



UNIVERSITY OF CENTRAL FLORIDA

Youth Protection Program Housing Guidelines

The following housing guidelines provide information for programs that utilize university residence halls, university affiliated housing, off-campus housing, or a combination of the three.

Programs that use university residence halls must abide by the [UCF Housing and Residence Life policies](#).

All programs should consider implementing rules and procedures considering the following factors specific to overnight stays:

- Define weekday and/or weekend curfews appropriate to the ages of the participants, and how curfews will be enforced;
- Quiet Hours: define weekday and/or weekend quiet hours appropriate to the ages of the participants;
- Overnight guests: define if and when they are permitted;
- Overnight absences: establish an approval process for overnight absences, including written permission from a parent or legal guardian;
- Residence supervision: determine how many supervisors should be on duty during the day and overnight, based on the number of program participants residing on campus. Define roles and responsibilities for each time period;
- Restrict physical access: establish rules to restrict access to residence halls (e.g. locking windows and doors, keeping outside doors closed, not copying keys, etc.);
- Drugs & alcohol: forbid the use and possession of alcohol, illegal drugs, and drug paraphernalia;
- Gambling: forbid gambling on campus;
- Parties: if allowed, provide guidance on scope and supervision;
- Respect university property;
- Stay in the room that they have been assigned, unless granted permission to move;
- Keep their rooms clean and stay in compliance with any program safety & security guidelines;
- Emergency contact information: establish procedures on how to access emergency contact information if needed, while protecting the privacy of the individual's information;
- Ensure overnight program supervisors, staff, and volunteers are on a roster and contact information has been provided; and
- Electronic recording device use: established where electronic devices will be prohibited, such as restrooms, and/or dressing areas.