



# ***THE GLOBE***

## **RESIDENT HANDBOOK**

*a welcoming "home away from  
home" for international students  
attending*

Old Dominion University (ODU)  
Norfolk, Virginia USA

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**The Global Friendship House (*the GLOBE*) is a caring, “home away from home”: a place to foster new relationships and to help with practical, personal, and spiritual needs.**

*"When a foreigner lives with you in your land, don't take advantage of him. Treat the foreigner the same as a native. Love him like one of your own" (Leviticus 19:33-34).*

## **COMMUNITY CONNECTION**

*Community...a group of individuals from various backgrounds living together as a family*  
*Global Friendship House...a community of people from many nations and cultures sharing life together as a global family near the campus of ODU.*

Everyone, no matter where in the world they are from, desires to experience community. No matter where you come from, whether from far across the globe or around the corner, it is especially important for you to find community. Camaraderie with fellow resident members and connection opportunities in the Norfolk community and beyond are benefits of calling *the GLOBE* your home. *The GLOBE* team is a committed group of friendly and cross-culturally experienced people who are ready to engage with you as a resident member according to your schedule and need. Ready to assist in those hard-to-categorize issues that arise in the life of an international student, we look forward to welcoming you to your new home!

Global Friendship House is an international cultural and educational community program for undergraduate and graduate students enrolled at Old Dominion University. Its primary purpose is to provide international students attending Old Dominion University, as future world leaders, the opportunity to engage in meaningful conversations in which ideas and faith are respected and explored through activities, service, and friendship.

### **Activities**

*The GLOBE* is able to offer resident members a variety of activities which will build community, expand cultural horizons and deepen the global educational experience. Some of the ways we extend a welcome and assistance include:

- Meals with American families
- Discussions on topics relevant to international students
- English conversation classes
- Educational trips to out-of-town places of interest
- Fun social activities in the Norfolk community
- Shopping trips

Please sign up and join in with our organized activities!

## **HOUSING AND RESIDENCE LIFE**

### **Personal Items for You to Bring or Supply**

- Sheets (Twin XL)
- Blankets
- Bedspread or comforter
- Pillows and pillowcases
- School supplies
- Small throw rug
- Computer
- Personal hygiene products
- Bin or cosmetic case for personal items/shower products
- Hair dryer if used
- Computer equipment/laptop
- Surge protector
- Alarm clock
- Laundry bag
- Laundry detergent (**Pods ONLY**)
- Clothes hangers
- Small waste can Trash liners for personal trash
- Shower shoes
- Soap and shampoo
- Personal first aid items
- Food storage containers
- Food storage bags
- Cooking pans and utensils (limited space available for storage of these)
- Personal dishes, cups and glasses (we provide these. Bring if you want your own)
- Groceries
- U-lock Bicycle lock (if needed)
- Flashlight
- Paper towels and cleaning products (multipurpose cleaner, disinfectant) for your room

### **Do Not Bring**

- Electric grills of any kind
- Hot plates and other heating appliances
- Toasters and toaster ovens
- Microwaves
- Candles of any kind
- Incense
- Furniture
- Pets
- Weight-lifting equipment
- Knives (except kitchen knives)
- Guns
- Darts
- Air guns
- Paintball guns

### **Bathrooms**

There are bathroom areas on each residence floor with showers, toilets and sinks. While we do have janitorial facilities residents are expected to clean up after themselves and follow the rules that are posted in the shower/ toilet stalls and near the sinks/mirrors. The large restroom trash cans are only for paper towels. Please do not put any other trash in there. We have small trash disposal bins in the ladies' restrooms for sanitary products.

### **Care of Rooms**

Students are expected to keep their rooms reasonably clean and orderly (floors swept, mopped and clear of trash, cardboard boxes or clothes/ No dirty dishes, bowls, flatware or kitchenware/

refrigerator cleaned, defrosted and food properly stored/ Furniture surfaces wiped down and clean etc.) so as not to endanger the health and safety of themselves or others. Room checks will be conducted monthly by RAs or Resident Life Managers to ensure that these health and safety standards are being met.

## **Kitchen Usage**

A full kitchen with oven, cooktop, microwave and refrigerator/freezer is available on each residence floor. We have also provided basic kitchen utensils and cookware on each floor. Each resident will be assigned limited storage space for dry food and personal cookware. We encourage residents to cook and eat meals together! Only a maximum of 4 residents will be permitted to cook at one time. This is to ensure there are no health/safety hazards. Please:

- Use the provided splatter cover when using the microwave/ clean the inside of the microwave when you use it
- Clean all counters, cookware, appliances and dishes when you are finished cooking.
- Dry and put away dishes/pans/utensils once you are done.
- Remove trash (if full)
- All food in refrigerator/freezer must be marked with name and date food was placed in refrigerator. Please be aware that space is limited and plan accordingly.
- Do not put metal/ ceramic bowls, pots or pans with food into the fridge. All leftover food should be stored in either Ziploc bags or airtight containers that have been labelled with your name and the date of storage. Use labels only. Do not write your name on bags as it can get erased!
- NO PERSONAL TRASH in the kitchen trash cans. Please only put whatever trash you have after food preparation in the kitchen.
- Do not leave leftovers in the refrigerator when no longer edible. They will be thrown out when weekly checks are conducted by the RA.
- **Do not cook or clean dishes between Midnight – 5AM.**

Please be courteous of others who share the kitchen with you as many people use this space. When you plan time to cook please build in time to clean too!

**We have a weekly trash rotation schedule that's shared by residents on the floor. We have a monthly kitchen cleaning taskforce rotation where 4 -5 residents are assigned kitchen cleaning duties with RA/RLM supervision. This collective responsibility ensures that the space is maintained with high standards in hygiene.**

## **Kitchen Rules Violations**

**The process below will be followed in the case of violations of the kitchen rules as defined in the handbook and posted in the common kitchen space**

First Violation: Discussion

Second Violation: Written notification and \$25 fine

Third Violation: \$25 fine and kitchen/laundry access privileges revoked for one week

Consequent Violations: \$25 fine and board members will determine further action to be taken.

## Laundry Facilities

Washers and dryers are available in resident kitchens on each floor. Laundry facilities are only for the use of and for residents only. Please remove laundry from machines as soon as it has completed its cycle so that other residents can use the machines. Clean lint from dryers after each use. Laundry rules are posted near the units on each floor. Please read these carefully prior to use. If you need help operating any of the units please contact your RA. Not following Laundry rules will result in kitchen violation warning/fine process being enforced.

## Mail Procedures / Deliveries

UPS, FedEx, DHL, Amazon and United States Postal Service mail is delivered to *the GLOBE*. US mail/packages will be placed in your assigned mailbox or in the package room/ drobox. You will be issued a key to your personal mailbox which is located in the Lobby. If this key is lost, you should report it immediately and a new key will be issued for a fee of \$50.00.

Your mail / packages should be addressed to: **(Your name), Room #, 1241 W. 43<sup>rd</sup> Street, Norfolk, VA 23508**

- Food/grocery deliveries can be made to the carpark on 42<sup>nd</sup> street or to the front entrance. Please be available to let the delivery person in and collect your groceries/food yourself. **Globe management will not accept these deliveries on your behalf or let delivery drivers in.**

You will need your mailbox key to recover your mail. If you receive a package too large to fit in your mailbox it will be put in the package room and the package pick up board on the door will be updated. Please ensure that you check this board regularly to ensure you don't miss notification of a package. You will be able to pick it up during office hours. If you are expecting a package on days/times when the office is not open, please plan to be available to receive the package yourself

Deliveries from florists may be made to the Reception Desk and the resident will be notified of the delivery.

## Maintenance and Pest Control

All luggage and personal items will be run through an insect killing process on check in to prevent entry of bed bugs and other insects into the resident rooms. After that time, if you are having problems with insects, report the problem to management as soon as possible. Rooms are treated for insects by request only. However, we do have a monthly treatment of all common spaces by Getem Pest Control. Please help us in this service by keeping your trash cans emptied and dishes clean throughout the year.

If maintenance is required, please email [globalfriendshiphouseodu@gmail.com](mailto:globalfriendshiphouseodu@gmail.com) or speak with your RA / Resident Life Manager during office hours

## Internet & Utilities

Utilities and internet (fiber optic) are included in the Utility Fee. Cable TV is not included. Password access to the network will be established on move-in. If you use the network extensively for gaming/downloading games, an additional fee maybe charged based on consumption. **Please note that violation of piracy/copyright laws will be treated very seriously. Any downloading of illegal content like pirated movies/games etc. is flagged by our internet service provider.**



## Transportation

Although off-campus, *the GLOBE* is close to the ODU Monarch Transit <https://www.odu.edu/life/parking-and-transportation/transportation/odu-shuttles#Routes>, Hampton Roads Transit bus line <http://gohrt.com/route/norfolk/> and a short, easy walk to academic buildings.

## PARKING

Parking spaces at the Globe are available for special event guests, vendors and staff as marked. Parking for residents' cars is available from Old Dominion University (Commuter Parking Pass) for a fee. **We do not offer on-site resident parking or long term resident guest parking.**

## STANDARDS OF RESIDENCE

The Standards of Residence are expectations laid out for all student residents living at *the GLOBE*. By signing a lease contract with *the GLOBE*, you have agreed to abide by these expectations. It is important that you are familiar with the policies contained in the Standards of Residence; you are encouraged to talk with your Resident Assistant or *GLOBE* staff if you have any questions or concerns.

### Guests and Quiet Hours

***The GLOBE* is a coed facility with men and women living on separate floors. Everyone can enjoy social and study opportunities on the first-floor common areas.**

### Building Hours

Guest hours at *the GLOBE* will be from 8 a.m. until midnight daily. Outside of these hours only residents, employees in work status, or persons specifically authorized by management may remain in the building. Residents are responsible to ensure that guests do not violate this. This is in order to protect and ensure safety for all our residents. Disciplinary action will be taken if any violations are reported.

### Quiet Hours

Quiet hours are from 10 pm to 8.00 am for residents Sunday – Thursday and Midnight - 8am Friday - Saturday. During specific times of the semester (such as exam times or finals periods), or as circumstances dictate, quiet hours can be extended. No public-address systems, video games, music speakers, video calls, phone calls on speaker, loud playing of musical instruments or any other sound-producing or sound-amplifying equipment may be operated in *the GLOBE* common areas unless specifically authorized in advance in direct connection with events officially scheduled through *the GLOBE*. Please wear socks when moving around your room during quiet hours and avoid moving furniture, opening and closing doors, wardrobes and drawers, or moving boxes /any

other large items that may produce noise. You can also use rugs as an additional measure to prevent sound carrying to and disturbing your neighbors (especially those living below you). Please note that rooms are not soundproof so avoid talking loudly in your room and in the hallways during quiet hours.

## **Guests**

### **Guests**

- A guest is anyone who is not staff, vendor or a resident of *the GLOBE*.
- *The GLOBE* reserves the right to request guests to leave at any time.
- The host is responsible for seeing that guests follow all *GLOBE* regulations and procedures. Each resident is personally responsible for the conduct of their guests while in *GLOBE* housing, including damage caused by their guests.
- Overnight guests are not permitted.

All guests must remain on the ground floor only. Residents have priority use of the common areas. Guests must be accompanied at all times by a resident or staff. Guest hours are from 8:00 am until midnight daily. Make sure that you only invite guests\*\* you know well and are friends with. Please do not invite strangers into the building. This is for your safety and for the safety of other residents.

### **Guests in Resident Rooms**

No guests on resident floors. Family members are permitted to go on either floor during move-in, move-out or when returning from breaks or leaving for breaks ONLY.

### **Cohabitation**

Cohabitation is prohibited. Cohabitation occurs when persons who are not assigned to a particular room or suite use that room or suite as if they were living there. When a person's continual presence hinders other residents' ability to study, sleep, and/or occupy their room, it will be considered a violation of this policy.

Examples of cohabitation may include, but are not limited to:

- Accessing the room or suite while the assigned residents are not present
- Utilizing a key to enter a room or suite to which one is not assigned
- Storing clothing and other personal belongings in the room or suite
- Sleeping overnight in the room or suite

Lending of any assigned access devices or *GLOBE* ID card to guests is prohibited. Misuse or loss of *GLOBE* access devices by a guest is the responsibility of the host.

### **Events Hosted by Residents at The Globe**

Residents need to complete the building use form if hosting more than 10 guests for an event (e.g. birthday celebration, committee meeting). The form can be obtained from the office and needs to be submitted to the resident life manager for approval a minimum of two weeks prior to proposed date for event. Residents will be liable for all guest behavior and/or any damages incurred during the

event. Further information on guidelines for use and liability can be found on the building use form. The event kitchen cannot be used for food preparation at any resident hosted events. Food can be heated in the kitchen and served through the service window.

## **RESIDENTIAL LIFE**

**We are here to help support your success!** Residential life helps students become productive, contributing citizens by fostering respect for self, others, and community and by offering opportunities for the development of life skills.

### **Bulletin Boards**

Each floor has bulletin boards that contain important information. The management must approve all notices and posters. Unauthorized publicity will be removed. Signs, flyers, etc. may not be affixed to building surfaces, windows, woodwork, or furnishings. Signs or displays containing profane, lewd, or indecent expressions will be removed.

### **Keys/Access Devices**

Unauthorized possession or use of a key or access device to any door in *the GLOBE* is strictly prohibited. Residents may not lend their room access device to guests. Please use the emergency keys at reception for lockouts inside the building. Please return these keys immediately after use and under no circumstances should these keys be taken out of the building. Any loss or damage of these keys will result in the key fine of \$100.

First offense key/ access device misuse

(Includes not returning Emergency access keys to reception immediately after use) – Verbal warning

Second offense – Written warning

Third and consequent offenses - \$25 fine

### **Lost and Found**

Lost and Found boxes are located at *reception desk and in the restrooms on residential floors.*

### **GLOBE Office**

*The GLOBE* office provides a central location for services and information. Basic office services include answering questions and providing administrative support. *The GLOBE* office will be working with the RAs to plan events and take care of the residents' social and physical needs.

### **Office Hours**

*The GLOBE* office will normally be available from 9 AM to 5 PM Tuesday - Saturday

### **Resident Ambassadors**

Resident Ambassadors (RAs) live in *the GLOBE* and share counseling and educational responsibilities. In addition to being friends and confidants, RAs work with you to create programs and events in a friendly and caring environment designed to help you become academically and socially successful.

The RAs on each floor are upper level student staff members who serve on the frontline in providing service to residents. RAs are carefully chosen on the basis of their experience, insight, and ability to work with a variety of personalities in a range of circumstances. RAs have had training to effectively handle situations that arise in a group-living environment. Confidentiality is a primary concern for them, especially in situations that are sensitive for a student resident. RAs advise, reassure, and serve as role models and mentors. With their knowledge and experience, RAs make a significant contribution to the development of an academic community.

## Roommate Relations

*The GLOBE* is a multicultural educational environment that embraces students from multiple countries and cultures, including the United States. Residential life involves adjusting to living in close quarters with another individual who may come from a very different background. We strongly encourage our residents to be open-minded in their experience of these differences, look for commonalities, and make every effort to live well with each other.

### Tips for a Successful Roommate Relationship

- COMMUNICATE in-person, early and often! Address problems right away in a face-to-face manner. Electronic communication tends to be misinterpreted. Do not let an issue simmer until you are so angry that you cannot have a constructive conversation with your roommate about the issue. Lack of communication is a source of many conflicts.
- Set realistic goals; don't expect your roommate to be your best friend and constant companion. Best friends who room together often rethink that idea after one semester.
- Be considerate of your roommate's privacy and values, and be open to new lifestyles and possibilities.
- Courtesy is contagious. Ask before borrowing anything, take accurate messages, honor the agreements you make with each other.

### And If Conflict Occurs...

- When discussing your conflict, be honest and clearly share your concerns.
- While it is natural to vent your frustrations, involving other residents and friends on the floor is unfair. Keep the issue private.
- If you cannot express yourself verbally, try writing down your concerns first.
- If you are having trouble managing the conflict, ask *the GLOBE* staff for help.
- In the event that a roommate agreement cannot be reached *the GLOBE/GFV* reserves the right to set reasonable expectations of roommates or suitemates. Additionally, *GLOBE/GFV* reserves the right to relocate residents as deemed necessary.

Reasonable expectations students should have for one another while sharing space in campus housing include:

- To be able to sleep during the night undisturbed
- To be able to study in one's room reasonably free of noise and distractions
- To have the ability to have unhindered access to one's room and facilities
- To feel secure against physical or emotional harm
- To have a clean room and clean public areas

- To have one's space and belongings respected

Violating these expectations of other students may result in conduct actions pursuant to specific policies, in addition to reassignment, or being removed from *the GLOBE* housing.

## Temporary Absences

If you are going away from the building for 5 days or more you must let the RA or the Resident Life managers know. You must also complete the checklist items on the bulletin board for temporary absence and sign out at reception before you leave to confirm that you have done all the checks. If you don't do this, we reserve the right to inspect your room to make sure that no health or safety hazards (electrical hazards, food spoiling, mold, trash that attracts bugs and insects etc.) have been overlooked during your absence. If you fill out the form saying you have completed the checklist but we find that you have not completed as communicated we will consider it a room check fail and apply relevant consequences as detailed in handbook

## YOUR ROOM

Your room is your home away from home while at Old Dominion University. The furniture provided by *the GLOBE* must remain in your room. We appreciate your cooperation and understanding in this matter.

The following furniture is provided by *the GLOBE*

- Twin Long Bed and mattress with mattress and box spring protectors
- Table lamps (all rooms) and floor lamp (limited)
- A floor mirror (available in some rooms)
- Shades/blinds
- Desk and chair
- Dresser/wardrobe
- Dorm-size Refrigerator

## Decorating Your Room

Residents shall not place holes or screws in the walls or woodwork or attach posters to walls with tape or any other sticky or gummy adhesive (includes 3M hooks and other hanging devices). For hanging posters, photos, and calendars, use only Scotch putty (not fun tak) which is available at local school and business supply stores. Be sure it is removable without damaging painted walls (test on an area).

Residents are permitted to use TVs, DVDs and computers. Electric blankets or electric bed warmers of any kind, sun lamps, soldering tools, heating lamps, portable heating units, and propane or charcoal grills, are not permitted.

**GLOBE furniture** may not be transferred from one room to another or exchanged between rooms, nor removed or stored elsewhere in the building or off-property. *GLOBE* furniture placed in public or semi-public areas is for the comfort and use of all residents. Such furniture must remain in the area designated for it and must not be moved into residents' rooms. Discovery of such furniture in residents' rooms can be considered theft and may result in a recovery fee of \$50, in addition to

disciplinary action.

## **Entry to and Inspection of Rooms**

The GLOBE reserves the right to enter and to inspect any student room at any time without permission or consent of the room occupants to provide emergency service or investigate probable violations of regulations. When scheduling maintenance and routine room checks (once a month) Globe Staff will make every effort to do so during times when the resident is available. However, in the event that residents are not available during the maintenance / routine check window Globe staff reserve the right to enter the room in order to conduct these tasks. In these instances, a note will be left in the room stating that a *GLOBE* staff member or employee was in the room for an official reason and will give a telephone number that the student may call for information. *GLOBE* staff and employees will lock the room door after the inspection or maintenance work is completed.

## **Insurance**

*The GLOBE* does not carry insurance covering the loss, theft, or damage of residents' personal effects (Renter's Insurance). Such insurance coverage is not required but is recommended (at your discretion) and is available at your own expense (which is minimal).

## **Emergency Procedures**

None of us wants to be in an emergency; however, we must be prepared for such situations. The following information should be kept in mind if you encounter an emergency.

**Accidents** - Contact the nearest staff member or *the GLOBE* office for assistance. Staff will arrange ambulance transportation and other needed help.

**Elevators** - If the elevator stops working while you are inside, you should press the alarm button and remain inside the elevator until help arrives. The alarm should only be used in event of emergency. Trained elevator personnel and Fire Department personnel are the only people authorized to remove occupants trapped in an elevator. Under no circumstances should you attempt to release trapped occupants or to force elevator doors open. Residents should report elevator problems to the Reception Desk immediately.

**Fire or Explosion** – In the event of fire or explosion, activate the nearest fire alarm to cause evacuation of the building. Report location of the fire if possible to a staff member or *the GLOBE* office. Follow fire procedures posted in your room. Intentionally delaying, obstructing, or resisting any first responder, including *GLOBE* staff or emergency personnel, in the performance or attempted performance of their duty is prohibited.

**Natural Disasters** – In the event of an Earthquake:

1. Drop to the ground and take cover under a desk or sturdy table.
2. Hold on tight until the shaking stops.
3. If you can't get to a table or desk, cover your face and head with your arms and crouch in an inside corner of the room.

4. If you're in bed, stay there. Protect your head with a pillow. If there is a heavy light fixture that could fall, move to the nearest safe place.
5. If you're in the kitchen, move away from the refrigerator and stove.
6. Stay away from overhead cupboards.
7. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants and other heavy objects that could fall.

In the event of a direct hit from a hurricane take shelter in

1. The shower stall area away from windows
2. A closet
3. Under a stairwell

In the event of a Tornado warning: Move to the ground floor and take shelter under the east stairwell

Your RAs and RLM will give you further instructions during these times. All residents are expected to follow these instructions for their safety and the safety of others in the building

**Utilities Failure** - Notify your RA or the Reception Desk because some utility failures may be limited to only one or two rooms. In more widespread failures, be patient and use a flashlight.

## **PERSONAL SAFETY**

*The GLOBE* management team considers the safety and security of residents a top priority. Everyone must help maintain the safety and security of the building. You need to be alert to potentially unsafe situations and take preventive actions.

To encourage a safe environment, *the GLOBE* employs a number of security measures. As a resident, you should carry your room access device whenever you leave your room. In addition, all residents are expected to comply with the policies on alcohol, drugs, and weapons.

These policies and procedures may seem inconvenient at times, but they are necessary to help maintain a safe environment for our residents. Maintaining a safe environment is every resident's responsibility. Actions that jeopardize the safety of other residents include the following and will result in disciplinary proceedings:

- Consumption of alcohol or illicit drugs
- Possession of a weapon
- Discharging fire extinguishers or activating fire alarms when there is no fire
- Propping doors open that should be closed or locked
- Removing screens from windows
- Any form of vandalism

**Access Device Duplication** - Residents may not duplicate, or cause to be duplicated, a key or

access device to any door in *GLOBE* housing. Unauthorized duplication is a violation of *GLOBE* policy.

## **Building and Room Access**

Individuals authorized to enter residential areas of *the GLOBE* are limited to:

- Current residents assigned to rooms within the building
- Authorized staff and maintenance acting within the scope of their role and the immediate performance of their duties
- The escorted guests of staff and board

**Confront Strangers** - Ask unescorted strangers why they are in the hall. If you feel uncomfortable doing this, ask an RA or another staff member to intervene. If you feel there is an immediate threat, dial 911 on your phone. It is the emergency number for the police.

**Escort Guests** - Escort your guests at all times on residential floors to avoid causing uneasiness among other residents. Always remember that you are responsible for the conduct of your guests.

**Keep Your Access Device Under Your Control** - Never lend your access device to anyone.

**Lock Doors** - Locking your door is the easiest and most effective way to prevent unwanted visitors from entering your room. Lock your door when leaving room and at night. Also, **don't prop open outside doors.**

**Mark Personal Items** - Mark your personal items and keep an inventory of your property.

**Notify Police Immediately - Dial 911.** If you are the victim of any crime or witness one in progress, report this to the Norfolk Police Department immediately! Never think that any crime is too small or too insignificant. You should also report all criminal activity to your RA so that he or she can take action to protect the welfare and property of other residents. If you are on campus you can also contact **ODU Police (757) 683-4000.**

**Overnight Visitors** - Overnight visitors are not permitted.

**Report** - Please report all security and safety-related problems such as broken windows, faulty doors and locks, missing screens, and discharged fire extinguishers to your RA or to the main office personnel immediately. The maintenance staff will give first priority to security and safety problems.

**Reporting Sexual Crimes** - Victims of acquaintance, date, or stranger rape or of other sexual crimes can receive confidential assistance from the Norfolk Police Department and the Old Dominion Police. It is vital for victims of sexual crimes to report these incidents to the police immediately so that they can take swift action. It is also important that victims notify their *GLOBE* RA and their residence management of any sexual crimes. These staff members will provide confidential assistance.



Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other written, verbal, or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's residence in or participation in a Globe activity.

For the purposes of determining whether a particular act or course of conduct constitutes sexual harassment under this policy, the alleged incident will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. If you believe you are the victim of sexual harassment, whether from a resident or staff member, notify a *GLOBE* RA or resident life manager immediately. Sexual harassment will not be tolerated in *the GLOBE* community.

**Secure Your Bicycle** - A bike rack is supplied for resident use. Like the areas surrounding most colleges and Universities in the USA, bike theft is common here. The best way to prevent this is by locking up your bike. Please only use a U-Lock. Other locks can be broken and destroyed. The Globe will not be held responsible if your bike is stolen. If your bike is stolen, please report it to the ODU police. The ODU police have a registration service that can assist in recovering your stolen bike. More information can be obtained from the ODU police department. Bicycles may not be brought inside *the GLOBE*.

**Stay Alert** - By following the tips given in this handbook and by exercising good judgment, you can avoid putting yourself in a position to become a victim of campus crime. *The GLOBE* and the ODU Campus is only as safe as we make it. Do your part to keep *the GLOBE* secure. If you have any questions about safety and security in *the GLOBE* or on campus, please contact your RA, residence management, or the ODU Police for information.

### **Remember:**

- Carry your access device whenever you leave your room.
- Never prop exterior doors open — and close any you see propped open.
- Always escort your visitors and confront any unescorted strangers.
- Report any safety-related maintenance problems immediately.
- Mark and list your personal items.
- Avoid walking alone, especially at night.
- Tell your roommate and close friends your plans for evening and overnight activities.
- Report all criminal activity, no matter how small.
- Avoid any involvement with alcohol, illicit drugs, and weapons.

## **Campus Safety**

### **Old Dominion University Police Department**

- If you are on the ODU Campus, you can also use any of the blue Emergency Telephone System call boxes, which will connect you to a dispatcher within seconds.
- **ODU Police Department**

- 4516 Monarch Way, Norfolk, VA 23529
- Download the LiveSafe App so you can report any threats to your safety quickly and easily
- 757-683-4003 (office)
- 757-683-4000 (emergency)
- police@odu.edu

### **For an Emergency**

Police | Fire | Medical Dial 9-1-1

## **RESIDENT STANDARDS OF CONDUCT**

**Alcohol:** Residents of *the GLOBE* are prohibited from consuming, transporting, distributing or possessing alcohol on *GLOBE* property; or exhibiting disruptive behavior influenced by the use of alcohol. Alcohol found by staff will be disposed of immediately. Violation of this policy may result in termination of lease.

**Bicycles:** Any bicycle attached to trees, railings, or any other unauthorized location may be confiscated. Bicycles may not be brought into the building. Use designated bike rack located outside of the building. Use of rollerblades, roller skates, and skateboards are not permitted inside *the GLOBE*.

**Candles and Incense:** The burning of candles, incense, or any other device with an open flame is prohibited.

**Child Supervision:** Children are not permitted to live in *the Globe*. Children may attend special events on the first floor. During such events parents are responsible for the behavior and supervision of their children at all times. Babysitting/child care is not allowed at *the GLOBE*.

### **Computers**

Personal computers may be used in your room or study areas.

Here are a few DOs and DON'Ts to help you understand what constitutes acceptable and unacceptable activity. This is not an all-inclusive list, only a few examples.

- **DO** use common sense and good judgment while communicating with others on the internet.
- **DO** abide by all local, state, and federal laws as well as Old Dominion University regulations. The proper authorities will handle violations.
- **DO** enjoy your connectivity without infringing on others' rights to the same enjoyment. Sending threatening e-mail, excessive amounts of e-mail ("mail bombing" or "SPAM"), or other attacks designed to deprive others of their rights to use the network without interference are not permitted.
- **DON'T** start an online business.
- **DON'T** distribute copyrighted material. Copyrighted material should never be distributed without the permission of the copyright owner. Posting material in any publicly accessible location is considered "intent to distribute." It is illegal to post or make available any program, image, audio, or video files containing copyrighted material without the permission

of the copyright owner. This includes but is not limited to copies of commercial software tools, games, and MP3 files.

- **DON'T** distribute pornography or other illegal materials. Posting material in any publicly accessible location is considered "intent to distribute." Any items that you choose to distribute must conform to all local, state, and federal laws as well as Old Dominion University regulations and policies.
- **DON'T** download or use pirated software, games, or other illegally posted materials. Be aware that these illegal downloads often contain viruses or other "Trojan horse" software that may give an outsider control of your computer or access to your files. Our internet provider will flag downloads of any illegal content to us. This will result in disciplinary action.

### **Entertainment and Recreation Facilities**

*The GLOBE* offers a large common area and study lounges on each floor. In the common area, we offer recreational equipment such as TVs and game, study, and group meeting areas.

**Dishonesty:** Knowingly furnishing false information, cheating, or plagiarism is prohibited.

**Disruptive Behavior:** Residents are prohibited from obstruction or disruption of *GLOBE*-related activities or inciting, aiding, or encouraging other persons to engage in such conduct. This also includes any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline, or activity that invades the rights of others.

**Drugs:** All drugs that fall into this category include, but are not limited to, the following: marijuana, hashish, hash oil, cocaine, crack, LSD, inhalants, stimulants, depressants, hallucinogens, narcotics, designer drugs, anabolic steroids, and other substances that substantially alter one's mental state. Students are prohibited from possessing, consuming, transporting, dealing, or exhibiting disruptive behavior influenced by the use of the aforementioned substances. Students are also prohibited from possessing paraphernalia such as bongs, deseeding trays, roach clips, one-hitters, etc. Violation of this policy may result in termination of lease.

**Emergency Procedures:** Residents are expected to follow the prescribed *GLOBE* emergency procedures or the directions of a staff member in case of accidents, bomb threat, fire or explosion, tornado warning, unauthorized group action, or utilities failure. Residents and guests must promptly leave the building when a fire alarm is sounded.

**Fire Alarms/Equipment:** Misuse of the fire-alarm system, including sounding a false alarm or tampering with extinguishers or smoke detectors, is prohibited.

**Fireworks:** All fireworks are prohibited from *the GLOBE* buildings and grounds.

**Forgery:** Residents are prohibited from unauthorized use or alteration of *the GLOBE* documents, records, or identification.

**Guest Behavior:** Residents will be held responsible for their visitors' behavior and conformity with all *GLOBE* policies. Visitors who obstruct or disrupt the orderly function of the residence facilities may be asked to leave the building by authorized staff.

**Guest Hours:** Guest hours are from 8:00 a.m. to midnight unless otherwise stated. No overnight guests are allowed.

**Hallways:** Games, sports, and unauthorized group activity are not permitted in hallways. Residents may not use the hallways to store excess items.

**Harassment or Retaliation:** Harassment or retaliation, including threatened physical injury of any person is not permitted within *the GLOBE* housing through any medium (electronic, print, text messaging, social media outlets, etc.). Retaliation of any kind taken against an individual for reporting a violation of the Standards of Residence or Code of Conduct or for cooperating in the investigation of that allegation is strictly prohibited.

**Hazing** - Hazing by any group or individual within *the GLOBE* community is strictly prohibited. “Hazing” refers to any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule to another person or group of people. Any incidents of hazing should be reported to *the GLOBE* staff.

**Hover boards:** The use, possession, or storage of hover boards or any other self-balancing motorized scooter is not permitted on *the GLOBE* property

**Ignition Sources and Combustibles:** Candles, kerosene lamps, incense, space heaters, fog or smoke machines, lighter fluid, or other similar items are not allowed in *The GLOBE* rooms. No flammable liquids of Class I or II and no combustible liquids of Class III will be stored or kept in *the GLOBE* housing. These classifications of liquids include ether, alcohol, gasoline, kerosene and most cleaning solvents containing petroleum distillates. ***Note: These limitations are not intended to include hairspray, rubbing alcohol, hand sanitizers, cosmetics and medicines when they are maintained in original containers. Please exercise caution when using flammable vapors and liquids, especially those in aerosol or pressurized cans.***

**Non-Compliance:** Residents must comply with the directions of *the GLOBE* staff acting in the performance of their duties.

**Occupancy:** *The GLOBE* staff will assign residents to rooms. Residents may not prevent an assignment to their room. Residents are permitted to occupy only one assignable space within their living area unless they have been authorized to occupy additional space.

**Parking spaces** are available for special event /business visitors and staff as marked. Parking for resident cars in ODU commuter parking lots are available through Old Dominion University for a monthly fee. Free street parking is also available. ***The GLOBE does not*** provide resident parking. We do allow temporary parking for residents on a case by case basis ( please ask for permission!) if street parking is not available. However, this is discretionary based on what events are happening in the building and conditional on residents moving their vehicle as soon as a spot becomes open on the street. Abuse of this privilege will result in us withdrawing this for residents. Guests of residents are permitted to park as long as they remain in the building.

**PDA (Physical Display of Affection):** Our public behavior is one of the ways we demonstrate our respect for each other. Physical displays of affection are to be limited to pats on the back, a quick

hug or kiss on the cheek, which are acceptable in most cultures. People walking into the Globe should be able to see our high value for each other by the way we treat each other. Please be especially mindful of this when using our common spaces and public areas. Indecent or obscene conduct or expression on *the GLOBE* property is prohibited.

**Pets:** No pets are allowed in *the GLOBE*.

**Physical Abuse:** Persons must refrain from any conduct that causes harm to another person.

**Quiet Hours:** Quiet hours are from 10 pm to 8 am Sunday – Thursday and from Midnight – 8am on Friday and Saturday . During specific times of the semester (such as final exam periods), or as circumstances dictate, quiet hours can be more restrictive. No public-address system, sound producing, or sound amplifying equipment may be operated or directed outside of a resident’s room unless specifically authorized through the main office.

**Recreational Equipment:** Residents are prohibited from possessing, displaying, or using recreational equipment that may harm others or damage *GLOBE* or personal property. Items prohibited from *the GLOBE* and grounds include, but are not limited to: paintball guns, metal-tipped darts, and juggling knives.

**Room Decoration and Furnishings:** Residents are expected to follow guidelines for decorations and furnishings. See *Decorating Your Room*

**Security:** Residents are expected to follow entrance procedures. A locked exterior door may not be propped open.

**Smoking:** *The GLOBE* has a no-smoking policy. Smoking is not permitted anywhere in or on *GLOBE* property. *The GLOBE* property is smoke and tobacco-free. Smoking and the use of chewing tobacco, hookah, vapor pens, e-cigarettes, and other similar devices are not permitted on *the GLOBE* property including balcony, picnic tables, or in any public areas (laundry rooms, community rooms, lounges, etc.).

**Solicitation:** Residents may not use their rooms or internet connections for commercial purposes, including solicitation or sales. Salespersons may not solicit door to door. Delivery persons must make their transactions in the Lobby.

**Theft:** Attempted theft of, theft, or unauthorized use or possession of, or the unauthorized exertion of control over property of any kind belonging to the *GLOBE* or another person associated with the *GLOBE* is not permitted.

**Threatening/Endangering Behavior:** Intimidation or any conduct that threatens or endangers the health or safety of another person is prohibited. Intimidation of resident staff or any other employee of *the GLOBE* will not be tolerated.

**Vandalism:** Causing damage to property of any kind belonging to *the GLOBE* or any other person associated with *GLOBE* is prohibited.

**Weapons:** Inherently dangerous weapons are instruments that by their nature are designed to cause injury or destruction and are strictly prohibited. Examples of inherently dangerous weapons include

but are not limited to the following: handguns, rifles, shotguns, BB guns, pellet guns, dart guns, bows and arrows, swords, martial arts implements, and explosives whether manufactured or handmade. Residents are prohibited from possessing, displaying, or using prohibited items. Other instruments that may not normally be considered weapons but are used in a manner that threatens the health or safety of any individual may also be considered weapons. Residents must report to *the GLOBE* staff the presence of any weapon, explosive or incendiary device when the presence of such weapon or device is known or reasonably suspected.

## **TIPS FOR TAKING CARE OF YOUR HOME AT *THE GLOBE*...**

### **In the kitchen**

- Place foil on rack to catch spills and replace as needed or wipe up spills in oven as soon as possible
- When using the microwave, cover food to avoid splatters. Wipe up any messes immediately to avoid stains.
- Wipe down counters/ tables after each use to prevent food stains and bugs
- Do not put anything with metal in the microwave. It can cause a fire.
- Regularly clean out the refrigerator and remove spoiled food.
- Wipe down the stove top after use to prevent burned on food.
- Only liquids should go down the drain. Oils and fats should be poured into a disposable container and placed in the trash.
- Use the vent over the stove while cooking to minimize grease splatter and food odors.
- Wash and put away dishes after use. Dishes should NOT be left in the sink overnight
- Please ensure that drying racks are not filled to overflowing. Dry and put away as many dishes as possible immediately after washing so that others can use the space after you.
- Please clean the sink after you finish washing dishes. Food particles should NOT be left in the drain plug or in the sink. This attracts bugs and insects.

### **In the bathroom**

- Make sure the shower curtain is on the inside of the shower so water does not leak onto the floor.
- Be conscious of water usage.
- If water is spilled on the floor in the shower area, please use the squeegee mop provided to push it into the drain. This prevents accidents and injuries that could happen in these spaces.
- The only thing other than human waste that can be flushed is toilet paper. Please put used toilet paper in the toilet only and NOT IN TRASH CANS. Feminine products and wipes should not be flushed. They should be disposed of in the trash can.

### **In common spaces and stairwells**

- Clean spills from floor immediately to prevent damage (this includes the stairwells). Use paper towels and water.
- Wipe down furniture after you eat
- No consumption of any food and beverages ( including snacks) on the couches in the lobby area. Please use main event room or picnic table. Residents may obtain permission for special events with the condition that they have an appointed team for cleanup that includes, vacuuming, wiping down, and mopping the areas as required. Permission will be revoked for these events if cleaning practices are not adhered to.
- Minimize furniture moving to prevent scratching.
- Vacuums, brooms and mops are available for resident use in the janitor and utility closets on each floor.

#### **Taking out the trash:**

- Make sure you take the trash out before it's overflowing.
- Use the provided trash cart to transport trash at all times. **Do not** carry trash. This includes personal trash that has liquids, food or anything that could spill, leak or stain. Please note residents will be responsible for any damage to the carpet caused by leaks/stains from trash/food or any other liquids.
- Clean up any spills or drips right away.
- Replace the bag in trash can.
- Take trash to dumpster outside of the building. Please use correct dumpster. We have one for recycling and one for general trash.

## **HEATING AND COOLING**

You have a thermostat in your room to maintain the temperature. The dial allows you to adjust the temperature up and down within a range of 8 degrees (68 – 75). The temperature shown in the display will be the temperature that the system will keep your room. Do not turn your dial up more than 78 degrees or lower than 65 degrees. It will cause problems with the system. This is an automatic system that works with the ambient temperature to control your room temperature. To help save energy, please keep windows always closed when it is hot or cold outside. Your room has a heating and cooling system designed to work best with windows closed. Please **DO NOT** touch thermostats in common spaces. You can contact RLM if you feel the temperature needs to be changed.

## **LEASES, RENT AND FINES**

All leases and payment of rent and fines at *the GLOBE* are handled by Mike Andrews and Elaine Rodriguez They can be reached at (757 500 7865) or [globalfriendshiphouseodu@gmail.com](mailto:globalfriendshiphouseodu@gmail.com) and [mikeandrews292@gmail.com](mailto:mikeandrews292@gmail.com) . We set up automatic debit instructions on your US bank account for rent. If you don't have a US bank account you can pay via money order or cashier check. Fines need to be paid in cash or via money order and cannot be included with rent. **Remember: rent is due the 1st of every month! Payments received on or after 10am on the 6th of the month are considered late. Late fees are 10% of monthly rent after which interest accrues until payment is made.**

Returned check fee (insufficient funds): \$50

Kitchen Rules Violation (includes not abiding by rules for laundry machine use) \$25 (second offense and any consequent offenses)

Lost mailbox key: \$50

Lost or unreturned room access device: \$100

Subleasing is prohibited: fine: \$300 per week

Pets (per event): \$300

Unauthorized parking: \$25 / subject to towing



## Other Fines

Note: All fines are subject to be added to monthly rent or deducted from deposit. Requests for appeals of these fines will be accepted. Please contact *the GLOBE* staff for more information.

<b>Building and Safety Code Violations</b>	
Pulling the Fire Alarm (non-emergency)	Subject to Arrest, Eviction. Disciplinary Action
Theft/Use of Fire Safety Equipment (Including Fire Alarms)	\$300.00
Items Blocking Sprinkler(s) (first offense)	\$25.00
Items Blocking Sprinkler(s) (second offense)	\$50.00
Unauthorized Cooking Appliances/Apparatus	\$50.00
Unauthorized Extension Cords	\$50.00
Candles/Incense	\$50.00
<b>Room Fines</b>	
Unsanitary Living/Dirty room (first offense: if two room checks are failed within a 3-month period – includes rechecks)	Written warning
Unsanitary Living/Dirty room (second offense)	\$25.00
Unsanitary Living/Dirty Room (third offense)	\$50.00 + Mandatory Class
Unsanitary Living/Dirty Room (fourth offense)	\$100.00 or End of Lease Charge
Repair Hole in Drywall	\$50.00 (minimum) + Cost of Repair
Replace Lost Access Device	\$100.00
Alcohol or Drug Paraphernalia	Disciplinary Action
Cohabitation	Disciplinary Action
Harassment	Disciplinary Action
<b>Fines Incurred During Check Out</b>	
Dirty Room Charge	\$100.00
Failure to Return Room Access Device	\$100.00
Failure to Return Mailbox Key	\$50.00
<b>Behavior (PDA) Violations and other violations of Globe Standards of Residence that are not mentioned in table (pgs 14 -17)</b>	1 <sup>st</sup> instance - Verbal warning
	2 <sup>nd</sup> instance – Written Warning
	3 <sup>rd</sup> instance – Disciplinary Action

## Redeeming Fines Incentive

We always strive to show Grace to our residents and we feel that nothing deserves more Grace than changed behavior. Our redeeming fines incentive is for any resident that has a fine levied for any violation to have the opportunity to redeem that fine through changed behavior. If the resident has no further violations in any area over a 2 month period they are eligible to redeem 50% of their fine and if they complete 4 months with no further violations they are eligible to redeem 100% of their fine. Non payment of fines will result in it being deducted from resident's deposit at the end of lease term and will automatically exclude the resident from the Redeeming Fines Incentive.

# MOVING-OUT

Each time a resident moves out of their current room, regardless of time of year or reason, they must abide by the following check out procedures:

## **Cleaning Your Room**

Residents are to completely clear their room and any spaces (cupboards, refrigerator shelf space) used in common kitchen prior to finalizing checking-out. All trash should be taken to the dumpster. Residents should not leave behind items they do not want in their room. Trash left behind can result in financial charges. Any items, regardless of value, left in rooms when occupancy is terminated will be considered abandoned property.

## **Initiating the Check-Out Process**

When you are ready to check-out of your current room or *the GLOBE*, you should call or visit the Reception Desk and inform the Receptionist or *GLOBE* staff of your intentions in order to arrange a check-out inspection. Your room should be clear of all personal belongings and cleaned prior to the inspection performed by the Residence Life Manager or RA. Cupboards and shelves used in the common kitchen also need to be cleared and cleaned thoroughly. It is recommended that you be present for the inspection. Residents must check-out with *GLOBE* staff before permanently leaving *the GLOBE*.

## **Damages**

During check-out the Residence Life Manager or RA will use your Room Condition Report (RCR) from check-in to note the current condition of your room. Damages noted during check-out that are not on the original RCR will result in financial charges when a resident vacates. Residence Life Manager or RA will note any damages at check-out, and the Residence Life Manager will make all final damage assessments and charges. Residents will be notified of damages and cost to repair damages via email within 5-7 business days after checking out. To appeal a damage charge, residents may send appeal request to the Residence Life Manager within 10 business days of damage bill receipt. The appeal should include the resident's name, room number, detailed explanation of refuted charge, and scanned copy of RCR, whenever possible. If the amount of damage exceeds the amount of the security deposit and the damages would need to be fixed by a contractor, the Residence Life Manager will notify the resident within the 45-day period of this fact. The Residence Life Manager will then have an additional 15 days to provide the resident with an itemized list of the damages and the cost of repair.

## **Access Device Return**

After *the GLOBE* staff confirms that the check-out process has been completed, the last part of the check-out process should be returning your access device and mailbox key to *the GLOBE* office.

Failure to return any access devices will result in a fine. In order to accommodate the large number of residents moving out during the end of July, the checkout process is more structured. You will receive an email from the Globe Management team regarding the move out process and documentation.

### **Deposit Return**

Within 45 days of moving out of the GLOBE, The Globe Management will return the security deposit less any allowable deductions, along with an itemized written statement which includes:

- The Amount of Security Deposit Returned
- Deductions for Damages including Type of Damage and Cost to Repair
- Deductions for any unpaid rent or fees

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