



THE OFFICE OF RESIDENCE LIFE

POLICY AND FINES GUIDE

2025-2026

FINES FOR POLICY VIOLATION

STUDENTS MAY RECEIVE FINES FOR VIOLATIONS OF RESIDENCE HALL POLICIES INCLUDING, BUT NOT LIMITED TO:

VIOLATION	FINE
Alcohol/empty containers.....	\$75
Animals <i>PER DAY PER PET</i>	\$50
Balconies & roofs.....	\$50
Bicycles, wheeled vehicles, and hover boards	\$50
Bunk beds/improper bunking/unassembled beds	\$50
Cleaning/housekeeping..... <i>MINIMUM PER RESIDENT</i>	\$50
Community Standards.....	\$75
Early arrival.....	\$100
Non-Compliance with official request	\$75
Quiet hours/noise	\$75
Smoking/vaping.....	\$75
Trash	\$50 (MINIMUM)
Unauthorized room change	\$50
Unwelcoming to potential roommate	\$75
Wireless routers/Splitters	\$75
FIRE/FIRE SAFETY	
Candles/incense	\$75
Fire safety	\$75
<i>INCLUDING ROOM INSPECTION VIOLATIONS</i>	
Failure to evacuate in fire alarm/emergency.....	\$75
Furniture misappropriation..... <i>PER DAY PER PIECE OF FURNITURE AFTER A 24-HOUR GRACE PERIOD TO RETURN FURNITURE</i>	\$50
Guests	\$75
Improper check-out	\$50
LOCKS/KEYS/CARDS	
Hall Office Lock Change.....	\$100
Lock-out..... <i>NO CHARGE FOR FIRST TWO OCCURENCES</i>	\$50
Lock Change.....	\$50
Lock Change, Apartments on Grace.....	\$75
Suite Combination Change..... <i>NO CHARGE FOR FIRST OCCURENCE</i>	\$50
Temporary Access Card Lost.....	\$25
LOFT BEDS	
Improper storage..... <i>IMMEDIATE FINE PLUS AN ADDITIONAL CHARGES OF \$50 PER DAY FOR EACH DAY THE MATERIALS REMAIN IMPROPERLY STORED</i>	\$50
Inspection failure	\$50
<i>FINE IMPLEMENTED AFTER FAILING SECOND INSPECTION (72 HOURS/3 DAYS AFTER FIRST INSPECTION) \$50/DAY FOR EACH DAY THE BED REMAINS WITHOUT INSPECTION APPROVAL</i>	
Loft up after removal deadline	\$50
<i>PLUS, INCIDENTAL CHARGES FOR DAMAGE OR IMPROPER CHECKOUT</i>	

ALCOHOL & DRUGS

ALCOHOL POLICY

Residents and visitors must abide by Commonwealth of Virginia laws referring to alcohol use and possession. It is unlawful for anyone under 21 to purchase, consume or possess any alcoholic beverage. The possession, consumption, or presence of alcohol is prohibited in residence hall rooms if all residents assigned to live in the room are under 21. This restriction does not apply if at least one of the room's residents is of legal age; however, students under the age of 21 may not consume, possess, or be in the presence of the illegal use of alcohol in residence halls. Loud or disruptive behavior or drinking habits that otherwise interfere with the rights of others or lead to other violations of university policies are reasons for disciplinary action, regardless of student's age. All residents and involved students may be subject to disciplinary follow up, including fines and/or referral to the Office of Student Accountability. If no one claims responsibility for alcohol found in a student room, suite or apartment, the residents of that unit will be held accountable for the alcohol.

Alcoholic beverages may not be consumed or carried in open containers in hallways, lounges, courtyards, kitchens, Village Area suite rooms, or other public areas. Kegs, distillation processes and other large sources of alcohol such as punches and grain alcohol are not permitted within or near the residence halls, regardless of a student's age.

APARTMENTS ON GRACE:

Alcohol is permitted in the living rooms and kitchens of the apartments if one member is at least 21 years old. Apartment residents under the age of 21 may not consume, possess, or be in the presence of the illegal use of alcohol in residence halls.

ALCOHOL PARAPHERNALIA & EMPTY CONTAINERS POLICY

Residents and visitors must abide by Commonwealth of Virginia laws referring to • Students may not possess or use alcohol paraphernalia or devices (e.g., "beer bong," "funnels," beer/water pong tables, etc.) which, by their nature, promote irresponsible consumption of alcohol.

Students are prohibited from storing or possessing empty alcohol containers in rooms, suites, or bathrooms. If empty alcohol containers are found in residence halls, staff will assume that the residents of the room or suite and any students present in the space are or were in possession of alcohol and have a shared responsibility for the containers. All residents and involved students may be subject to disciplinary or Student Accountability follow-up, including fines.

DRUG USE POLICY

Students may not possess, use, or distribute any illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. Such possession, use or distribution is prohibited in any building or on any property owned or operated by the university. Possession is defined to include any area or property for which the student is responsible. University policy conforms to state law regarding drug paraphernalia

FIRE SAFETY

CANDLES, INCENSE & OPEN FLAMES

POLICY

Candles, incense, and other items producing an open flame are not permitted in residence halls. Candles are prohibited even if there is no intention to burn them, or if the wick is removed. Wax burners and candle warmers are also prohibited.

CURTAINS/WALL COVERINGS

POLICY

Any curtains or wall coverings hung in student rooms must be fire-treated or made from fabric that is fire retardant. If students have used spray fire retardant, they should keep documentation of the treatment (in StarRez or the bottle or label from the bottle will suffice). Students should not hang drapes or fabric at or near room doors, ceiling, or suspended from the ceiling, overhead lights, smoke detector or sprinkler head.

ELECTRICAL APPLIANCES

POLICY

Due to the hazard of fire, the State Fire Marshal & JMU Risk Management have established limits on the amount of electricity that can be safely used on a given electrical unit, and the limited number of outlets in some halls. They have instated the following policies:

- Hot plates, space heaters, air fryers, soup warmers, toaster ovens, sandwich grills and any appliances with an open heating element are prohibited. Also prohibited are air conditioners, ceiling fans, *microwaves (unless supplied by MicroFridge with necessary safety features), extension cords, cube adapters and halogen lamps. Underwriters' Laboratory (UL) approved drip coffee makers with automatic shutoff are the only approved coffee makers. (*Microwaves are permitted in the kitchen areas of the Apartments on Grace.)
- One mini refrigerator is permitted per resident. Refrigerators may be no larger than 5 total cubic feet in size. The size is indicated on the manufacturer label on the back of the refrigerator. It can also be found by searching for the model number on the manufacturer's website.
 - › One MicroFridge is permitted per room. If there is a MicroFridge in the room, one additional mini refrigerator (as described above) is permitted.
 - › In the Village, two MicroFridge units are permitted in the suite common area.
- Any appliance with a heavy electrical draw, such as a refrigerator, hair dryer, or an iron, must be plugged directly into a wall outlet, rather than a power strips with circuit protection. All power strips must be UL approved, circuit protected, and have a reset button (Note: the reset button is what designates circuit protection, not to be confused with surge protection which does not meet code). Power strips with circuit protection must be plugged directly into a wall outlet. Plugging a power strip into another power strip is prohibited. Power strips with circuit protection must lie flat on the ground or be secured to a flat surface in such a manner that no stress is placed on the power cords. Extension cords of any kind are strictly prohibited, including appliances with a built-in electrical outlet, such as lamps, bed risers, etc.
- All appliances should be covered under homeowner's/renter's insurance policies. The Office of Residence Life and James Madison University are not responsible for damage to students' personal property.
- Students should not tape over, tamper with, or disconnect a circuit breaker, fuse, network port cable box, electrical socket, light fixture or switches, smoke/fire alarms, or run electrical cords under carpets or doors.
- Stringed holiday lights are not permitted on ceilings and should not pass through a doorway or window.

They should be turned off when students are not in the room. LED light strips with double sided mounting tape are strongly discouraged, as they cause wall damage when removed that can result in the resident being billed to repair the wall. No more than three (3) strands of lights should be connected to one another. Paper- covered lights are not permitted.

- Wireless routers are strictly prohibited as they pose a threat to the campus network.
- Students found with inappropriate appliances in their room or suite will have 24 hours to remove the items and may be subject to a fine if they do not promptly remove the items. A follow-up inspection will occur to verify removal.

FIRE SAFETY & FIRE DRILLS POLICY

FIRE ALARMS

No student will activate any alarm or attempt to manipulate any electrical or mechanical device for the purpose of creating a false fire alarm.

FAILURE TO EVACUATE

No student will disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding. Failure to evacuate may lead to fines and/ or charges through the Office of Student Accountability & Restorative Practices, unless previously notified that the fire alarm system is being tested.

TAMPERING WITH FIRE SAFETY EQUIPMENT OR DEVICES

No student will, without authorization, operate or tamper with any firefighting equipment except for the purpose of extinguishing a fire. Fire extinguishers should not be used if the individual has not been properly trained to use it. In addition, no student shall tamper with or otherwise misuse any fire detection or early warning device, emergency lighting, evacuation systems or emergency telephones. This will result in the student receiving a \$75 Fire Safety Fine as well as potential prosecution.

OBSTRUCTION OF FIRE EVACUATION ROUTES

Fire safety regulations require that no loft bed construction materials, boxes, trash, bicycles or other items be stored, even temporarily, in hallways or other public areas. Any act of purposefully preventing someone from swiftly and safely evacuating a building is prohibited.

No items should be suspended from ceilings, overhead lights, smoke detectors or the sprinkler system. No locks may be installed on 2-room suite doors leading to the bathroom, as it is a means of egress. Doors must be able to swing open a full 90 degrees.

FIREWORKS OR EXPLOSIVES

Possessing, storing or using any fireworks, propane or explosives is strictly forbidden in and around the residence halls.

DOOR DECORATIONS

Room/suite doors may only have a white board per resident (no cork board) and a name tag per person.

WALL COVERAGE

Excessive decoration on room walls can be hazardous. The State Fire Marshall has set the following guidelines for Residence Hall room wall coverage:

- Wall coverage not to exceed **50%** in buildings **with** sprinklers
- Wall coverage not to exceed **20%** in buildings **without** sprinklers

OVERHEAD LIGHTS

Room overhead lights may not be removed/changed by anyone except University personnel.

PLEASE SEE INDIVIDUAL POLICIES FOR CANDLES, INCENSE & OPEN FLAMES, CURTAINS/ DRAPERIES, HOLIDAY DECORATIONS, SMOKE DETECTORS, AND SMOKING.

HOLIDAY DECORATIONS POLICY

Residents and staff should adhere to the following guidelines when decorating for holidays. Staff should pay particular attention during the Halloween and Christmas holiday seasons.

- No open flames (candles, sterno type products, etc.)
 - Utilize battery powered lights inside jack-o-lanterns
 - No decorations on fire doors
 - No decorations in stairwells
 - No smoke or haze machines (unless supervised by university or city fire safety official)
 - No disabling of exit signs or emergency lighting or tampering with overhead fluorescent fixtures.
 - All decorations must be flame retardant or otherwise non-combustible (acceptable products are crate paper/streamers, spider webs that are not excessive in size or covered with flammable items. No black plastic/paper decorations that look like trash bags.)
 - Do not block, impede, obstruct, or otherwise obscure any means of egress. Doors must be able to swing open a full 90 degrees.
 - Holiday lights may not be hung in public areas or from any ceiling or doorway. Lights should not pass through a doorway or window. No more than three strands of lights should be connected to one another. Holiday lights must be unplugged/ turned off when a room is unoccupied.
 - Holiday lights and/or other cords should not be wrapped around fire safety equipment.
 - Live Christmas trees are not permitted in residence halls.
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SMOKE DETECTORS POLICY

If residents find problems with their detectors, they need to report them to the hall staff or complete a maintenance request. All smoke detector problems are reported to maintenance for repair or replacement.

No student should cover or remove a smoke detector.

GENERAL INFORMATION AND POLICIES

ANIMALS

PETS, SERVICE ANIMALS, & ASSISTANCE ANIMALS

POLICY

Pets are not allowed in any university owned or operated housing. The only exception to this policy is fish that are kept as pets.

Service animals are permitted in residence halls and other university buildings.

Assistance animals approved by the Office of Disability Services are permitted in university-owned or university-operated housing only. Students with an approved assistance animal must complete the Office of Residence Life Assistance Animal Agreement prior to having the animal on campus.

DAMAGE/VANDALISM

POLICY

Students and their guests will be held responsible for theft of or damage/vandalism to university property, residence halls, and any other areas in or around the residence halls. Bills for the cost of repair will be sent to the responsible individual(s). This includes extra housekeeping services required for the removal of blood-borne pathogens (vomit, blood, body fluids, etc.) or acts of vandalism.

FURNITURE/SIGNAGE MISAPPROPRIATION

POLICY

Students may not remove university equipment, furniture, or signage from its assigned room, suite, lounge or other area within a residence hall. Unauthorized removal of furniture or signage within a building or from one building to another will be considered misappropriation. This also includes items outside the halls (i.e., picnic tables). Bedroom furniture may not be placed in hall storage rooms. Exception - Bedroom furniture may be taken home for temporary storage as long as it is returned by the end of the academic year. Students will be billed for missing or damaged furniture.

GAMBLING

POKER, FOOTBALL POOL, GAMES OF CHANCE, ETC.

POLICY

Residents and visitors must abide by Commonwealth of Virginia laws referring to illegal gambling.

1. Illegal gambling is defined in the law as the making, placing or receiving of any bet or wager of money or anything of value made in exchange for a chance to win a prize, stake, or other consideration or thing of value, dependent on the result of any game, contest, or any other event, the outcome of which is uncertain or a matter of chance.
2. In Virginia, there is an exception in the law that makes gambling legal when such gambling occurs in a private residence which is not commonly used for such games of chance and where there is no operator of the game. When any form of wagering is involved, poker games or other games of chance may be played in student bedrooms, Village suites, and Apartments on Grace living rooms only. These games may not be played in the lobby, TV lounge, study lounge or any other public area in the residence hall.

3. When students or visitors are playing poker or other games of chance in their room, no one may benefit from the game in any way other than as a result of the outcome of the game (i.e. students may not charge an entry fee or take a cut of the amount wagered).
4. Poker or other games of chance may be organized by the staff and may occur in the public areas of the building (not including Village suites or apartment living rooms) only if there is no entrance fee, no wagering on the outcome, and no prize of any value awarded to the winner. Door prizes are allowed under the law, but these must be awarded on a purely random drawing. These games may not be used as fund-raisers by individuals or groups.
5. Football pools or any other form of wagering on the outcome of an event may only occur between students within the bounds of their bedroom, suite, or apartment. These may not be posted or advertised in public areas.

STUDENTS (INCLUDES STUDENT STAFF)

CAN

Play in a student room, Village suite, or apartment living room (no operator of the game)

Benefit from the result of the outcome of the game (only if above applies)

Organize sports pools or fantasy leagues (for money) if they occur within a bedroom/suite

CAN'T

Play in public areas (lobby, TV lounges, study lounges, etc.)

Have a regularly scheduled game, even in student rooms, Village suite, or apartment living room

Charge entry fees or take a cut of the amount wagered

Use games as a means to raise funds

Advertise sports pools or fantasy leagues (for money) in public areas of the building

STAFF

CAN

Organize games in public areas of the building with no entry fee, no wagering on outcome, and no prize awarded to the winner (i.e. purely for fun!)

Give door prizes if they are awarded random by drawing

CAN'T

Organize games in Village suites or apartment living rooms

Give prizes to the winner of games, tournaments, or sports pools

Use games of chance as a means to raise funds

Organize or advertise sports pools (fantasy leagues, etc.) for betting purposes

GUESTS POLICY

A room adequately accommodates the persons to whom it is contracted and a few guests. Overcrowding rooms is a safety concern and an issue of community welfare. Residents may have no more than one guest per resident per night; overnight capacity in the bedroom may not exceed one guest per resident.

- If students plan to have overnight guests, they must obtain agreement from their roommate in advance. Roommates must have full use of their room at all times and must give consent to overnight guests. If roommates do not agree on having an overnight guest, the right of the student who does not want the guest takes priority.
- Guests may stay overnight in student bedrooms only (residents and guests may not sleep in suite rooms, apartment living rooms, lounges, or other public areas) and must use gender-appropriate or gender-neutral bathrooms.
- Guests may not stay on campus overnight for more than two consecutive nights without special permission from the hall director and may not prolong a visit by moving to another room. If additional nights are approved, the Hall Director will document approval of the extended stay via email to the resident and roommate(s).
- Hosts are responsible at all times for the activities and actions of their guests. Guests who violate any residence hall or university policies may be required to leave and the host held accountable. Damages attributed to guests may be charged to the hosting students.
- Hosts may not give their room key or JMU Access Card (JACard) to their guest. Guests are only allowed to visit their host and are not permitted to wander the halls or visit other residents or rooms unless they are

explicitly invited and escorted by their host.

- Students may not have overnight guests during final examination weeks.
- When hosting guests in a room, apartment or suite (not overnight), the number of people in the room must be no more than the space can accommodate: six (6) per bedroom, eight (8) in a permanent triple and or twelve (12) in. A Village suite common room. For the Apartments on Grace: six (6) per 1 bedroom double and twelve (12) per 2 bedroom double.
- Roommates or other hall residents who believe their rights are being violated or that they are being imposed upon should first discuss the matter with the other party. If this does not lead to a resolution of the problem, residents should contact their RA or residence hall director.

LOFTS

A loft bed is any temporary structure or device that is intended to elevate a single sleeping surface from floor level so that it creates additional floor space in a room.

POLICY

Residents must take full responsibility for the installation and construction of any personal loft beds. The university will not provide such services and assumes no responsibility for the safety of the loft bed. Loft bed construction must be in compliance with the following guidelines:

TEMPORARY TRIPLE ROOMS

In temporary triple rooms, a university-owned loft bed will already be installed. Until that room has been de-tripled and the third set of furniture removed, personal loft beds will not be permitted.

CONSTRUCTION

The loft bed must be totally self-supporting with no attachments to walls, ceilings or other furniture in the room. No nails, bolts, or screws will be permitted in room floors, walls, or ceilings.

- Pressure treated lumber is not permitted
- All trash, including wood scraps and sawdust, must be taken directly to the dumpster and not left in hallways, public areas, or trash containers in the hall.
- We recommend that the bed spring be incorporated into the design of the loft.
- The resident is responsible for storage of all bed parts not used in loft construction and is responsible for reassembling the bed at the end of the year.
- JMU furniture may not be stored in residence hall storage areas.

PLACEMENT

Lofts may not block doorways or windows and should not be in contact with room radiators. Loft construction must not interfere with either the location or operating efficiency of any smoke detector.

SIZE LIMITATIONS

The mattress support area must be no higher than 7 feet from the floor. Ceiling heights vary from hall to hall, but the sleeping surface must be at least 30 inches from the ceiling. Sleeping surface dimensions must not exceed 89 inches long by 47 inches wide.

Any construction of loft beds is at the resident's own risk; however, Residence Life staff reserve the right to deem a loft bed unsafe or in violation of fire code. Failure to remove or modify the loft may result in an immediate \$50 fine and an additional charge of \$50 per day for each day until compliance is met. All student-owned loft beds must be dismantled, and original beds reassembled by the Thursday before final exams to prevent unnecessary noise during final exams. Loft beds may also be dismantled after 11:30am on the final day of exam week. University beds must be properly reassembled before residents check out. If the university bed is not assembled, residents will be assessed a furniture misappropriation fine.

If you have any questions regarding this information, contact:

OFFICE OF RESIDENCE LIFE BUSINESS OPERATIONS
540-568-7576
BUSOPS@JMU.EDU

PAINTING PROCEDURES

POLICY

Metal windows, doorjambs, doors, marble sills, built-in or movable furniture and floors etc. may not be painted. A graphic design and desired location must be submitted on a Paint Authorization form and approved by the Area Director, Hall Director, and residents of the floor before any work is to begin

PROJECTILES

POLICY

Students may not throw or cause to be projected any object or substance which has potential for damaging or defacing university or private property or causing personal injury or disruptions. This would include throwing frisbees or other athletic equipment inside the residence halls and throwing snowballs or water balloons or using water guns in or near the halls, including courtyard areas.

QUIET HOURS

POLICY

The university is committed to providing students with housing in which they may grow and develop both personally and academically. To achieve this type of environment, quiet hours must be established and maintained. The development of an atmosphere conducive to study is the mutual responsibility of all the residents; therefore, the following guidelines are established:

- Students are required to be considerate of the needs of others at all times and to govern the noise level of their music and gatherings accordingly. Courtesy hours are in effect at all times.
 - Every residence hall will have Quiet Hours and these hours will be posted throughout the hall. Quiet hours are 11:00 p.m. to 9:00 a.m. Sunday through Thursday and 2:00 a.m. through 10:00 a.m. on Friday and Saturday. Quiet hours will begin on the first evening the residence halls are open.
 - Quiet hours are in effect 24 hours a day starting at 10:00pm on the Thursday before exam day until the end of examinations. Hall staff in each area may select a short period of time each day when the quiet hours are not enforced, but courtesy hours will remain in effect at that time.
 - The minimum time required for Quiet Hours in every residence hall is from 11:00 p.m. to 9:00 a.m. on weekdays, starting Sunday, and 2:00 a.m. to 10:00 a.m. on weekends.
 - Sound Amplification Equipment: Radios, stereos, musical instruments, air horns, and sound amplification equipment may be used by residence hall students as long as the use of the equipment does not disturb other residents, faculty members or neighbors. Sound equipment or musical instruments may be banned from the hall or confiscated if they are the cause of continuous complaints or disruption. The placement of speakers in room or suite windows or hallways is prohibited.
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RECYCLING

POLICY

JMU will recycle aluminum cans, newspapers, computer paper, magazines, corrugated cardboard, batteries, plastic grocery store bags, toner and paint cartridges.

ROOM INSPECTIONS

POLICY

Each student room will be inspected once every eight weeks for damage and health and safety hazards. The staff in each building will designate the time of the inspection and notify students appropriately. Submit StarRez documentation or Maintenance Requests for those rooms that are damaged or have health & safety hazards.

SMOKING/VAPING POLICY

Smoking is defined as the burning, lighting or use of a tobacco product or marijuana and any other smoking device or equipment that includes cigarettes, cigars, electronic cigarettes (e-cigarettes), vaporizers, hookahs, and pipes. Smoking is not permitted in any residence hall room, suite, or floor.

Students of legal age to use tobacco products must go outside the building to smoke and stay away from hall doors and windows. Smoking is not permitted in the Village courtyard areas or on Bluestone Hall porches/patios. Smokers are required to use ash urns to dispose of their smoking material waste and are prohibited from littering state-owned property with smoking material waste. A student(s) will be billed for the cost for tampering with fire safety equipment and/or any cost associated with damage to, or maintenance of fire equipment or room caused by smoking.

STATE OR FEDERAL STATUTE AND/OR REGULATION

Effective July 1, 2019, Code of Virginia § 18.2-371.2 prohibits the possession or use of any tobacco product, nicotine vapor product, or alternative nicotine product by any individual under the age of 21, unless the individual is over the age of 18 and is active-duty military personnel. The statute also prohibits sale to, distribution to, purchase for, or knowingly permitting the purchase of such products by any person less than 21 years of age, unless the person is an active-duty military personnel over the age of 18. All residents involved in violation of the statute may be subject to disciplinary follow up, including fines and/or referral to the Office of Student Accountability. If no one claims responsibility for tobacco products found in a student room, suite or apartment, the residents of that unit will be held accountable for the tobacco products. Smoking is defined as the burning, lighting or use of a tobacco product or marijuana and any other smoking device or equipment that includes cigarettes, cigars, electronic cigarettes (e-cigarettes), vaporizers, hookahs, and pipes.

SOLICITATION & DISTRIBUTION POLICY

Students or student organizations may not engage in advertising, distributing or selling any goods, services, publications, fliers, tickets or soliciting/requesting information or interviews. They may not solicit, for any purpose, using university telephones, property or buildings. Door-to-door solicitation and/or distribution or collecting information, interviewing or surveying residents in residence halls, is prohibited. Exceptions related to residence halls for the purpose of service programs and fundraising projects must be approved in advance by the Associate Director, Community Development for Community Development.

All students or student organizations planning to conduct programs on or off campus requiring an agreement with Non university agencies must obtain the permission of the Director of Student Life and, in some cases, the Vice President for University Advancement.

Non-student and Non university related organizations cannot sell, distribute, or solicit in the residence halls for any purpose whatsoever without written authorization from the Assistant Vice President for Finance. If approved by the Assistant Vice President for Finance and by the Associate Director, Community Development (contact the Associate Director, Community Development first), programs or demonstrations of legitimate products may be presented in residence halls only under the following conditions:

Presentations by the sponsored persons or company shall be limited to demonstration or display of merchandise and appropriate promotion, except that it may not include solicitation of orders, signing of contracts or exchange of money. The demonstration or promotion shall be such that it does not unreasonably disrupt other hall activities.

Solicitors may leave calling cards, catalogs or order blanks with students but may not transact business or seek promises for future transactions.

A member of the residence hall staff must agree to be present to observe the program.

No resident of the hall or member of the hall staff may profit from presentation by virtue of their role in securing sponsorship of the solicitor. Free gifts, commissions or any other forms of remuneration are not allowed.

Door prizes, discounts or any other form of free gifts used to promote attendance or to encourage interest must be available to all on an equal basis.

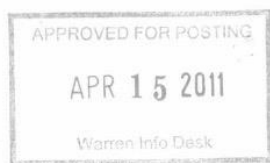
No door-to-door solicitation or distribution is permitted.

Residents may not permit their guests to be involved with any type of solicitation of goods, services, or information in the halls.

Violations may be subject to disciplinary action.

APPROVAL TO POST FLYERS.

There are two “approved for posting” stamps that Residence Life staff will see on posters and flyers. Here is the difference.



The square stamp above is obtained in the Madison Union. This stamp is required for students to post flyers in Approved Public Posting areas across campus. Each residence hall should designate an Approved Public Posting area inside or outside of the building. Students and student organizations are instructed to get their flyers stamped and then visit the Approved Posting Areas personally to hang their flyers. We ask them to visit the halls during Duty Hours whenever possible and ask them to get the staff member’s help in posting the flyers in that hall’s Approved Public Posting Area.



The round stamp above is used by the Office of Residence Life to approve flyers given to us by departments like the Counseling Center, Health Center, Libraries, etc. This stamp is NOT used for student or student organization flyers. The round stamp indicates that the Office of Residence Life has approved the flyers to be posted by the hall staff in the hall. These flyers may be hung in areas outside of the Approved Public Posting areas in other appropriate locations.

If you would like to post something in the Residence Halls, please send an email with your request and attach your flyer/poster to:

RES-LIFE@JMU.EDU
ATTN: HUGH BROWN & SYDNEY WOOD

STORAGE ROOMS POLICY

The residence hall storage rooms are provided for the convenience of students who use them. No inventory of stored items is made. The university will take reasonable precautions to safeguard the items stored. However, it must be understood that items placed in these areas are stored at the owner’s risk. The university will make no reimbursement for items lost, damaged or stolen. Items stored during the school year must be picked up before the residence halls close for the summer.

TECHNOLOGY POLICY

- Tampering with or altering any data, voice, video or other technology ports in bedrooms or public areas of residence halls is strictly prohibited. Installation of cable TV or Ethernet splitters is also prohibited.
- Students may not use JMU Ethernet or JMU electronic addresses nor ResNet Ethernet and wireless access to conduct private business. The equipment is for educational use only.
- The installation of personal wireless routers and hubs is not allowed in Residence halls because of the high probability of interference and security issues.
- Any university employee who identifies themselves as a James Madison University employee while engaged in social media activity shall be subject to all university policies and procedures and shall conduct themselves in accordance with the university’s Standards of Conduct.
- The hall office computer is for Resident Adviser and Hall Director use only. The computer may not be used to conduct personal business. It is for work and educational use only. Any issues with the computer should be reported to the Residence Life Technology Manager.

TRASH POLICY

Students are responsible for placing their trash in designated areas in the residence halls or in a dumpster or outdoor trash room. Failure to do so may result in disciplinary action and/or fines. Personal trash should not be disposed of in bathrooms or common area trash cans.

WEAPONS POLICY

No faculty or staff member, student, affiliate, or contracted service representative shall carry, maintain, or store a weapon, concealed or otherwise, on any property owned, leased, or controlled by the university, except as provided herein. No visitor shall carry, maintain or store a weapon, concealed or otherwise, in any controlled space owned, leased or controlled by the university or at any university event. Items that are used as weapons on property owned or operated by the university, whether or not they fit the definition above, will also subject the user to discipline or removal.

Weapons include, but are not limited to rifles, shotguns, handguns, knives, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion or mechanical means. This also includes, but is not limited to, BB guns, paint ball guns and pocket-knives. Reasonable facsimiles of weapons are not allowed. Students who need to store weapons used during hunting season may contact JMU Police for guidelines. See the University Policy on the Prohibition of Weapons (Policy #1105) and/or the JMU Student Handbook for additional information on the weapons policy.

WIRELESS ROUTERS & SPLITTERS POLICY

The installation of personal wireless routers and hubs and/or cable TV or Ethernet splitters is not allowed in Residence halls because of the high probability of interference and security issues.

HOUSING

CONTRACT RELEASE (JMU HOUSING CONTRACT) POLICY

The JMU Housing Contract is a legal document between a residential student and JMU. It covers the full academic year (i.e., fall and spring semesters). Resident Advisers and Hall Directors may receive questions from residents on how they can break their housing contracts. Please understand that the contract is a binding agreement. Students are rarely released from the contract. If you receive questions, please direct residents to follow the procedure outlined below.

HOUSING ACCOMMODATION REQUESTS POLICY

JMU has formed a Housing Accommodations Request Committee to evaluate requests based on medical or disability related conditions. It is the student's responsibility to provide current documentation in order to accurately and equitably evaluate requests. Documentation should consist of an evaluation by an appropriate clinician that specifically relates the current impact of the condition to the request. For more specific information, see <https://www.jmu.edu/reslife/housing/accommodations.shtml>. The deadline for returning students is generally mid-March and the deadline for incoming students is generally mid-June each year.

STUDENTS MUST INITIATE THE REQUEST FOR HOUSING ACCOMMODATIONS.

NOTE: *STUDENTS ARE NOT PERMITTED TO INSTALL AIR CONDITIONING UNITS IN ANY UNIVERSITY SPONSORED HOUSING FACILITY.*

ROOM CHANGE POLICY

This policy allows a student to change the room assigned to them by Housing. A student may request a room change at specified times during the semester. Students can submit room change requests through the Online Housing System using the steps below. While it is not required for students to meet with a hall staff member prior to requesting a room change, it is encouraged for them to do so, as well as notify their current roommate(s).

Room changes will not be processed during (approximately) the first three weeks or the last three weeks of each semester except in special cases and emergencies. However, the Office of Residence Life will accept a request for a room change a week prior to the end of the room change freeze. This maximum 3-week room change freeze allows for verification of vacancies and for the reassignment of those students in temporary spaces.

TEMPORARY TRIPLES POLICY

When the third student has moved out of a temporary triple room, the remaining students will have two options. All of the triple furniture will be removed (loft bed, mattress, desk, chair, dresser, and wardrobe) or all of the triple furniture will remain in the room.

OPENING & CLOSING

CHECKOUTS POLICY

IF HOUSING IS NOTIFIED OF A STUDENT WITHDRAWAL/CHECK OUT FIRST

1. Housing notifies the Hall Director a student has withdrawn from the University and needs to move out of the building.
2. Housing emails the student to inform them that they need to move out within 48 hours (2 days). Housing emails the roommate so they are aware that the room will be checked.
3. HD must check their space to see if the student has moved out or talk to the student about their plans. If the student has moved out, the HD should document the date of the check out in the StarRez housing system along with documenting that the room key was returned. If the room is completely vacant, a maintenance request should be entered to have the room cleaned.
4. If HD cannot find the student in the building and cannot confirm that the space is vacant within 48 hours (2 days), an email needs to be sent to res-life@jmu.edu with an update. Housing will then call the student using home and cell numbers from StarRez.
5. If there is no contact with the student after three days (five days total since the first attempt,) Housing will contact the HD who should work with the Area Director to determine what to do with the student's belongings. Items will be boxed and stored temporarily while additional attempts are made to contact the student at home by the HD or AD. The student will be checked out of StarRez by Housing on day five, and the space marked as temporarily unavailable until an email stating that the space is vacant has been received to Housing at res-life@jmu.edu.

IF HALL STAFF IS NOTIFIED OF A STUDENT WITHDRAWAL/CHECK OUT FIRST

- After the student has completed a standard or express check out, the HD should email res-life@jmu.edu with the name of the student, student ID, room number, and date they checked out. This email should be sent within 24 hours of check out.
- Housing will confirm the student withdrawal with the registrar, check the student out in StarRez, generate refund if appropriate, and cancel the student's housing contract.

FOR STUDENTS WITH FEWER THAN 12 CREDITS

- Housing runs a report at the beginning of the semester identifying students who have fewer than 12 credit hours. Students who anticipate a change in their class enrollment are encouraged to email res-life@jmu.edu requesting an exemption to the full-time enrollment requirement in order to remain in their building.

FOR STUDENTS ENROLLED IN ZERO CREDITS

- Should a student not be enrolled in any classes, Housing will contact the student to determine their plans for a) vacating their residence hall or b) enrolling for more credits. Should the student indicate a plan to move out, Housing will email the HD who should follow the checkout procedures above.
- If the student does not respond to contacts by Housing or the HD, an email will be sent to the student regarding possible trespassing violation. If the student still does not respond and Housing has confirmed that the student has not used the JACard for building access or dining, the student will be checked out of the space in StarRez and the vacancy will be marked as temporarily unavailable until the space can be confirmed as fully vacant. Housing will contact the HD who should work with the Area Director to determine what to do with the student's belongings. Generally, items will be boxed and stored temporarily while additional attempts are made to contact the student at home by the HD or AD. Once the items are removed, the HD should email Housing at res-life@jmu.edu that the space is vacant and available.

OPENINGS & CLOSINGS POLICY

At the conclusion of the academic year, residents are encouraged to properly check- out of their residence hall within 24 hours after completion of their last exam. Students needing to stay past the official closing time must request to do through our late stay request process. All residents who are not involved in graduation ceremonies and living in university housing must check-out by the closing time designated in the Student Handbook unless they have been given permission from Residence Life to stay late.

To view the residence hall openings and closings for 2025-2026. [Click here](#)

ROOM CONDITION FORM POLICY

All residents upon moving into university housing or relocating to a new space on campus must complete a Room Condition form within 7 days. Room Condition Forms can only be submitted once through StarRez.

SAFETY & SECURITY

BALCONIES, ROOFS, WINDOWS & SCREENS POLICY

Students are not allowed on roofs, ledges, or elevated balconies of residence halls. Students may not sit in or hang objects or persons out of open windows. Students may not throw or drop objects from windows. The deliberate removal of screens from any residence hall window or any damage to a screen is also prohibited and will result in a bill for repair/replacement.

BICYCLES, WHEELED VEHICLES & HOVER BOARDS POLICY

Bicycles may not be kept anywhere inside academic or administrative buildings or in public areas of the residence halls not designated for bicycles. If all residents of a living unit agree, bicycles may be stored in students' rooms, apartments, and suites. Storage may only occur within designated areas. Bicycles may not be locked to stairwells, handrails, or handicap access ramps.

All bicycles should be registered with the JMU Police, and each bicycle should be numbered. This system of registration is now required to help prevent vandalism or theft. The Office of Residence Life is not responsible for lost or stolen bicycles.

Students may not ride bicycles, skateboards, scooters (including electric/gas powered scooters), or other wheeled vehicles in residential facilities. The university will confiscate these items if improperly placed in student housing areas. Students who are found to have caused damage inside of a residence hall because of riding any type of vehicle can be subject to disciplinary action including but not limited to referral to the Office of Student Accountability, paying restitution costs, fines, etc. Wall mountings to store bicycles are not permitted, and any damages caused by the storage or transportation of a bicycle/or other transportation device are the responsibility of the owner. Residents and their guests are responsible for cleaning up any mess resulting from a bicycle, or any wheeled vehicle being brought into or taken out of a residence hall. Electric scooters may be brought into residential facilities; however, the charging of "Bird" or any other commercial electric scooter batteries is prohibited within residential facilities, personal electric scooters must be charged inside student rooms. Electric scooters may not be stored in common areas and the roommate should agree before the device is stored in their room. Motorcycles, mopeds, gas powered scooters and other motorized vehicles may not be brought inside the residence halls and must be parked appropriately outside. Students who violate this policy may forfeit their privilege to store their bicycle(s) and/or electric scooters within the residential facility.

Due to concerns from the Consumer Product Safety Commission and guidance from the Virginia State Fire Marshal regarding the safety of hoverboards, James Madison University prohibits the devices and their chargers in all JMU-owned buildings including residence halls. Hoverboards may not be used, charged, or stored in any JMU owned or leased building.

ELEVATOR SAFETY/REPAIR POLICY

Tampering with or misuse of elevators is prohibited since it can create safety concerns, damage and excessive wear and tear on elevators.

RESIDENCE HALLS WITH ELEVATORS:

Residence Hall (# of Elevators in building)

Apartments on Grace (2)	Gifford Hall	Potomac Hall (2)
Chandler Hall (2)	Harper Allen-Lee Hall	Shenandoah Hall (3)
Chesapeake Hall (2)	Hoffman Hall	Shorts Hall
Converse Hall	Logan Hall	Wayland Hall
Eagle Hall (2)	Paul Jennings Hall (2)	Wampler Hall

ENTRY AND SEARCH POLICY

The university is viewed as an educational community; therefore, the courts have upheld the university's right to enter and search students' rooms in order to preserve the educational environment. This process may not be used in an arbitrary and capricious manner that unnecessarily deprives a student of fundamental constitutional protection. (In accordance with university housing policy and contract, routine maintenance inspections may be conducted in a manner separate from this policy.)

KEYS/LOCKOUTS POLICY

Each student living in a residence hall will be issued a room key, unless they have a card reader/Mobile ID on their door. No student may lend any key to any other person. Potomac and Harper Allen Lee Hall residents will not have room keys, there is a mobile room door entry lock system in those buildings.

A student who enters or leaves the residence hall is responsible for securing the door. Propping or otherwise preventing any door from being completely secure is a serious safety violation.

Security of each residence hall requires that students lock their bedroom and/or suite doors and keep their keys with them when they leave their rooms. Lost keys should be immediately reported to a Residence Life staff member. Staff members in each hall are able to issue a temporary room key. However, abuse of this staff function or breach of hall security may result in disciplinary action and/or fines.

Residence hall room keys may not be duplicated. Suite combinations may only be shared with residents of the individual suite.

Students are **NOT** to admit unauthorized or uninvited persons into the residence hall at any time.

MISSING ADULT COMMUNITY MEMBER PROCEDURE POLICY:

Missing Student Notifications for Students Residing in University Student Housing. The Clery Act requires institutions that maintain on-campus housing facilities to establish a missing student notification policy and related procedures (20 USC §1092(j), Section 488 of the Higher Education Opportunity Act of 2008).

When it is determined that a residential student is missing from the JMU community, University staff, in collaboration with James Madison University Police, will be guided by this Missing Student Notification Policy and related procedures.

The University will provide every student living in university student housing the opportunity and means to identify a contact person the University will notify if ever the University determines that the resident student is reported missing. Missing student contact information provided by a student will be registered confidentially, accessible only to authorized University officials. JMU officials may not disclose it except to law enforcement personnel in furtherance of a missing-person investigation.

Any individual who believes a student living in university student housing may be missing should immediately contact the University Police Department (JMUPD) at 821 South Main Street, Anthony-Seeger Hall, or by phone at 540-568-6911. The JMUPD will notify the Dean of Students Office (DOSO) on receipt of a missing-student report. When such a report is received, both DOSO and JMUPD will attempt to determine whether the student is, in fact, missing.

MOBILE ID

WHAT IS MOBILE ID?

Mobile ID is an app available on Apple/Android devices that will allow students entry into labs, classrooms and their assigned residence halls.

This app does NOT replace JACards

DOWNLOADING AND SETTING UP THE MOBILE ID APP

1. Download Mobile ID from the Apple App/Google Play Store



2. Open the app: Server URL is **cardweb1.jmu.edu**
3. Click **"Authenticate my device"**
4. Login with your JMU eID and password
5. Click **"Authorize"** and wait for the screen to change
6. When prompted, create a PIN to be used to access the app

TO USE MOBILE ID

1. Open the Mobile ID app
2. Click **"Choose"** to access a list of recent locations **OR** type in the location number listed on the reader
 - › **READER:** The device that is used to swipe JACards for entry into buildings as well as for dining, laundry, etc.
 - › Each reader has a label with a 4-digit number
 - › You will need to enter the 4-digit code into the Mobile ID app when accessing that door
3. Swipe the card icon on the screen

WHO TO CONTACT FOR ISSUES

For any issues with the card swipe mechanisms or access issues, please submit a maintenance request.

Go to **www.jmu.edu/orl/index**; Select **"Submit a maintenance request"** under Quicklinks

HOW CLOSE DO I NEED TO BE TO THE DOOR FOR MOBILE ID TO WORK?

For security purposes Mobile ID must be used within close proximity to the door for the signal to be properly transmitted (about 3-7 feet). You will not be able to let roommates and/or friends into the room when you are not present.

For any questions, concerns or suggestions in regard to The Office of Residence Life Manual, please contact the appropriate department below:

JAMES MADISON UNIVERSITY - THE OFFICE OF RESIDENCE LIFE

Huffman Hall, 200 Huffman Service Dr., Harrisonburg, VA 22807

Monday – Friday, 8:00 a.m. – 5:00 p.m.

540-568-HOME(4663)

www.jmu.edu/reslife

res-life@jmu.edu