

# GCREC Housing Handbook

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## Disclosure

The GCREC is a research center dedicated to solving agricultural and horticultural problems generally associated with plants. The farm is approximately 450 acres and located near Wimauma, Florida. Living at the center allows for many opportunities to learn about multiple disciplines of study as well as a high level of convenience for the work you are coming to do. Our housing offers occupancy of up to 8 people per house usually from a large diversity of cultures. Incoming residents will need to be prepared to accommodate and respect different people, cultures, and ideas. In the past many future relationships have been built and continue to this day. The number of people in the house may vary however a reduction in privacy and sharing of common areas is necessary. You will be given your own personal space, which will allow for some personal privacy.

When the center was founded in 2005, the surrounding areas were still developing roads and commerce. Since that time many more restaurants and everyday shopping stores have opened. Most of them are approximately 10 miles (which is a 10-15 minute drive) away from the facility. Additionally, the city of Brandon is about 15-20 miles (a 20-30 minute drive) away, while parts of Tampa are only 30-40 miles away (approximately at 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 diverse clothing as this area may still reach freezing temperatures on occasion during the winter months. Additionally, pillows and blankets are not provided but could be purchased once here. A clothes washer and dryer are provided, as well as cooking materials 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 this location specifically is unavailable. Transportation arrangements need to be made prior to arrival to ensure all your basic needs are met. It may be advantageous for all people participating to compensate those providing the transportation.

# **POLICY & GUIDELINES FOR USE OF GCREC HOUSING**

Effective September 2011

## 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 (no restrictive 12 month leases) 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 (Business Manager).
3. The GCREC HOUSING COMMITTEE shall serve as a discussion body to debate and recommend policy changes to the Center Director.
4. The Housing Administrator shall maintain a schedule of planned occupancy. The schedule will be available for viewing online.
5. 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 online at G:\GCREC GRADUATE STUDENT HOUSING-BALM.
6. When considering each request, the Housing Administrator shall emphasize the following priorities:
  - a) UF/GCREC faculty-sponsored, full-time UF registered graduate students may apply for available housing accommodation by submitting the

Graduate Student Housing Application Form each semester. 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. 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)

- b) Applications received after the deadline will be accepted as application for the following semester if all available housing space is taken.
- c) Interns shall be permitted in the residence if there is space after the application deadline. They may apply for housing that is available after closing dates for UF students.

7. Students must be 18 years of age or older to stay at GCREC Housing.

8. 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 others side of the room. These hours may be modified depending on roommate preferences or quiet hours.

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.

Your guest of any sex is your responsibility. Your guest should be accounted for at all times and is not allowed to be left unreasonably accounted for in your room. This would include leaving them alone in your room for extended periods of time.

Same sex visitation overnight is allowed with permission, so please inform the house leader and housing coordinator if you are planning to have a guest.

If you are not comfortable with visitation, please see the housing coordinator to possibly be assigned a different roommate.

9. 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.

## Occupant Responsibilities

1. Before occupants can use their personal computer in the housing unit, they must meet with the GCREC Computer 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 in the UF website.
2. Neither GCREC nor the Housing Committee assumes any liability for personal possessions during occupancy
3. Occupants shall provide mattress cover (twin size), linens, cooking utensils, bathroom supplies, and other supplies of a personal nature. Current cookware supplies in the dormitory are available for use, but shall not be replaced.
4. In accordance with University of Florida and State of Florida rules, residents are not permitted to have open containers of alcohol outside their apartment. Alcohol use is strictly prohibited for an occupant under 21 years of age. An occupant rooming with someone under 21 must not have alcohol in the room. Additionally, smoking is prohibited anywhere within the residence.
5. Maintenance and repairs shall be requested through the Associate Director. The housing administrator shall make weekly inspections of facilities and recommend changes or repairs to the Center Director. Any tours to visitors showing any of the housing units are restricted to the common area only. Residents should be aware that the Housing Administrator, Center Director or Associate Center Director may conduct tours from 9:00 a.m. to 4:00 p.m. Monday through Friday for visitors, inspections, or maintenance and repairs.
  - a. GCREC shall maintain the facility including appliances, plumbing, heating and cooling, septic system, power, and water.
  - b. Cooking is permitted only in the kitchen. Persons using the kitchen are responsible for proper cleanliness. Trash must be covered at all times (plastic bags) and deposited into the GCREC trash cans by the occupants. Scheduled cleaning responsibility will be posted and agreed among the residents. Failure to maintain this responsibility will be reported to the Housing Administrator.
  - c. No unauthorized modifications to the floor plan, walls, electrical, or telephone systems are permitted.
  - d. The use of clotheslines or outdoor laundry drying is permitted.
  - e. 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.

6. 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.
7. Occupants are expected to provide both regular and end-of-stay cleanings. While the regular mowing and general upkeep of the grounds are the responsibility of GCREC, litter and other items from the occupants are the responsibility of the occupants. Prior to vacating GCREC Housing, the occupant and Housing Administrator or the chairman and/or other members of the Housing Committee will conduct an inspection. Deficiencies shall be the responsibility of the occupant and the sponsoring faculty member.
8. A lease agreement and a \$200 deposit are required before move-in. After the walk through inspection and return of the house key, the \$200 deposit will be returned to the student.
9. Room Assignments - Rooms are assigned in advance by the Housing Administrator. The rooming list may be found on the G Drive in the GCREC Grad Student Housing folder. You may request a room change in writing to the housing committee explaining the reason why and requests are granted if there is room available and a reasonable explanation for the change.
10. Guest Policy - Current students are allowed to have same-sex guests for a 3 day/2 night stay with approval of his/her roommate. Stays exceeding 3 day/2 nights must be approved by the Center Director in advance and in writing with a maximum of 7 days allowed. Guests must check in at the front desk and sign a waiver. 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. You must advise the other house residents in advance of the arrival of the guest.
11. Graduating students have 30 days from their date of graduation to vacate the residence.
12. Any exceptions to this policy will have to be approved by the GCREC Housing Committee.
13. Securing Housing for each Semester -  
UF/GCREC faculty-sponsored, full-time UF registered graduate students may apply for available housing accommodation by submitting the Graduate Student Housing Application Form each semester. Found at

G:\GCREC GRAD STUDENT HOUSING-BALM. 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.  
**Deadlines: Spring Semester - submit to Housing Administrator by Sept. 1; Summer - by Feb. 1; and Fall - by Jun. 1.**

**VIOLATIONS OF POLICIES MAY RESULTS IN REMOVAL FROM THE HOUSING. VIOLATIONS WITHIN THE 30-DAY PERIOD BEFORE SCHEDULED DEPARTURE MAY RESULT IN LOSS OF SECURITY DEPOSIT.**

## Resident Policies

These are general rules for the grad house set up by current and previous grad students staying in the house. They were designed for comfort of the other members of the house and to distribute the common cleaning chores.

### **Chores:**

- Weekly chores are on the refrigerator. They are designated by person in the house, but if you need extra help then feel free to ask.
- Please 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.
- If you cook every night you need to be more active in cleaning. Some of us don't cook and will not be responsible for your mess.
- There is a girls and guys refrigerator. There are some assigned areas and other areas are community. Please try to only take at most one quarter of the refrigerator. Also, please clean up your old food, as it may begin to smell or rot.
- Please keep the counters from becoming storage. There is assigned pantry space and personal things should be kept there. Counter space is for food prep.
- Bathroom chores are also listed on the refrigerator. They are listed by boys and girls sides and remember that one person's idea of cleanliness might not be yours, so help clean.
- Some of us might be gone for meetings, vacation, and breaks so if you notice someone gone or one area being neglected try to help out. With that said if you know you are going to be gone please contact the house leader to coordinate your chores.
- During our monthly meeting we discuss rules and concerns of residents. We also take a \$5 - \$10 monthly donation to buy items for the house that everyone uses such as toilet paper, paper towels, garbage bags, etc. This isn't mandatory but is strongly suggested so

we can live as a community as everyone uses the items we buy.  
Money left over is put away for the next month's list.

- See additional rules with instructions on how to clean.

### **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.
- Laundry left in either machine for too long may result in disciplinary action.

### **Common areas:**

- Quiet hours are from **11:00 pm – 8:00 am** on the weeknights and **12:00 pm until 10:00 am** on the weekends. All other times please try to keep noise to a minimum.
- Please pick up after yourself when you use the table and living area. Please remember to turn off lights when not in use.
- The front and back door are to remain locked at all times 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.
- Please make sure that the privacy doors on both the girls side and boys 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.
- Please keep the TV at a reasonable volume. The front boys room can hear everything through the wall.
- Please keep phone conversations to a minimum from the living room. If you have additional phone needs please see the house leader to direct you to better options.
- 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 not comfortable directly discussing the issue with a person, see the Housing Administrator

## 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 has to 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 disinfectant (right now we have under sink a product called 'Fabuloso' ) on warm water and mop. Sweeping and mopping will need to be done one time per week. If you make a noticeable mess from mud, dirt, or some other mess please clean up that area. It is your job to clean up noticeable messes you create. Do not expect the person with the chore to clean up your acute mess.

### **Tables:**

Clean after yourself. Use all purpose cleaner or surface wipes and wipe it down with a paper towel once a week. Living room tables (3) are included also.

### **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; somebody else will need the space

### **Vacuum:**

Pass the vacuum cleaner on the living room carpet once a week. Move the tables and seating areas at least minimally to get under just the edge of furniture.

### **Kitchen Sink:**

If you wash dishes or pots, clean the sink drainer from food leftovers. Run the disposer if you have left food on it. Add water while running.

*To clean:* Scrub the sink with soap (Comet or whatever is available) and a sponge needed once a week.

### **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. Do not wait for the person in charge of this chore to do it for you.

*To clean:* Lift the top of the stove and make sure is clean (it should be if everyone takes care of cleaning in case of overboiling/spills). Clean if needed. Put the top stove back on its place; replace aluminum foil on the 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 it dishes are done or need to be done. The dishwasher use is similar to 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. No pots or pans should be put in the dishwasher, they should be hand washed. The machine does not scrub the dishes, so please rinse them before putting them in the dishwasher. Add dishwasher detergent on the dispenser (do not use hand washing 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 strainer:**

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

**BATHROOM CHORES**

**Sinks:**

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

**Toilet:**

Spray and scrub once a week with available cleaner. Wipe out 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. Girls wash mat.

**Shower:**

Wipe the curtain and spray Tylex or available cleaner on the walls once a week.

All questions, comments, changes please let the Housing Administrator know via email or personal contact.

## Rule Enforcement Point System

All residents of the GCREC housing will be giving a limit of 10 points per person. If you have received a point or two and go 4 months without getting another point, a point will be deducted. Complaints and concerns by residents must be made the Housing Administrator. Complaints will then be handled as appropriate as listed below. If a resident accumulates 10 points, disciplinary action will be decided by the Housing Committee and could result in eviction from the house.

### 1 point infractions

Not cleaning after yourself when cooking, eating, grooming and etc.

Untimely removal of laundry from the washing machine or dryer.

Door slamming after initial warning.

Completing chores late. All chores must be completed by Sunday each week.

Rude and obnoxious behavior to be voted on by the house after a warning has been given.

All other house policies not specifically listed will be voted on by the house.

### 2 point infraction

Ignoring quiet hours if multiple warnings are received in one evening automatic points will be assigned. If multiple warnings are given over several weeks, a vote could determine point assignment.

If a resident is in violation of any of these items, please advise the Housing Administrator or your faculty advisor, as soon as possible. If you prefer to remain anonymous, just type or write your complaint and leave it at the front desk.

## Checkout Procedures

*We have prepared these guidelines to assist you in preparing for your move-out inspection*

The return of your security/key deposit is subject to the following provisions:

The entire premises should be cleaned and rental ready. A good rule of thumb is to leave the property in the condition you would expect it as a new tenant. When cleaning, please pay particular attention to the following:

### Kitchen:

- All food should be removed from the refrigerator, and drawers and shelves cleaned.
- Oven and range should be cleaned thoroughly, including range drip pans. Please do not cover drip pans with foil.
- Range vent hood cleaned and free of grease.
- All smooth surfaces (countertops, cabinet fronts, appliance & vinyl flooring) should be cleaned and free of grease.
- All cabinets, drawers, and pantry shelves should be wiped out.

### Bathrooms:

- All porcelain surfaces (showers, tubs, sinks, toilets) should be thoroughly cleaned and free of soap residue.
- Clean mildew from any tiled surfaces with a 50/50 solution of Clorox and water.
- Floors should be cleaned.

### Miscellaneous:

- Some wear and tear on painted walls is normal; however, please clean finger smudges around switch plates, dust on baseboards.
- Ceiling fan blades should be cleaned if applicable.
- Window sills should be wiped down.
- Mini blinds and vertical blinds should be cleaned if applicable.
- All trash and debris should be removed from the unit.

## Student Housing Policy Agreement

I have read and agree to the center and housing policies set forth in this booklet and will accept any decisions from the Housing Committee.

Name (Print)\_\_\_\_\_

Name (Signature)\_\_\_\_\_

Faculty Advisor/Sponsor Signature\_\_\_\_\_

Date\_\_\_\_\_