

Contents

Safety and Security	2
Health & Safety Inspections.....	2
Insurance Information for Residents	2
Invasion of Privacy	2
Keys/ Student IDs.....	2
Laundry Facilities.....	3
Water Response and Mold Prevention Program	3
Lockout Policy	4
Lofting of Beds	4
On-Campus Residence Street Addresses	4
Parking	5
Pets	6
Quiet Hours.....	6
Room Entry	6
Room Repairs	6
Signs / Other Items	6
Smoking and Vaping.....	7
Housing for the Next Academic Year	7
Visitation Policy.....	7
Withdrawing from College.....	7
Bicycle and Vehicle Registration	7

Housing Regulations

Safety and Security

You can take several important steps to help protect yourself and your personal property:

- Lock your door when you are not in your room or suite.
- Lock your door while you are also in your room.
- Lock windows.
- Never prop open exterior doors. If you see a door propped, close it.
- Don't allow people you do not know to "Tailgate" behind you into the building! Every person who is authorized to be in your building should have either card access or a key. Politely tell them that you cannot allow them in and they should go to the Office of Residential Life to gain access. If someone follows you in any way, call Public Safety immediately when you get to a safe place.
- If you see a suspicious person or someone you don't believe should be in or around the building, call Public Safety immediately.
- Never loan your access card or keys to anyone.
- Record the serial numbers of valuable personal property

Health & Safety Inspections

The Residence Life staff enters the individual units periodically and inspects the halls for health and safety hazards and/or policy violations. Additionally, residences are inspected before break closings and may be inspected at other times if needed. Personal items should be stored in a clean and orderly manner to promote proper hygiene and lessen the risk of pest infestation and fire hazards due to furniture or personal items blocking safe exit, excessive trash, grease in the stove area, papers, and other combustibles on the floor. Students found in violation of the policies outlined in the [Student Handbook](#) during health and safety inspections may be subject to a conduct hearing

Insurance Information for Residents

Ringling College is not liable for damage to or loss of student property, including items stored inside and outside the facilities, failure or interruption of utilities, or for injury or inconvenience to persons. Students are required to provide their own health insurance and encouraged to provide personal property loss insurance, and/or consult their homeowner's policy to be sure personal property is covered.

Invasion of Privacy

Invasion of privacy is defined as transmitting, recording, or photographing the image or voice of another person without their knowledge or consent while in an environment considered private or where there is an expectation of privacy, such as a residence, bathroom, locker room, or office.

Keys/ Student IDs

Students are expected to carry their keys or electronic key fobs/student IDs at all times. Keys are not to be loaned or exchanged under any circumstances and may not be reproduced. Students who find

themselves locked out during office hours should report to the Office of Residence Life (or the Office of Public Safety after hours) to gain entrance to their room. For security reasons, students who have lost their keys will be required to have a lock core change. The students will be billed for lock changes or replacement keys/student IDs. Replacement costs may be put on a student's billing account or deducted from the damage deposit.

Laundry Facilities

Laundry facilities are available for resident students 24 hours a day in all residence halls, on each floor of the Bayou Village Apartments, the first floor of Bridge Apartments, in the near-campus houses, the Cove, the Roy and Susan Palmer Quadrangle, Ann and Alfred Goldstein Hall, Greensboro Hall, Keating Hall, and Ulla Searing Student Center. Machines are free for residents to use. Report mechanical problems by submitting a [SchoolDude](#) maintenance request.

Water Response and Mold Prevention Program

Mildew and Mold are members of the fungi family and occur naturally within our environment.

Air tests have consistently shown the presence of a variety of spores (seeds) in the air around us with concentrations greater outside than within our buildings. This is a normal situation; problems occur when conditions are such that concentrations within a building are greater than outside as a result of growth or multiplication within a facility.

Mold spores are everywhere in the environment around us, all they need to flourish is a source of moisture and nutrients. Most building materials provide an abundance of nutrients capable of supporting growth. This is unavoidable, so the only controllable link is moisture. With a moisture source, mold is inevitable.

Water is the key and typically comes in one of two forms: facilities issues (such as water intrusion, leaking structure, pipe, or equipment) or condensation. Condensation is the heart of the issue. Typical weather conditions in Florida include a dew point as high as 78 degrees, as a result, when a room is air conditioned to 73 degrees, and a window is opened, moist air from the outside coming in contact with any interior surface is sufficient to produce condensation. If this occurs with any regularity, mold is sure to follow. Within a residence hall, if one student elects to turn off their air conditioner and open their window, while a neighbor closes their window and turns on the air conditioner, the un-insulated wall between the two rooms is likely to sweat, thereby creating the potential of mold. Additionally, this is an energy conservation initiative as well as the building will retain a constant temperature reducing the electrical costs. Due to the exterior room doors at Bayou Village, Quads, Family Housing, and individual houses it is imperative that you keep your doors closed at all times, even if you are out in the breezeway. The moisture from the outside air comes into your room, so please do not prop your room door.

Air conditioning is provided within our residence halls to individual student rooms through the use of fan coil units. This is essentially a radiator, through which cold water is circulated with a fan blowing across it. As a result, there is no ductwork like typically found in a home. This system provides the opportunity for individual temperature control and no concern about ductwork to clean or maintain. The only ductwork within our residence halls provides 100 percent outside make up air to the buildings. The air is preconditioned by running it through a cold coil to extract sufficient moisture, such that it does not contribute additional humidity to the building.

Students can best ensure and maintain a safe and healthful environment by following the simple guidelines below:

- **Keep windows closed**—please do not remove the screws and open your windows.

- **Wet things**-- Avoid drying clothes or other materials within your room, this only adds to moisture levels.
- **Ringling temperature parameters in student housing are 73 degrees for cooling and 70 degrees for heating. Never set thermostat below 73 degrees.** The colder the surface is within a room, the faster condensation will form.
- **Report any air conditioning problems or signs of water leaks**-- If you are having any problems with your a/c or thermostat, please submit a work request via School Dude.
- **Practice good housekeeping**-- Dirty and/or damp laundry will add both to room odors, as well as provide a breeding ground for microbial growth.
- **Ensure that the exhaust fan is running while taking a shower.** Some dorms have exhaust fans with a switch alongside the light switch. Other areas have a building exhaust system that run continuously.

This is a community issue; unfortunately, the actions of one will affect many when living in close proximity to others. Therefore, please be considerate of your neighbors and exercise good judgment in order to provide a safe and comfortable living environment for all residents. Make sure their student housing is properly ventilated by operating their HVAC system and / or by opening windows and doors. Make sure that the air conditioning unit in your room or apartment is set on the “Auto” function. Proper air circulation will help prevent excess moisture build-up in more humid areas.

1. Promptly call Ringling College’s facilities service response at 941.309.4208 or place a [maintenance request](#) on the student portal to report any signs of water leaks or infiltration or any signs of excessive mold or mildew growth.
2. Use the preinstalled fans in their bathrooms to minimize moisture build-up.
3. Wipe down visible moisture accumulation on windows, walls, ceilings, or other surfaces as soon as possible.
4. Clean kitchens and bathrooms regularly.

Following these simple steps will dramatically reduce the likelihood of mold and mildew problems in a student’s housing and will allow the College to respond promptly should a problem develop. If students have any questions regarding this information, please contact reslife@ringling.edu.

Lockout Policy

Students are responsible for carrying their own keys at all times. In the event of a lockout, please contact:

- Office of Residence Life 8:30a.m. - 7:00p.m.
- Resident Assistant on duty 7:00p.m. - 12a.m.
- Office of Public Safety 12a.m. – 8:30a.m.

Students must present their valid Student ID when requesting to be let into their room. Every lockout will be logged. On the second occurrence, the student will be charged \$10 to be let in and \$10 each time after that.

Lofting of Beds

Lofting of beds is not permitted.

On-Campus Residence Street Addresses

To order peer-to-peer food delivery services or in the case of an emergency, the following street addresses must be used:

Ulla Searing Student Center

1130 Greensboro Lane
Sarasota, FL 34234

Ann & Alfred Goldstein Hall

2745 Old Bradenton Road
Sarasota, FL 34234

Bayou Village Apartments*

2736 Old Bradenton Road Building Apt. #
Sarasota, FL 34234

Keating Hall*

2621 Old Bradenton Road Room #
Sarasota, FL 34234

Greensboro Hall

1130 Greensboro Lane Room #
Sarasota, FL 34234

Roy & Susan Palmer Quadrangle*

2405 or 2409 or 2415 Old Bradenton Road Apt. #
Sarasota, FL 34234

Family Housing*

2390 Old Bradenton Road Apt. #
Sarasota, FL 34234

Cove*

2210 N. Tamiami Trail Apt. #
Sarasota, FL 34234

*These addresses are to be used for service delivery to each specific unit (UberEats, DoorDash, Instacart, etc.). When ordering peer-to-peer food delivery, the student must meet the driver at the entrance. THESE ARE NOT MAILING ADDRESSES. Students living Ulla Searing Student Center use 1130 Greensboro Lane for both street and mailing address.

Parking

Generally, first-year students residing on campus are not allowed to keep a car or other motorized vehicle on campus. Students who can demonstrate a compelling need can request an exception. All exceptions must be approved. For more information on the process, please contact studentlife@ringling.edu. Please know that Ringling College has a bike check-out program, and all students can ride the local bus service (Breeze) for free with their student ID. All students are required to register their vehicles with the Office of Public Safety. Parking on Ringling College property is by permit only.

Pets

Pets are prohibited in all residence halls except fish in a 10 gallon or less aquarium. Other pets/animals may be impounded in addition to Conduct System action and/or a fine of \$20 per day if the pet remains in the residence hall room or unit.

Quiet Hours

Quiet hours are minimally from 11 p.m. until 10 a.m., Sunday through Thursday. Weekend quiet hours are minimally from midnight until 10 a.m., Friday and Saturday. In each residence hall, quiet hours may be extended by a majority vote. Courtesy hours are in effect 24 hours a day. As a member of Ringling College of Art and Design and the City of Sarasota communities, it is essential to respect the needs and rights of others in these communities. It is never appropriate to blast music or to yell from windows.

Room Changes / Room Freeze

At Ringling College, part of the College's educational mission is to assist students in developing the skills necessary to build positive, healthy relationships with others. Students experiencing difficulties with their roommate or room assignment have a responsibility to work toward a solution to the conflict.

Resident Assistants (RAs) are trained to assist students in working out these problems. Any student seeking a room change should speak directly with their RA. If a conflict cannot be resolved, room changes are permitted only with written approval of the Office of Residence Life. A room freeze period will be in place for the first 2 weeks of each semester to allow roommates to adjust to living together. Exceptional situations that arise during the room freeze period will be handled on a case-by-case basis.

Room changes for all international students must be reported to the Office of Advising, Records, and Registration Services by a representative of the Office of Residence Life.

Room Entry

The College reserves the right to enter and/or search a residence hall room for the following reasons:

- For maintenance purposes
- Where there is clear evidence of a violation of College policy
- When visible or audible conduct violating College policy requires staff intervention
- Where there is clear evidence a student's safety is endangered; or health and safety inspections
- Break closing procedures

If violation(s) of policy are found, appropriate disciplinary action will be taken.

Room Repairs

If any repair work is needed, contact Facilities through Schooldude, the [online maintenance request system](#). Students should not attempt to make repairs themselves. Report damages immediately so a small repair may be caught before it turns into a major expense.

Signs / Other Items

Residence Hall windows and doorways are visible to the greater community. Nothing (signs, posters, wall hangings, etc.) is permitted to be displayed in windows or on exterior doors. The Office of Residence Life reserves the right to ask residents to remove items displayed to the community (interior or exterior facing) that may be considered offensive by one or more persons and that potentially create a hostile environment or unreasonably interfere with an individual's academic performance.

Smoking and Vaping

The smoking and vaping policy is found [here](#).

Housing for the Next Academic Year

During the Spring semester, all students will be notified through their campus e-mail account of the dates and procedures for participating in the housing lottery for the following academic year.

Visitation Policy

All guests in housing must be escorted by the resident. Overnight guests need to be registered at the Housing and Residence Life Office by completing the Guest Registration Form at ringling.erezlife.com. Overnight guests may not stay more than three nights.

Withdrawing from College

Students who withdraw or are withdrawn from the College before the end of the semester must check out with a Residence Life staff member and vacate student housing within 24 hours of withdrawing.

Additional Policies & Alteration of Policies

Ringling College of Art and Design reserves the right to alter, change, or add policies at any time

Bicycle and Vehicle Registration

Bicycle and vehicle registration information is [here](#).