

RESIDENCE HALLS GENERAL RULES & REGULATIONS



Opening hours

Each residence has a reception desk coverage 24/7 shared between staff and students. An exception may take place during the extended holidays when there are not enough student monitors to cover. In these cases and for security purposes, the main door shall remain closed.

A special set of rules governing the work and conduct of receptionists is available. If you have any complaints in this regard, please make sure to report it to the Head Resident.

Phone calls

The public telephone is for the convenience of all residents.

Employment Opportunities/ Student work scholarship program

Residents who wish to work as resident assistants (RAs) as well as receptionists under the “Student Work Scholarship Program” should pay attention to vacancy announcements inside the residences.

Room Cleanliness & Personal Hygiene

Always maintain your room neat and clean. Living as part of a community makes personal hygiene a must and a necessity.

Cleaning & maintenance services

Cleaning services are conducted by janitorial services department on campus and involve cleaning of rooms, common areas, hallways and bathrooms via a schedule which is available at the reception where your preferred timing can be added. For maintenance and repair works in the room, the resident must complete the “maintenance survey form” available on the Student Housing homepage under “Report a Maintenance Problem” section.

Laundry Service

Every dorm has a free laundry service operated according to a weekly schedule. Use this service responsibly. The resident must present his/ her ID to the receptionist before taking the laundry key.

Any resident who gets 10 minutes late to his/ her allocated slot will automatically lose the reservation

Room keys

The room keys are handed in to the student upon check-in. Duplicating university keys is strictly prohibited. Room keys must be returned to the student housing staff upon check-out.

A charge of 60,000 LBP will be imposed in the event of losing/ not returning the keys.

Locked Out

Each dorm is equipped with spare keys to be used in the event of lock out. A register is kept at each dorm whereby every staff or RA will write down the name of the student who gets locked out of his/her room. Any attempt to enter the room through the windows or balconies will result in severe disciplinary measures including but not limited to a Dean’s warning. A charge will be imposed in the event a student gets locked out more than three times per month.

Electrical Equipment

Students may have the following items in their rooms: fridge, radio/CD player, desktop or laptop, printer, hair dryer, microwave, TV, and percolator. Due to the limited space in the room, students occupying double rooms are required to consult with the roommate before they bring furniture or equipment that is likely to cause friction between them.

Any equipment or item that may disturb the residents or may represent a safety hazard is not allowed including but not limited to electric heaters/skillets, toasters, fryers, grills, halogen lamps, gas containers, irons, sound system, and the like.

Student Housing reserves the right to confiscate any equipment/tool that may represent a fire threat or may cause disturbance.

Room Entry for Inspection and Repairs

As the privacy of the residents is a priority, no Student Housing staff or RA may open a resident's room to any guest whether friend or family for any reason. Any resident who wishes to give such access must inform Student Housing in writing and during working hours.

For maintenance and safety purposes, the Student Housing personnel enter the rooms twice per month to inspect the premises and investigate in case of any suspected violation.

Balconies and Common Areas

All balconies and common areas must be kept clean, neat and orderly at all times, and may not be used for cooking, storage or drying of items. University furniture is provided for indoor use and is not permitted to be used outdoors.

Lost or Stolen Items

The University shall not be liable for lost, stolen or damaged items of personal property, no matter how caused.

Visitors & visiting hours

The residence halls are open to guests between 7:00 am and 12:00 midnight. Visitors of the opposite gender are only allowed in the lobby of the residence hall. - Residents are not allowed to receive visitors (of the same sex) in their rooms for more than two hours period, preferably in mutual understating with the roommate. Visitors must leave the dorm premises by 12:00 midnight, otherwise a guest penalty amounting to 50,000 LBP will apply.

Guests

Residents are entitled to host one guest per semester for a period not exceeding three nights. Guest inquiries should be addressed to the Student housing office two working days prior to the guest arrival. A guest is considered a peer; i.e. a friend, cousin, sister or brother. Parents or grandparents of AUB students are not eligible as guests. Guests are not allowed during check-in or check-out periods, reading and final examination periods. Guest residents are not entitled to have guests in their rooms. In case a guest performs any violation during his/her stay the student housing office has the right for immediate expulsion of the guest from the room and/or possible disciplinary measures might be taken from his original university/college. For more information & guidelines check the guest policy.

Quiet and Courtesy Hours

Quiet hours are from 10:00 p.m. till 8:00 a.m. During the final examinations period including the reading interlude, a 24-hour quiet period must be observed. Courtesy hours are in force 24/7.

Loitering

Loitering near and around the student residences areas after midnight is not allowed. These areas are residential and therefore causing disturbance is not allowed under any circumstance.

Pets

Residents are not permitted to keep or take care of pets or animals within the residence halls, even temporarily. Guests may not visit the accommodation with pets or animals.

Security

Always make sure to lock your door upon leaving your room and immediately report any security concern.

Late arrival Sign-in/Campus & Residence Halls Access

All residents entering campus after midnight are required to sign their names at the AUB gates and in the halls.

Cooperation with the security officers and night staff is a must as these people are to ensure the residents' safety and well being.

Residents must carry their AUB I.D. at all times; otherwise their access inside campus will be delayed for a considerable time.

Curfew Policy

Freshman students living in the student residence halls are required to be physically present on campus from Sunday to Thursday by Midnight, Friday by 1:00 a.m. and Saturday by 2:30 a.m.

Undergraduate sophomores, juniors, seniors and graduate students in addition to the temporary guests are exempt from the curfew policy.

Smoking

In accordance with university policy, smoking is not allowed neither on campus in general nor inside the residences in specific.

Alcohol & Drugs

The possession or consumption of alcohol is strictly forbidden. Storage of alcoholic beverages for collection/ decoration purpose is not allowed. Involvement in illegal drugs or drug-related activity is strictly prohibited.

Gambling

All forms of gambling are prohibited in the residence halls.

Harassment and Bullying

Use of power and aggression to control and distress others is strictly prohibited.

Conducting sales/ promotion of commercial products

Marketing products or services within the student residences is not allowed. Posting commercial announcements is prohibited anywhere in the student residence halls unless verified, approved by the office of Student Affairs or Public Relations office.

Posters

Religious and political posters or pictures are not allowed to be taped or tacked to doors, window casing, or furnishings.

Candles/ Incense

Lit candles, incense and the like represent a serious safety hazard for the entire student residence community and are therefore prohibited.

Cooking

All residence halls are equipped with kitchenettes where cooking may take place. All residents are required to be extremely cautious and responsible when handling the stove. For safety reasons toaster ovens, toasters, grills, steamers, open flame cooking devices or heating units, halogen lamps, hookahs and dartboards are prohibited in the accommodation.

Delivery

All residents who make food request deliveries or other are required to pick up their orders from the gate that is nearest to their dorm. Unauthorized delivery personnel are not allowed inside campus as per the instructions of the Protection Office. Delivery diet boxes should be immediately picked up and should not be stacked at the reception desk. The receptionists are not responsible for receiving nor storing any deliveries.

Fire Safety/ Fire Evacuation/Fire Protection Equipment

All the residence halls are equipped with certain equipment including fire extinguishers, exit lights, and alarm systems which are designated to ensure the safety of the residents in case of fire or electric cut-offs. As such, tampering with or causing damage to such equipment is prohibited and will result in disciplinary measures.

All residents must evacuate the residence hall once the fire alarm sounds. It is mandatory that all residents attend a fire safety session which is conducted at the beginning of each fall.