, paint, string lights, adhesive notes (“post-its”), or any other materials that may block, obstruct, or visually impair the window or its coverings. Windows and ledges may not be used for storage, seating, or decoration. At no time should items be placed on window sills or hung outside the window, regardless of whether the window is open or closed. Window screens must remain properly secured and intact at all times. Residents may not remove, damage, tamper with, or bypass window screens or locking hardware. Use of adhesives that could damage window surfaces or frames is prohibited.

Windows and balconies are not intended for entry or exit and may only be used as an egress point during an emergency. Any use outside of this context may result in conduct action. Violations of the window policy may result in disciplinary action and/or financial responsibility for damages or removal.

Selling and Soliciting

1. Door-to-door sales, promotion, or solicitation are not allowed.

Smoking

1. Use of tobacco products, vaping devices, and all smoking-related items is prohibited inside or within 25 feet of any buildings on campus. This includes, but is not limited to, residence hall rooms, lounges, hallways, elevators and restrooms.
2. Florida Statutes require a person to be 21 years old to purchase and smoke tobacco products, including cigarettes, cigars, vape products, and e-cigarettes. Residents and guests under 21 years of age are prohibited from possessing any tobacco product, nicotine product or nicotine dispensing device.
3. Throwing cigarettes on the ground is considered littering. Ashes, buds and burn marks will be considered evidence of smoking in a unit.
4. Residents who disagree with smoking or exposure to smoke should make a reasonable effort to resolve the matter among themselves. Keep in mind, however, that residents have a right to be free of exposure from smoke and the hazards associated with fire that may be caused by smoke.

Weapons

1. Firearms, knives, and other weapons, per the Code. Culinary knives used in designated areas for their intended purpose and common pocket knives with blades of less than four inches are permitted