



RESIDENCE LIFE HANDBOOK

2026-2027

Residence Life Handbook

*"Behold, how good and pleasant it is
when brothers dwell in unity!"
-Psalm 133:1*

"A parallel teaching is necessary for our social being, and it is secured by a large school or a college; and this effect may be fairly called in its own department an enlargement of mind. It is seeing the world on a small field with little trouble; for pupils or students come from very different places, and with widely different notions, and there is much to generalize, much to adjust, much to eliminate, there are inter-relations to be defined, and conventional rules to be established, in the process, by which the whole assemblage is moulded together, and gains one tone and character."

-St. John Henry Newman

Ave Maria University has always considered St. John Henry Newman's insistence on the importance of communal life in the university as wise counsel and so has always prioritized and emphasized having students live on campus. But for any community who dwells together, there must rules and procedures to effectively govern life, so that the whole community can "dwell in unity."

In addition to the policies and rules laid forth in the *Student Handbook* we also have particular rules and procedures that govern life in the residence halls. Everything contained herein is ordered, therefore, to fostering a common life for students to live out and pursue the Catholic Liberal Arts Education which is the purpose and sacred duty of Ave Maria University. Consequently, each residential student should consider it his privilege and duty to contribute to this noble goal by observing the rules and policies contained herein.

-Dr. Lendman, Dean of Students

Residents' Primary Rights

Every resident is entitled to:

- A. The right to be treated with dignity and respect. The University affirms the value of each person. Everyone is entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect.
- B. The right to read and study free from undue interference in one's room. One of the University's basic purposes is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
- C. The right to sleep, the right to one's personal belongings, the right to access one's room, and the right to a safe environment in which to live. Optimum physical conditions are essential to learn and live.

Residency Requirement

- A. All full-time undergraduate students must reside on-campus unless they are married, over the age of 23, or living with parents, grandparents, or a documented legal guardian within Collier, Lee or Hendry Counties.
- B. Students who meet the Ave Maria University residency requirement are expected to occupy and live in the residence halls. Refusal to abide by this policy may result in disciplinary action.
- C. **Part-time Enrollment:** Students with part-time status are not allowed to live in university housing unless they receive special permission. The University reserves the right to remove students from housing if they do not maintain full-time status. For undergraduates, full-time status requires enrollment in at least 12 credit hours or three classes per semester, except their final semester in which they will confer their degree. For graduate students in Middlebrooke, full-time status is defined as enrollment in two or more graduate-level classes per semester.

Room Assignments and Occupancy

The Housing Contract, distributed electronically when a student applies for on campus housing by the Office of Residence Life and Housing, serves as the legally binding agreement between the University and the residential student. Each on-campus student receives an electronic copy of the contract and, through an electronic signature, agrees to the terms in the contract. Signed copies are stored electronically by the Office of Residence Life and Housing. Each student is responsible for adhering to all terms outlined in the contract. If you would like a paper copy of the contract, please contact the Office of Residence Life.

Priority for room assignments is based on class standing and one's current occupancy status. New students are assigned rooms after their enrollment deposit is received by the Admissions Office and register for housing by submitting the online Housing Application/Contract. Specific roommate requests must be mutual. While we try to honor mutual roommate requests, they are not guaranteed and are based on availability. Assignments are considered permanent throughout each academic semester. If you have a concern about your living environment, the Residence Life staff are available to assist you. Residents who move to a different room without the authorization of their Residence Area Manager will be subject to disciplinary action.

Disability Access and Reasonable Accommodations

Ave Maria University is committed to ensuring that all qualified individuals with disabilities have the opportunity to take part in educational and employment programs and services on an equal basis. It is the policy of the University to extend reasonable accommodations to known limitations of qualified individuals with documented disability. Students requesting special accommodation due to a disability must be recommended by the Adaptive Services Office and submit the required documentation to the Director of Adaptive Services prior to the assignment deadline to be certified. The Office of Residence Life and Housing will make an assignment based on the availability of space, the individual's needs, and the University's ability to reasonably accommodate the student. Rooms shall not exceed a safe and manageable occupancy as determined by the University.

Summer Residency

- A. Any student wishing to stay at the University during any part of the summer term must be in good academic standing and disciplinary standing with the University and receive written permission from the Office of Residence Life.
- B. Students who were found responsible for a Code of Conduct violation any time in the 12 months prior, or multiple incidents over any prior period, will not be permitted to stay on campus for any length of time during the summer.
- C. They must also meet one of the following requirements:
 - 1. Be a current student enrolled in at least one summer, on-campus course
 - 2. Be employed by the University
- D. Students who do not meet either of these requirements will not be permitted to stay on campus for the summer months, unless otherwise granted permission from the Dean of Students.

Payment Plan and Residence Hall Eviction

- A. All students are expected to clear their bills by the end of the "clear your bill" day. Failure to clear your bill by this date may result in the cancellation of a student's class registration and residence hall room reservation. All students are expected to clear their bill before they move into the halls or begin attending classes. Students that are delinquent on their installment payment plan or bill payment may be subject to eviction from the residence halls.

- B. Failure to have your financial affairs in order may put you at risk of not being able to move in or begin attending class on time. Students with an outstanding balance on their accounts are not eligible to register at the University or participate in room selection. No student may receive a degree, certificate of completion, grade report or transcripts until all charges due to the University or any of its related divisions are paid in full.

Room Check-In and Check-Out Procedures

All residential students are required to check-in to their assigned room by a designated date. These check-in dates are listed in the University's Academic Calendar. Unauthorized early arrivals will result in a fine per day as determined by the Office of Residence Life.

All residents are required to complete a Room Condition Report (RCR) provided to them by Residence Life staff. For your protection, it is essential that you ensure that damages to and out-of-place items in your room prior to your occupancy are documented appropriately in the RCR form. You are responsible for completing, reviewing, and returning your Room Condition Report and making edits to the document within 24 hours of moving into your room if you wish to make any corrections/additions.

Students are responsible for checking out of their room with a Residence Life Staff member whenever they move rooms or leave at the end of each semester or their contract period. Unauthorized late departures will result in a fine per day as determined by the Office of Residence Life. During check-out, your Room Condition Report from check-in will be referenced by a Residence Life Staff member. You are responsible for returning your room to its original state and scheduling a time to check out of your room as designated by Residence Life Staff. Students are responsible for all damages not listed on the RCR and will be assessed a monetary fine after Residence Life staff inspect the rooms and common areas after check-out.

The staff looks for cleanliness, damages beyond normal wear and tear, and missing furnishings. Residents will be assessed for any damage, missing furnishings, extra cleaning charges (including common areas via hall fines), damaged or missing equipment or furniture, and the removal/disposal of abandoned furniture, carpet, or other personal property. No personal items may be left in the room or the hall at the end of the Spring semester. Items left on campus will be considered abandoned and are subject to donation or disposal at the student's expense. Residents who fail to check-out properly will be issued a monetary fine.

Room Cleanliness, Maintenance, and Use

- A. It is the responsibility of residents to make sure that their rooms are clean and well maintained.
- B. It is recommended that students tidy their rooms daily and do a thorough clean once a week.
- C. For the sake of cleanliness and to avoid damage to the rooms, the following is prohibited:
 - a. LED "strip or tape lights =" which have an adhesive backing
 - b. Shower shelves that have adhesive backing. These shelves can permanently damage the fiberglass walls of the shower. Instead, use a shelf that hangs from the shower head.

- c. Anything that would cause permanent damage to the drywall or paint (I.e. nails, excessive groups of thumb tacks, drywall anchors, dart boards, or in-wall shelving is not allowed.
 - d. Halogen lamps and portable or window air, conditioners
 - e. Personal lofts or elevated structures
 - f. Bidets
 - g. Painting one's own room
 - h. Live Christmas decorations: trees, wreaths, and holly
 - i. Mini freezers or chest freezers
 - j. Riding scooters, bikes, or other personal transportation devices in the residence halls
 - k. Door-to-door solicitation (unless authorized by Residence Life Staff)
 - l. Candles and candle warmers
 - m. Appliances with any type of exposed burner, open flame, or tendency to short circuit: including, but not limited to, space heaters, air fryers, toasters, toaster ovens, electric grills, slow cookers, crock pots, and hot plates. Students may use and store these items in university kitchens but not in their rooms
 - n. Anything with a chargeable lithium battery
- D. Rooms are to be used for rest, prayer, study, and quiet recreation.
- E. Residents may not operate a business in their rooms. Residents are permitted to use his or her room as a meeting place if it does not infringe on a roommate's rights, create a disruption in the community, or violate any residence hall policy.
- F. Removal of university furniture from dorm room is considered theft. Furniture that is removed, damaged, or stolen is the financial responsibility of the individuals involved if known, or the residents of that particular room if unknown.
- G. The common area of a suite can safely accommodate up to 15 persons and a quad or triple can accommodate up to 8 persons.
- H. Your signed Housing Application/Contract authorizes a university staff member to enter your room to complete any work order that you submit throughout the contract period.
- I. Please report emergency maintenance situations to a Residence Life Staff member or Facilities personnel.
- J. If there are pests or bugs in your room, please submit a work order request to AMU Facilities and notify a Residence Life Staff member immediately.

Scooters

- A. The operation, charging, or storage of electric scooters or any personal electric vehicle, especially those powered by lithium-ion batteries, is prohibited on campus.
- B. Certain accommodations can be made for Americans with Disabilities Act (ADA) devices. These requests should be made through Adaptive Services.

Pets

- C. The University does NOT allow students to have any kind of pets within the Residence Halls.
- D. **This includes fish and fish tanks.**
- E. Residential students found with an unauthorized animal or pet in the residence hall rooms will be fined, and the animal will be promptly removed at the owner's expense.
- F. Middlebrooke residents are allowed to have pets in their apartments. However, there is a \$500 non-refundable pet deposit per pet for Middlebrooke residents.

Items Permitted in the Residence Halls

- A. Coffee pots with an automatic shut off function
- B. Small Refrigerators (up to 3.6 cubic feet)
- C. Microwaves
- D. Dehumidifiers/Air Purifiers
- E. Bunk Beds: Some University residential rooms have beds you can bunk. Students are free to arrange their rooms as they desire, provided it does not damage the furniture, is a safety risk, and is not in violation of fire or safety code. All furniture must be back in its original configuration at the time of Spring semester checkouts.
- F. All beds are to be freestanding and must not be stacked on any other furniture to support the bed. If you have any questions about the arrangement of the room or the furniture please see an RD.
- G. Furniture may be added if it does not create a health or fire hazard. Students are responsible for any damage their personal furniture causes to the dorm room when assessed during check-outs and are responsible for the removal of all their personal furniture and belongings.

Quiet Hours

During Quiet Hours, voices should be kept low in the hallways, common room doors should be kept closed, music played softly, etc. Serious or repeated violations of Quiet Hours will result in disciplinary action.

Quiet Hours are:

Sunday through Thursday: 9 pm – 9 am

Friday and Saturday: 11 pm – 9 am

Entry of Rooms

It is the University's policy to respect your right to maximum privacy in your room. When possible, notice is given prior to entering your room for routine maintenance and inspection. However, University personnel and their authorized designee(s) may enter your room without notice for an emergency, maintenance work, fire safety inspections, fire drills, ensuring compliance with health standards, or if there is reasonable cause to believe there have been violations of university policy, state, or federal law. Your room may be entered during semester breaks without prior notice by university personnel when they are conducting building inspections and doing maintenance work.

Room Inspections

Room inspections are done at various times throughout the semester to ensure cleanliness, basic sanitation in the rooms and promote maintenance of AMU property. Residence Life staff will post the cleaning requirements ahead of time. Cleaning supplies are available to check out from the RA office in each residence hall. If you are unable to attend a room inspection, please reschedule with your RAM. Failure to comply with room inspection will result in a fine for the uncooperative residents of the room.

Storage on Campus

Storage for students is not available in the residence halls, outside of their assigned room. Students may not leave belongings during the summer break.

Loss or Damage to University Property

- A. Student rooms and the furnishing provided are to be used in the manner for which they are designed. If you lose or damage University property, you will be billed for the cost of replacement or repair.
- B. If property is damaged in your room and the party responsible is unknown, each roommate will be responsible for an equal percentage of the total cost.
- C. Residents are responsible for the actions of any guests they invite to campus and for any costs they incur.
- D. Charges for repairs or replacement will be assessed to your university account.
- E. Damage or loss within student rooms is the joint responsibility of the students assigned.
- F. Students are responsible for reporting any room damage or maintenance needs to their Residence Life staff member and the AMU Facilities Department via a work order ticket immediately so repairs can be made promptly.
- G. Because all residents share responsibility for damage or loss to public areas of their building, an entire room/floor may be charged for damages or losses to public areas of the building.

Building Access

Campus residence halls are open when the University is in session. They are closed during the Christmas break between the fall and spring semesters. All residence halls are locked 24 hours a day (except for move in and move out days), and all buildings have a card-lock access system for entry. Your Student ID Card accesses the exterior building door, your room door, and the door to the lobby area of each hall. The unauthorized possession, use, reproduction, or sale of keys to university facilities, as stated in the Code of Conduct above, is prohibited.

Propped Doors

To protect the safety and security of all residents, exterior building doors are not to be tampered with, disabled, or propped. Interior residence hall doors are also to never be propped unless a student is actively occupying the room; never utilize the deadbolt as a prop. Tape, coins, magnets, etc. are never used to inhibit the closing of a residence hall door. Violations of these policies may result in disciplinary action. If a door is not properly working, please submit a ticket to Physical Plant/AMU Facilities immediately and inform the hall's respective RD via email.

Lockouts

If you get locked out of your room or residence hall, contact your roommate first, then your RAs. Residence Life Staff members and Campus Security can open your room, should your roommate or RAs not be available. Multiple lockouts will result in a monetary fine.

Mold Prevention

Living in Florida requires special attention to humidity and mold prevention. Please refer to this webpage for more information regarding humidity guidelines and mold prevention: <https://www.avemaria.edu/internal-env-health-guide-2026>.

Insurance for Personal Property

The University assumes no responsibility for damage, loss, or theft to residents' personal property from any cause. Items you place in University housing (residence halls and Middlebrook) are left at your own risk. Therefore, students are responsible for obtaining their own personal property insurance, i.e. renters' insurance and liability coverage for damage, loss/theft of property, or fire.

Visitation Policy

- A. The University permits students to host visitors of the opposite sex in their residence hall rooms during visitation hours only. Mature, responsible social behavior in accordance with Catholic moral teaching is expected of all students and visitors. As we seek to promote true freedom in Christian behavior and balanced social communities in the residence halls, we allow members of the opposite sex to visit each other at specified times on **most Thursday through Sunday evenings 7:00 pm – 12:00 am**.
- B. **All visitors must sign in.** Sign-in sheets are located by the respective RA offices.

- C. All members of the opposite sex must be accompanied by their host or hostess throughout the entire duration of their visit.
- D. Within suites, visitors of the opposite sex are permitted only within the common rooms of the suites.
- E. The doors of residence hall rooms where members of the opposite sex are visiting must always be fully propped open during visitation hours, and a light must be on.
- F. The wishes of a roommate desiring privacy within their room should generally prevail over those of a roommate desiring to entertain visitors.
- G. Roommates experiencing difficulties regarding Visitation Hours are encouraged to seek the assistance of their Resident Assistants (RAs), who can then escalate to the Resident Area Manager (RAM) as needed.

Overnight Guests

- A. Students must register overnight guests by requesting permission from the Office of Residence Life through the normal guest approval process, notifying their RAM at least 72 hours prior to the day of the guest's arrival, and obtaining permission from their roommate(s) before a guest is permitted to stay in their room.
- B. Student residents of Middlebrooke must notify the Office of Residence Life 72 hours in advance of their guests' arrival.
- C. Guests must be escorted while in the building.
- D. No guests are permitted during winter or summer breaks, pre-season athletic training, Orientation, and finals week, or for more than 3 consecutive nights.
- E. All guests are expected to be knowledgeable about and abide by university regulations and residents are held responsible for the actions of any guests they invite to campus and for any costs they incur. Failure to uphold University, State, and/or Federal laws and regulations are serious infractions and will likely result in disciplinary action within the University as outlined in this Code of Student Conduct.
- F. At the discretion of any University official, a guest may be denied admission or removed from university housing, facilities, and grounds at any time.
- G. Failure to register a guest may result in denial of admission to the guest and a monetary fine to the student host. Rooms and apartments should not exceed a safe and manageable occupancy that may be determined by the University.
- H. Guests of the opposite sex of their host cannot be permitted to stay in the residence halls, even if they are a close family relation.

Common Recreational Spaces in Residence Halls, Reservations, and Furniture

Students are expected to clean up after themselves and leave shared spaces, including common rooms, lounges, hallways, study spaces, kitchens, laundry rooms, bathrooms, and other shared spaces in good condition for others. This includes, but is not limited to:

- A. Disposing of trash properly
- B. Cleaning spills and wiping surfaces after use
- C. Returning furniture or equipment to its original arrangement
- D. Removing personal items promptly after meetings or gatherings
- E. Respecting university property and the shared environment
- F. Not engaging in sports within the building, including, but not limited to, skating, kicking/tossing balls or Frisbees, playing basketball or football, wrestling, or jumping rope, as well as the use of water balloons and water guns

To reserve a common room or kitchen for a group: follow the normal reservation process posted around the residence halls. The person or group who reserved the room is responsible for cleaning the common room, lobby, or kitchen when they are finished.

Lounge Furniture is intended for the use and enjoyment of all residents. Proper care and use of this furniture is everyone's responsibility. Removal of furniture from common areas of university buildings is considered theft. Furniture that is removed, damaged, or stolen is the financial responsibility of the individuals involved if known, or the residence of that particular residence hall if unknown.

Failure to maintain community spaces appropriately may result in removal of items, temporary loss of privileges within the space, closure of the space, hall fines, or other conduct action as deemed appropriate by the University.

Common Rooms

- A. Each residence hall has designated common areas for the residents and their guests' use for gatherings, watching movies or TV, group study sessions, household meetings, etc.
- B. Common Rooms are open 24 hours a day to residents within the residence hall.
- C. Common Hours are designated for members of the opposite sex to visit in the common areas of other residence halls.
- D. **Common Room Hours for Visitation: Daily from 12pm (Noon)- 12:00am (Midnight)**
- E. Guests of the residence halls and members of the opposite sex must always be escorted by a member of the residence hall and should not be left alone.

NOTE: The entryway areas between the first and second security door of John Paul II and Mother Teresa Halls on all floors are considered common rooms. As such, common room hours and rules apply in these spaces.

Kitchens in the Residence Halls

- A. Sebastian, Goretti, Joseph Hall Kitchens are located in the residence hall lobbies, and therefore can be used by both male and female and students 24/7.

- B. The Xavier Kitchen is only allowed to be used by male students when accompanied by female students during common room hours.
- C. Female students are not allowed to use the Mother Theresa Hall kitchen without being accompanied by a male student during common room hours.
- D. Male students are not allowed to use the John Paul II Hall kitchenettes without being accompanied by a female student during common room hours.

Laundry

- A. All residence halls have laundry rooms equipped with washers and dryers. Laundry facilities are for the residents of that hall of the same sex and may not be used by other members of the community. Male and female residents are not permitted in each other's laundry facilities for any reason.
- B. Use high efficiency liquid laundry detergent. Do not use powder detergent. If a laundry machine is broken, complete a service ticket using the instructions posted in the laundry room, and report it to your Residence Life Staff via email.
- C. In case of an urgent situation, (i.e. flooded machine) please call the RAM On-Call. 239-280-7344.
- D. All laundry rooms are to be kept clean and organized. Do not leave cleaning supplies or clothes for an extended amount of time. Laundry rooms that are left in disarray are the financial responsibility of the individuals involved if known, or the residents of that particular residence hall if unknown.
- E. If you are missing laundry, please email your RAM with the specific timeframe it went missing. The University is not responsible for lost or stolen laundry.
- F. All laundry rooms are checked and maintained by Residence Life Staff regularly. Confiscated laundry is removed once per week.

Computer Kiosks & Printers

- A. Computer and printer kiosks located in common areas of the dorms are provided for academic, university-related, and limited personal use by Ave Maria University residents and students. Users are expected to operate all equipment responsibly, respectfully, and in accordance with the University Code of Conduct and applicable laws.
- B. The following expectations apply to all university computer and kiosk use:
 1. Equipment may not be used to access, display, print, transmit, or distribute material that is unlawful, obscene, discriminatory, harassing, or otherwise inconsistent with the teachings of the Catholic faith and the University Code of Conduct.
 2. Users may not alter system settings, install software, damage equipment, disconnect hardware, or attempt to bypass network or security measures.

3. Printing should be limited to reasonable academic or university-related purposes to conserve shared resources.
 4. Users are responsible for promptly collecting printed materials and safeguarding personal or confidential information.
 1. Food and beverages should be kept away from all computer and printing equipment.
 5. Excessive use that prevents reasonable access for others may result in limitations on kiosk privileges.
- C. The university is not responsible for lost, stolen, or unclaimed printed materials. Misuse of computer or printer kiosks may result in disciplinary action, restitution for damages, suspension of access privileges, or other sanctions as outlined in the Student Code of Conduct.

Vending Machines

- A. Food and beverage machines are provided in the residence halls. Vending machines are not to be tampered with or damaged. Should a machine be empty, broken, or keep your money without returning goods, please report it to appropriate Residence Life personnel.

Hall Fine Process

General, intentional, or malicious (vandalism) damage to university property within/around the residence halls where individual responsibility is unable to be determined, may lead to a “hall fine.”

- A. A hall fine would be assessed as the shared responsibility of the hall’s residents to cover the cost of replacement for the piece of university property that was damaged.
- B. The Dean of Students would make the final decision if a hall fine was warranted in a case-by-case basis.
- C. After a hall fine is announced for a particular incident, five business days will be given to the responsible party to admit fault before the fine is administered to the hall.
- D. Reasonable sanctions will be given to students who come forward to admit fault in damage to university property.

Lost and Found

- A. If a possession was lost on campus, please contact security.
- B. If not claimed within two weeks, lost articles may be donated or discarded.