



UF/IFAS Gulf Coast Research & Education Center Housing Handbook



Rules and Code of Conduct Updated 6/2021

30 minute drive away, while parts of Tampa are approximately a 45 minute drive. From our location, there are numerous world class beaches within a 1 hour drive. We are also about 1 hour from many major amusement parks in Orlando, Florida, including Walt Disney World and Universal Studios. The time of year which you are staying here may suggest bringing assorted clothing as this area may still reach freezing temperatures on occasion during the winter months.



You will need to provide pillow (s), bedding such as sheets, comforters, mattress, bath linens – towels, washcloths,

etc., personal hygiene products, food and beverage. A clothes washer and dryer are provided, as well as cooking implements such as pots, pans and utensils. **Depending on your length of stay, it may be advisable to obtain a car or some sort of transportation as public transportation to the center is unavailable. Transportation arrangements need to be made with your faculty supervisor prior to arrival to ensure all your basic needs are met.**

Departure Checklist

The following should be completed by the resident before vacating the property.

	Remove all trash from bathroom and bedroom area.
	Clean/sweep floor of bedroom area and wipe down all surfaces.
	Remove scuffmarks and other debris from the walls of your bedroom.
	Remove all personal belongs from the bathroom and bedroom.
	Remove all food items from cupboard and wipe down the shelves.
	Remove all food items from the refrigerator/freezer and wipe down the area you were using during your stay.
	Complete any assigned chores one last time and be sure the House Leader reassigns your chores to another resident.

all around the toilet, tank, seat, etc. Add a blue disinfecting tablet to tank if needed. Take out the trash and replace bags. Try to use grocery store bags to recycle them.

Floor: Sweep and mopping just like kitchen floor.

Shower: Wipe the curtain and spray available cleaner on the walls once a week.

All questions, comments, changes should be directed to the GCREC Housing Administrator.

Please remember to be courteous to others in the house.

This handbook is designed to give an overview of the University of Florida Housing and Residence Life Community Standards. These policies have been established in the best interest of the residential community at large in accordance with other university regulations, local, state, and federal laws, and input from previous residents.

**GCREC Housing Policies (Local Administration)
POLICY & GUIDELINES FOR USE OF GCREC HOUSING
Effective 7/2021**

Intent

UF-IFAS students are likely to establish their main residence on or near the main campus in Gainesville while attending classes. GCREC Housing makes research at GCREC more attractive by giving students greater flexibility and reducing their housing costs. In addition, research can be accomplished during summer months at the Center without the added cost of a second residence. The intent of this policy is to allow the use of GCREC Housing for the benefit of students who are enrolled in formal UF-IFAS curricula to reside at the Center for the purposes of completing their graduate degree requirements. In addition, housing may also be used to promote research programs through the housing of non-degree students referred to here as Interns. Interns are GCREC faculty sponsored students, visiting students, students in training, and cooperative studies students. The families of married students will not be housed in the residences.

Administration

1. The Center Director shall administer policy regarding GCREC Housing.
2. All coordination and assignments for use of GCREC Housing shall be the responsibility of GCREC Housing Administrator. The GCREC HOUSING COMMITTEE shall serve as a discussion body to debate and recommend policy changes to the Center Director.
3. The Housing Administrator shall maintain a schedule of planned occupancy. The schedule will be available for viewing upon request.

4. The GCREC faculty member sponsoring a Housing Applicant shall initially complete and submit the Graduate Student Housing Application Form to the GCREC Housing Administrator by email. This form is available upon request to the Housing Administrator.
5. When considering each request, the Housing Administrator shall emphasize the following priorities:

Housing requests will be prioritized as followed:

- 1) UF Graduate Students.
- 2) Graduate Students enrolled in other universities working with GCREC Faculty on specific projects.
- 3) Interns, non-degree students, visiting students, students in training and cooperative studies students working with GCREC faculty.

UF/GCREC faculty-sponsored, full-time UF registered graduate students or graduate students currently enrolled in other universities, and invited by GCREC faculty, may apply for available housing by submitting the Graduate Student Housing Application. Current residents will be given housing priority over new applicants. Application deadlines are established (below).

February 1 for Summer Semester Housing (May 1-July 31)

June 1 for Fall Semester Housing (August 1-December 31)

September 1 for Spring Semester Housing (January 1-April 30)

Any vacancy after the deadline will be open to interns. Interns will be restricted to a maximum of six months. Applications received after the deadline will be accepted as application for the following semester if all available housing space is taken.

Temporary housing for non-student professionals (Visiting Scientists/ Research Scholars/Postdocs) will be made available in the HUD house (2 residents only), pending space availability. Housing for non-student professionals will not exceed 6 weeks. Requests must be submitted to

Kitchen Sink: If you wash dishes or pots, clean the sink drainer from food leftovers. Run the garbage disposal if you have left food in it. Run water at any time you use the disposal. To clean the sink, scrub with soap or whatever is available and a sponge weekly.

Stove: You should clean the top of the stove after you cook. If you spill food, clean after yourself with all purpose cleaner and a paper towel. Replace aluminum foil if you get it dirty. To clean: Lift the top of the stove and make sure is clean. Wipe down if necessary. Put the top stove back on its place; replace aluminum foil on the burner plates if needed. Put burners back.

Back Porch: Clean the table with wipes or cleaner and sweep the floor.

Dishwasher: People using the dishwasher should agree on using 'Clean' or 'Unclean' to know when dishes are done or need to be done. The dishwasher use is like the laundry system and should be done on a person by person basis. If you choose to use the dishwasher please remove items in a timely fashion. You can wash plates, glasses, cutlery, and other easy washing kitchen stuff. Pots or pans should be hand washed and returned to storage. The machine does not scrub the dishes, so you should rinse them before putting them in the dishwasher. Add dishwasher detergent to the dispenser (do not use liquid dish soap). Select 'normal washing' cycle and press start. A light on the dishwasher panel will turn on that indicates dishes are clean and dry. You should put the dishes away on the cabinets/drawers provided.

Dish drainer: It will be used only to let dishes drying for short periods of time. It is your responsibility to put your dishes away.

Bathroom Sinks: Once a week spray and clean both sinks with available cleaner or disinfecting wipes. Wipe the counter around the sink and free areas. Clean the mirror.

Toilet: Spray and scrub once a week with available cleaner. Wipe out

hours. For those early risers please refrain from making lots of noise until 8:00 a.m.

18. Please review rules with your housemates. If anyone needs to have a conversation to work through things, the resident leader will be available for discussion of problems and determining solutions.
19. Room changes can be arranged if there is a problem. See the Housing Administrator to discuss any changes.

HOUSE CHORES DESCRIPTION

Microwave: You should cover your food before using the microwave. If you spill food, clean after yourself. Do not wait for the person in charge of this chore to do it for you. To clean: wipe down inside and outside of the microwave with a paper towel and all-purpose cleaner or surface wipes. Hand-wash the rotator plate if needed, dry it and place it back.

Floor: Everyone must take care of keeping the floor clean. If you get dirt inside, sweep and/or mop. Do not wait for the person in charge of this task to do it for you. To clean: sweep the floor. Dilute floor cleaner as directed on the bottle with warm water and mop. Sweeping and mopping will need to be done weekly. If you make a noticeable mess from mud, dirt, or some other mess please clean up that area.

Tables: Clean after yourself. Use all purpose cleaner or surface wipes and wipe it down with a paper towel weekly including living room tables.

Counters: Clean after yourself. Use all purpose cleaner or surface wipes and wipe it down with a paper towel once a week. Do not let food sit for long periods of time over the counters.

Vacuum: Pass the vacuum cleaner on the living room carpet once a week. Move the tables and seating areas to get under the edge of furniture.

the GCREC Housing Committee well in advance of arrival. Priority will follow the request submission date.

6. Students must be 18 years of age or older to stay at GCREC Housing.
7. Male and female living areas are divided by sleeping areas. Adherence of male and female only sleeping areas will be strictly held to. During normal non-quiet hours determined in resident policy, males and females may visit in each other's room. These hours may be modified depending on roommate preferences or quiet hours. Male and female living areas are divided by sleeping areas. Adherence of male and female only sleeping areas will be strictly held to. During the hours of 10:00 AM to 10:00 PM, males and females may visit in each other's side of the room. These hours may be modified depending on roommate preferences or quiet hours.
8. Increased noise should be expected, so it is recommended that the roommates come to an agreement of what is an acceptable level of noise. Inappropriate behavior that might make your roommate uncomfortable is not allowed.

NO VISITORS ALLOWED AT THIS TIME UNTIL FURTHER NOTICE

VISITOR POLICY

Your visitors are your responsibility. Your visitor should be accounted for at all times. This includes leaving them alone in your room for extended periods of time. If you are not comfortable with visitation, please see the Housing Administrator to possibly be assigned a different roommate.

All Visitors must check in at the front desk or with the Resident Leader after GCREC business hours and fill out the Visitor Form. Residents are responsible for informing the resident leader, Housing Administrator, and residents in their house that they will have a visitor prior to their arrival.

Current students are allowed to have visitors for a 3 day/2 night stay with approval of all housemates and if a vacant room is available. Repeat visitors are allowed two stays in a one month period. Visitation by the same guest that exceeds the two stays per month limitation and any extended stays (exceeding 3 day/2 nights) may be approved by the housing committee. Special visitation requests must be approved by the Center Director at least one week in advance of visitation with a maximum of 7 days for extended visitation. Residents are responsible for any damage caused by their guests. The University and GCREC will be held harmless if the guest is injured during their stay.

Transportation: The use of state-owned vehicles and UF funds for personal needs is prohibited. Sponsoring faculty are responsible for the well-being of their graduate student and/or intern and should not assume that other residents will assume this responsibility. This includes transportation, entertainment, grocery shopping, etc.

Rental Payments: Rent is due on the first of each month either by check or cash, and should be paid in person to the fiscal office Room 107. GCREC does not process credit card payments. Residents should check with their banks for auto bill pay options. This will ensure that rent is paid each month on time. Residents should report to the fiscal office if there is an issue with paying their rent. Residents that do not pay or are consistently late with their rent will be subject to eviction from the housing.

10. Please pick up after yourself when you use the table and living area. Please remember to turn off lights when not in use.
11. The front and back door are always to remain locked for security purposes. If you are going in and out of the house, you may unlock it temporarily but please try to remember to relock the door when you are done.
12. Please make sure that the privacy doors on both the girl's side and boy's sides are always closed. They are designed for people to be able to walk between the bedroom and bathroom without being exposed to the common area.
13. Please keep the TV at a reasonable volume.
14. Please keep phone conversations to a minimum from the living room. If you have additional phone needs, please see the Housing Coordinator to direct you to better options.
15. The kitchen counters are not to be used as storage. If you have personal food, it needs to be placed in your assigned cabinet space. If you run out of space, please contact the Housing Coordinator.
16. Use the erase board hanging in the living room if you have any quick comments for the entire house or specific notes for people you can't communicate with otherwise. Please refrain from using this board as opposed to direct discussion with one person. If you are uncomfortable discussing the issue with the person in question, see the Housing Administrator.
17. **Bedrooms:** You are living in close proximity with others, so please try to be accommodating for your roommate. Please observe quiet hours in your room based on whatever you and roommate decide on as long as they follow house-mandated guidelines. Weekend hours are subject to different interpretations. Please discuss with your roommate on quiet

3. There are some assigned areas in refrigerators and other areas are community. Please try to only take your share of the refrigerator. Also, please clean up your expired food, as it may begin to smell or rot.
4. Please keep the counters from becoming storage. Use assigned pantry space for personal items. Counter space is for food prep.
5. Bathroom chores are also listed in the common area. They are listed by boys and girls sides and remember that one person's idea of cleanliness might not be yours, so help keep all areas clean.
6. During resident absences for meetings, vacation, and breaks, if you notice someone gone or one area being neglected try to help out. If you know you are going to be gone for any period, please let your housemates know so they may cover your chores.
7. Monthly meeting should be held so residents can discuss rules and concerns. It is recommended that each resident contribute \$5 - \$10 each month to buy items for the house such as toilet paper, paper towels, garbage bags, etc. Money left over is put away for the next month's list.
8. **Laundry:** You should be prepared to promptly remove clothes from the washer and dryer after they are done, so other people can use them. A general guide would suggest that you would not leave clothes that are done in either machine more than an hour or two. It is not recommended that you leave the house for very long when doing laundry. If you would like to do laundry over the course of the evening please remove it in the morning as soon as you have an opportunity.
9. **Common areas:** Quiet hours are from 10:30 pm – 6:30 am on the weekdays and 12:00 pm until 10:00 am on the weekends. All other times please try to keep noise to a minimum.

OCCUPANT RESPONSIBILITIES



1. Before occupants can use their personal computer in the housing unit, they must meet with the GCREC IT Specialist first to make sure that it is adequately virus protected. For use of computers at GCREC, occupants must adhere to the UF Acceptable Use Policy found on the UF website. **In addition, do not download any Wi-Fi routers on your personal computer or laptop.**
2. **Neither the University of Florida, IFAS, GCREC nor the Housing Committee assumes any liability for personal possessions during occupancy. All residents should consider obtaining renter's insurance.** Renter's insurance, often called tenants' insurance, is an insurance policy that provides some of the benefits of homeowners' insurance, but does not include coverage for the dwelling or structure. It provides liability insurance and the tenant's personal property is covered against named perils such as fire, theft, and vandalism. It also pays expenses when the dwelling becomes uninhabitable. Due to renters' insurance existing mainly to protect against losses to the tenant's personal property and provide them with liability coverage but not to insure the actual dwelling, it is significantly less expensive than a homeowners' policy. **The University of Florida nor GCREC is responsible for insuring the dwelling itself but bears no responsibility for the tenant's belongings.**
3. Occupants shall provide pillow(s), mattress cover (twin size), linens, bathroom supplies, and other supplies of a personal nature. Current cookware supplies in the dormitory are



available for use.

4. In accordance with University of Florida and State of Florida rules, residents are not permitted to have open containers of alcohol outside the residence. Alcohol use is strictly prohibited for an occupant under 21 years of age.

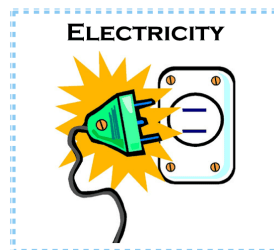


5. Pursuant to UF- 2.022 of the University of Florida Regulations, tobacco use, either by smoking or other means, is prohibited in all areas of the University campus. "SMOKING" means

inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, shisha and any other lighted tobacco products. This also includes any lighted substance, including but not limited to cloves, spices, incense, herbs, and illicit drugs. Possession and/or use of hookahs is prohibited.

6. Residents are not allowed to use any air freshening products that are plugged into an electrical outlet. Possession or use of all candles (including wickless and candle warmers) and incense/smudge pots or trays for any purpose is prohibited in the residences. Diffusers or air fresheners such those that can be sprayed or gel pop-top air fresheners are acceptable.

7. **Extension cords/multi-plug adaptors** - For the protection of the residential community, residents are permitted to use extension cords with the following restrictions: Only UL (Underwriters Laboratories) certified three-prong grounded extension cords that are 14 gauge or heavier are permitted to be possessed and/or used inside the residence halls. The extension cord must be equipped to



the housing of non-degree students referred to here as Interns. Interns are GCREC faculty sponsored students, visiting students, students in training, and cooperative studies students.

25. Violations of policies that come before the committee may result in removal from the housing.

These policies may be updated in the future and revised forms will be provided for residents to acknowledge and sign.

RESIDENT POLICIES

These are general rules for the grad house. These policies were written by grad students who have stayed in the house. They were designed for comfort of the other members of the house and to distribute the common cleaning chores better. Residents are a diverse group of individuals, but these rules allow some continuity when living in close quarters. Residents should have monthly meetings to discuss any problems.

Chores: A chore list should be made available in the common area. As the chore is completed, the designated person must is required initial and date. This will assist the Housing Administrator in determining where problems might exist or who might not be doing their part to keep the house clean.

1. Clean up after yourself when you cook in the kitchen. Food left out after cooking will not be tolerated. Remember that there could be 7 other people behind you waiting to use the counters and stove.
2. If you cook every night you need to be more active in cleaning. Some students don't cook and should not be responsible for your mess.



reviewed the appeal if one occurs the decision is final, and the resident may move.

20. Graduating students have 30 days from their graduation date to vacate the residence.

21. No pets allowed.

22. Any exceptions to this policy will have to be approved by the GCREC Housing Committee. In the event an issue arises that is not explicitly outlined in the current policy the housing committee will meet to discuss the issue. The decision of the committee will be final and effective immediately while grandfathering existing residents to the old policy except when in direct contradiction to the new policy. In the event of issues or conflicts between two residents the resident leader should be informed. Undefined areas in question will be referred to a member of the housing committee to determine the interpretation until the housing committee can meet. The resident leader will attempt to resolve the issue first and if necessary, will recommend mediation with GCREC administration.

23. UF/GCREC faculty sponsored, full-time UF registered graduate students may apply for available housing accommodation by submitting the Graduate Student Housing Application Form. Current residents will be given housing priority over new applicants. Any vacancy after the deadline will be open to interns. Interns will be restricted to six months or until the end of the second semester, whichever is longer.

24. GCREC Housing for the benefit of students who are enrolled in formal UF-IFAS curricula to reside at the Center for the purposes of completing their graduate degree requirements. In addition, housing may also be used to promote research programs through

plug in **one item only**. An extension cord that meets all other requirements and is designed for more than one item to be plugged into it is not allowed because this type of extension cord is considered a multi-plug device without a circuit breaker.

NOTE: The lower the gauge number, the heavier/thicker the cord is. Cords cannot exceed 10 feet in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet. Only UL (Underwriters Laboratories) or ETL certified multi-plug adapters with circuit breakers are permitted to be possessed and/or used inside the residence halls. Minigenerators with circuit breakers that back-up devices or conserve power are prohibited. Up to three appliances/items may be plugged into one multi-plug adapter per double outlet. The maximum wattage for a double outlet is 1,500 watts. Extension cords and multi-plug adapters may not be connected. Items may not be plugged into outlets/plugs contained in other items.

8. Maintenance and repairs shall be requested through the Housing Administrator or Associate Director. The Housing Administrator shall make monthly inspections of facilities and recommend changes or repairs to the Center Director. Any tours to visitors showing any of the housing units must be restricted to the common area only. Residents will be notified via email at least 24 hours prior to any entry into the housing for inspections or maintenance and repairs, unless entry is required for an emergency situation. If this is the case, residents will be notified as soon as possible upon the report of the emergency.

9. GCREC shall maintain the facility including appliances, plumbing, heating and cooling, septic system, power, and water.

10. Cooking is permitted only in the kitchen. Persons using the kitchen are responsible for proper cleanliness. Trash must be

covered at all times and deposited into the GCREC trash cans by the occupants and taken to the dumpster on the east side of the property by the fields on a regular basis. Scheduled cleaning responsibility will be posted and agreed among the residents. Failure to maintain this responsibility will be reported to the Housing Administrator.

11. No unauthorized modifications to the floor plan, walls, electrical, or telephone systems are permitted.
12. The use of clotheslines or outdoor laundry drying is permitted.
13. All safety regulations shall be followed and safety devices shall not be modified. It is the responsibility of all residents to abide by the University of Florida's Housing Guidelines.
14. All furniture assigned to resident rooms must remain in the room. No furniture is allowed to be removed from rooms by residents.
15. Tampering with, opening, or removing window screens is prohibited. In an effort to maintain control over air quality and environmental safety, windows must be closed and locked at all times.
16. Personal storage space is limited to items that can be stored in the assigned drawers and closet space. Large personal belongings of graduate students and interns (furniture, appliances, etc) cannot be stored in the residence. All personal belongings must be removed upon check-out.
17. Occupants shall check-in Monday through Friday during regular business hours 8 a.m. to 4:30 p.m. Check out shall be scheduled during the same business hours so inspections may be initiated prior to the occupant's departure. If departing during the weekend, occupants are required to contact the Housing Administrator on Friday so the bedroom and the bathroom can be inspected.

18. Occupants are expected to provide both regular and end-of-stay cleanings. Prior to vacating GCREC Housing, the occupant and Housing Administrator, chairman, other member of the Housing Committee, and/or responsible faculty member shall conduct a walk-through inspection. Cleanliness issues and deficiencies shall be the responsibility of the occupant and the sponsoring faculty member. Faculty, if your sponsored student/intern/ research scientist leaves their space in disarray, you or someone from your lab will be responsible for cleaning the area(s). No exceptions. While the regular mowing and general upkeep of the grounds are the responsibility of GCREC, litter and other items are the responsibility of the occupants.
19. Room assignments will be determined by the Housing Administrator. The administrator will attempt to arrange assignments that will give preference to residents with the longest tenure. Current residents will not be forced to move from their current residing area except for emergencies or because of necessary compliance with other codes, such as handicap access, which will also be reviewed by the committee for approval. Residents can ask other residents to exchange or move spaces. When a room becomes vacant another resident may make a request to the Housing Administrator to move to the vacancy. If the room has another occupant, they will be informed at least one week before arrival of a new roommate and can make a written appeal. The committee will review the appeal and determine if there is sufficient cause to prevent a resident from moving to the unoccupied area. Once the committee has

