

College Park Housing Student Handbook 2019 - 2020

Riverland Community College



CPH

College Park Housing

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STUDENT HOUSING POLICIES

Welcome to College Park Housing, your home away from home! College Park Housing at Riverland Community College is an enjoyable place to live. You will experience many new things such as living with new roommates in an apartment and getting along with a large group of diverse students. We will live, work, and grow together to make our community a better place to live.

The primary purpose of College Park Housing is to build a “sense of community.” “Community” refers to a group of people sharing a common purpose, living in proximity, and interacting on a regular basis. “Sense of community” refers to cooperation, willingness to communicate openly, and the ability to show responsibility to and for others and one’s self.

We can help create a sense of community in many ways;

- Promoting a safe, secure environment.
- Allowing students to participate in decision-making processes.
- Encouraging and promoting program activities that meet students’ needs.
- Helping to ensure the rules and regulations will protect student rights.
- Promoting personal development within a group setting.
- Encouraging individual responsibility for one’s actions.
- Respect for the rights of others.
- Ensuring respect for individual differences, and appreciation and understanding of Cultural diversity.

The primary responsibility for helping to create a sense of this community rests with you, as a member of this community.

- Assume responsibility for your room and your actions and know your individual rights while respecting the rights of others.
- Become involved and interact with members of your unit in social and educational activities.
- Communicate your personal concerns and interests to the manager.
- Become involved in the decision-making and problem-solving opportunities.
- Take pride in the physical facility and help improve it.
- Challenge us to provide you with experiences, which promote individual growth and development.

COLLEGE PARK HOUSING STAFF MEMBERS

Director of Student Housing/Residential Life

The Director of Student Housing/Residential Life is in charge of management, supervision, and operation of housing. The Director of Student Housing/Residential Life is responsible for all room assignments, requests for room changes, and check-in and checkout procedures.

He/She will also manage all housing payments, contracts, and conduct issues and work closely with the Dean for Institutional Advancement and the Foundation Housing Committee to ensure a safe and healthy living and learning environment for students. At no time is the Director of Student Housing/Residential Life authorized to dispense medication to the tenants.

COLLEGE PARK HOUSING LEASE AGREEMENT, SECURITY DEPOSITS, AND REFUNDS

College Park Housing Lease

You are required to sign a Student Housing Contract (the “Housing Contract”) before moving into College Park Housing. You may be evicted from College Park Housing as a result of violating the terms of the Housing Contract or the rules in this Handbook.

A Housing Contract for one semester will be permitted in cases of students graduating at the end of fall semester or students enrolling in spring semester. Preference, however, may be given to full-year students. Please notify Director of Student Housing/Residential Life regarding your current status at Riverland Community College and if any changes occur, stated in your Housing Contract.

Rent Payments

- You must pay rent in accordance with the terms of your Housing Contract.
- Rental payments should be made to the Riverland Bookstore/Business office.
- Checks should be made payable to College Park Housing.
- Students paying for College Park Housing at Riverland Community College must show the receipt to the Director of Student Housing/Residential Life.

Security Deposit Return Policy

- You are required to pay a Security Deposit in accordance with the terms of your Housing Contract.
- Damage or cleaning in excess of the Security Deposit will be charged to you. If these charges are not paid, a hold will be placed on the release of all academic files to third parties.

STUDENT HOUSING FACILITIES

Student Apartments

Up to six students are assigned to each unit. Full-time students will always be given preference in housing assignments.

Private bedrooms – Are on a space available basis only, on a first-come first-served basis. If you desire a private room you should note it on your application or notify the Director of Student Housing/Residential Life as soon as possible to place yourself on a waiting list. The Director of Student Housing/Residential Life will not discriminate in room assignments on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status.

Apartment Furnishings

Each three-bedroom apartment is furnished. In most units the bedrooms are equipped with two bunk-able beds, two desks with chairs, and two closets. The living/dining room is furnished with items like a couch, love seat, chair, end table, and coffee table etc. Kitchens have a stove/oven, refrigerator, and dishwasher. Students should plan to furnish the kitchen with utensils and dishes. Students also need to bring towels, wastebaskets, toiletries, telephones, televisions, room decorations (subject to limitations), (pillows, blankets, sheets, etc.), and small appliances.

There is an abundance of cabinet space. Each unit is also equipped with two full bathrooms and a walk-in hallway pantry with shelving.

College Park Housing has living accommodations for students with disabilities. For information regarding these accommodations, contact the Director of Residential Housing.

Mail

Mail is delivered to each apartment mailbox Monday through Saturday by the US Postal Service, usually between 10:30 a.m. and 12:00 p.m. Incoming mail should be addressed in the following format:

Resident's name
Student Housing
Riverland Community College
1700 NW 8th Ave. Unit #
Austin, MN 55912

Outgoing mail can be deposited at the same location. At the end of the year, each resident is responsible for filling out a change of address card with the postal service. All mail received at College Park Housing after checkout, will be returned to sender.

Community Room

The Community Room is equipped with cable television, seating, and recreation equipment. The Community Room is open for Housing tenants. All guests need to be accompanied by a Housing tenant or will be asked to leave. No equipment at any time may be removed from the Community Room or it will be considered theft and a violation will be issued and/or law enforcement may be called. If any Community Room items are broken or damaged, liability could fall on the Housing Tenant. Please contact the Director of Residential Housing immediately if any issues arise or damage occurs.

Laundry Facilities

Coin operated laundry facilities are located in the Community Room and are for resident use only. You must provide your own laundry detergents and softeners. Any problems with the machines should be reported immediately to the Director of Student Housing/Residential Life.

COLLEGE PARK HOUSING FACILITY POLICIES

Check-In and Apartment Inventory

Before settling into your unit, you will need to make a complete inventory and inspection of the unit and its furnishings. The inventory sheet you will receive at check-in must be completed, signed, and returned within 24 hours of check-in. All contents of the unit, including floors, ceilings, windows, doors, and furniture are considered unit inventory items. As a resident of the unit, you are responsible for the inventory and the unit in its entirety as long as you occupy the unit. Care should be given to ensure a complete and accurate inventory, as you will be held responsible during checkout for any damages not listed on the sheet. Any student who moves into College Park Housing agrees to take responsibility for all items in the unit. Items that you feel do not belong in the unit during your inventory should be reported immediately to the Director of Student Housing/Residential Life.

Residents must fill out and sign the “Riverland College Park Housing-Conditions Checklist” form. This form must be returned within 24 hours of check-in.

Checkout

Residents must adhere to the following procedures when checking out:

1. Set up check out time.
2. Return all keys.
3. All units and rooms were professional cleaned prior to check in. If not left in the same condition, you will be charged for the expense of hiring professional cleaners to get the unit ready for the next students.
4. Windows will be cleaned and locked. Floors will be vacuumed and/or scrubbed. Bathrooms will be scrubbed and cleaned. Kitchen cabinets and drawers will be emptied and cleaned. The stove/oven and refrigerator will be cleaned.
5. Return your residential parking permit. You must walk through the apartment with the Director of Residential Housing and complete the check out form. Keys and parking permits must be returned at that time.
6. Check-out **MUST** occur prior to moving out of your unit. Failure to do so may result in fines and/or forfeiture of your security deposit. See your Housing Contract for details on fines due to improper checkout.

Keys

Upon moving into College Park Housing, you will be issued one key to access to your mailbox and another to your bedroom door lock. Should you lose your keys, there will be a \$5 charge for replacement per key. Under no circumstances should your key be given to anybody or be

duplicated for another. If key is found to be in possession of someone other than the Tenant, Tenant could be subject to eviction.

Room Inspections

College Park Housing and the Riverland Community College Foundation, its officers, employees and agents shall have the right to enter College Park Housing units at reasonable times and without prior notice for the purpose of routine inspection and repair, preservation of health, safety and peaceful enjoyment of the property, exhibiting or marketing the premises, and when there are reasonable grounds to suspect that laws or Riverland Community College or College Park Housing policies, rules, or regulations are being violated.

College Park Housing reserves the right to enter and inspect a unit without prior notice:

- when it appears that the occupants of the unit may be physically harmed or endangered;
- when it appears that Housing property may be damaged;
- when it appears that a Housing policy is being violated; or
- for periodic scheduled maintenance and inspections.

Semester Breaks

When leaving for a holiday or semester break, please be sure to close windows, lock doors, unplug TV's, curling irons, and turn off the lights. For safety purposes, staff will be checking and inspecting each unit during each break. Any violation of Student Code of Conduct or Residential Life Contract noted during these maintenance checks will be referred for disciplinary action. Thermostats are to be set at 68 degrees in the winter and 70 in spring and fall.

Roommate Issues

College Park Housing will attempt to honor the preferences expressed by you for a unit assignment and reserves the right to assign or reassign you to other units when necessary.

If you have a problem with a roommate or roommates, contact the Director of Student Housing/Residential Life. He/she will be happy to work with you and your roommates in an attempt to reach a resolution.

If a room change is made, the resident must properly check out of his/her old unit and check into a new unit including completion of a new room inventory sheet. This is done to ensure the return of your cleaning and damage deposit. Residents will be held responsible for damages in all units occupied during the school year.

Consolidation

A situation may arise where a resident is left alone without a roommate. If there is a waiting list, a new roommate will be assigned. College Park Housing has the right to move individuals to a

different unit at any time. Generally, this will be done if there are two or fewer residents living in a particular apartment. A minimum of two students will be assigned to each unit.

Maintenance

If you have any maintenance needs in your apartment, contact the Director of Student Housing/Residential Life. This request must be in writing by email or a repair form filled out. You will not be charged for normal wear maintenance. However, should damage occur that is not normal wear, you will be billed for materials and labor involved in repairing the damage. Please report problems immediately. Do not try to repair them yourself.

The furniture placed in public areas is designed to be utilized by every resident in College Park Housing and may not be removed from these areas. Maintenance charges for proper repair of the furniture or replacement will be assessed.

Damage/Destruction of State Property

Intentional or malicious damage, destruction, or defacing of College Park Housing or college property is against state law and college policy. If you are involved in the damage or destruction of college property you may be referred to the Dean for Institutional Advancement for disciplinary action and civil authorities for possible prosecution, depending upon the extent of damage or destruction.

Unit Decoration

You are encouraged to create your own environment in your unit. If you plan to decorate your unit please use 3M hooks or small tacks. Damage due to decorating will be assessed a fine according to the extent of damage. Any holes put in the walls must be filled prior to checking out of your unit. Shelves must not be installed on the walls. Nails, screws, and similar fasteners shall not be used. Violation of this rule could result in a \$10 fine per occurrence.

Painting

Painting is exclusively the job of College Park Housing management.

COLLEGE PARK HOUSING GUEST POLICY

You shall not allow overnight guests without special permission from the housing director. You acknowledge that College Park Housing is to be used for student residence housing only.

Guest Escort Policy

The purpose of the guest escort policy is to ensure the safety of the residents. Non-residents need to have a legitimate reason for being there. Guests need to be accompanied by a resident who will be accountable for the actions of their guests.

A portion of the vandalism, noise, and other problems in Student Housing is caused by non-residents. Non-residents have less at stake in preserving the qualitative nature of the environment. Therefore, non-residents who are in the building with intent other than visiting residents will be asked to leave and we reserve the right to ban them from Student Housing Property.

Underage Guest

We reserve the right to immediately notify the parents of guests under the age of 18 who are involved in accidents or experience serious injury. It is the responsibility of the host resident to register the underage guest by filling out a guest registration form.

Responsibility of Guest Behavior

It is the host resident's responsibility to make sure his/her guest abides by college and College Park Housing policies. Failure to do so will result in the guest being asked to leave. In addition, the host resident will face disciplinary action relevant to the behavior of their guest. Any resident hosting guests in their room is responsible for their actions. We assume no responsibility for providing accommodations for guests who have been asked to leave the premises. Any non-resident Riverland student involved in housing discipline will be referred to the Dean for Institutional Advancement for disciplinary action. College Park Housing also reserves the right to contact local police authorities if necessary.

Clearing Units

Upon discovery of any violation(s) of Student Housing policies, staff may request a unit be cleared and ask all guests to leave. Residents are responsible for their behavior and that of their guests. A guest who is disorderly, intoxicated and/or creating a disturbance will be asked to leave, and disciplinary action will be imposed on the resident.

Noncompliance with a College Official

Residents will be subject to discipline and/or eviction for providing false information, harassing, abusing, or failing to be cooperative with any other college staff member while they are performing their assigned duties.

SAFETY AND EMERGENCY PROCEDURES

WARNING: CLOSE CIRCUIT TELEVISION SURVEILLANCE CAMERAS HAVE BEEN INSTALLED FOR YOUR SAFETY AND PROTECTION. Report or refer any safety concerns or incidents to the Manager.

Medical Emergencies

Should any type of emergency arise, contact the Director of Student Housing/Residential Life, or call 911 if applicable. Housing staff will contact the appropriate authorities should the need arise.

- No person who is unconscious shall be transported in a personal vehicle. An ambulance will be summoned.
- No person who has a fracture or a suspected fracture shall be transported in a personal vehicle. An ambulance will be summoned.
- No person who has injured to the extent that they are in shock shall be transported in a personal vehicle. An ambulance will be summoned.

If it is possible that the individual may be further injured or present injuries aggravated if transported in a standard vehicle, then an ambulance should be summoned.

The Director of Student Housing/Residential Life must have up-to-date medical information forms on file. If you have any preexisting medical conditions, please indicate these on the medical information form. In this way, staff can be informed to better serve you in cases of emergency.

In case of a medical emergency, call 911 to request medical assistance. Give your exact location and the nature of the injury or illness.

Crime Reporting

Students are encouraged to report any and all criminal activity. If you have been a victim of a crime, you should report it to the Director of Student Housing/Residential Life. All criminal reports are forwarded to the Dean for Institutional Advancement and the Austin Police Department.

Harassment and Sexual Violence

Each person living in College Park Housing is responsible for basing their relationships with others on mutual respect and encouraging an open, sharing and supportive atmosphere where individuals have the opportunity to develop positive and rewarding relationships.

College Park Housing prohibits harassment of any kind, which is verbal or physical conduct that creates an intimidating, threatening, offensive, or hostile environment.

Incidents involving harassment in College Park Housing will automatically be referred for disciplinary action by the Director of Student Housing/Residential Life and Riverland Community College and may also result in the eviction of the offender.

Riverland Community College is committed to eliminating sexual violence, harassment and discrimination in all forms, and will take appropriate remedial action against any individual found responsible for acts in violation of these policies. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies, that may require separate proceedings.

Any individual who believes she or he has been, or is being, subjected to conduct prohibited by the college's Sexual Violence Policy or the Nondiscrimination in Employment and Education Policy is encouraged to report the incident to the Affirmative Action Officer's designee, Cindy Brimacomb-Whiteaker, Human Resources Office, West Building, Riverland Community College, Austin, MN., at 507-433-0529 or at: cindy.brimacomb-whiteaker@riverland.edu.

Reporting Theft

If you find that something is missing from your unit, car or other personal property, notify the Director of Student Housing/Residential Life immediately and call the Austin Police Department. College Park Housing is not responsible for any theft. You will need to carry insurance of your own to cover belongings. To be safe, do not share your unit door code or leave your unit/bedroom doors unlocked.

*Refer to the Campus Crime Report in the Riverland Community College Student Handbook for further information regarding safety, security, and emergency situations.

Vandalism

Destruction or defacing of public or private property is prohibited. Residents are responsible for the care of common areas, lounges, hallways, and the furnishings located in these areas. Report all incidents of vandalism to the Director of Student Housing/Residential Life. Vandalism may also be treated as misconduct by the college and appropriate disciplinary action will be pursued.

Missing Students

If a resident is missing from a unit for more than two days and their roommates are not aware of their whereabouts, please contact the Director of Student Housing/Residential Life or the Dean for Institutional Advancement.

Ten Tips for Student Housing Safety

Personal safety is an issue on all college campuses whether it is safety from a crime or other emergencies like fire. By following these security tips, College Park Housing residents can make themselves less vulnerable to crime.

1. **Lock your room every time you leave**, even if it is for a very short amount of time.
2. **Keep exterior doors to your residence hall locked at all times**; never prop them open.
3. When entering your residence hall with a key, never allow someone unfamiliar to you to enter with you.
4. Never leave valuables (wallets, checkbooks, purses, backpacks) unattended.
5. Know your fire safety procedures for your unit and common areas.
6. Know where fire extinguishers are in your unit and common areas and know how to use them.
7. Walk or jog with groups of two or more and stay away from poorly lit areas even if they are shortcuts.

8. Secure bicycles to a rack using a lock.
9. Never leave valuables in your vehicle and keep it locked at all times.
10. Report suspicious people and/or incidents to the Director of Student Housing/Residential Life immediately.

Student Housing Safety Policies

College Park Housing policies are intended to protect the personal safety of residents, guests, their personal belongings, and the surrounding area. These include:

- Fire safety. Tampering with fire safety equipment (smoke detectors and extinguishers) or in any way endangering the residents or structure with threat or actuality of fire is prohibited.
- To protect residents from accidental injury, firearms or weapons (including but not limited to guns, air guns, knives, or bows and arrows) are not allowed on College Park Housing Property. The possession of firearms or weapons constitutes grounds for immediate removal and eviction from College Park Housing.
- Incense, oil lamps, etc., which have flames, glowing elements, etc., are not allowed to be burned, because of their potential fire danger. If found in an apartment, a \$50 fine will be assessed.
- The use and/or possession of explosives (such as firecrackers and ammunition) or flammable liquids are strictly forbidden. This includes lighter or charcoal fluid, car batteries, etc. Possession of these items may result in eviction.

Guidelines for Room Safety

1. Fire regulations prohibit the use of any flammable hanging decorations including cloth, parachutes, fishnets, crepe paper, etc.
2. Using electrical power strips and extension cords to obtain a maximum number of outlets causes a fire hazard. If using extension cords or power strips, they must have a fuse/circuit breaker in them to avoid overloading the system.
3. Flammable liquids, including paint, gasoline, and ether are not permitted in the units.
4. All exits must be kept clear.
5. Partitions or dividers of any type are not permitted.
6. Residents are required to remove any decorations or furnishings deemed potential fire hazards.
7. If a supplemental heating unit is needed for your suite, please contact the Director of Student Housing/Residential Life BEFORE one is placed in your suite. All heating units require a “breathing space.” A one-foot space must be left above, and around any heating unit. If you are having problems with your heat, make sure you have the proper “breathing space” for the unit.
8. Do not make any adjustments to the electrical system (lights, outlets, switches) in your apartment.
9. Extension cords must be unplugged after use.

10. Residents are responsible for notifying staff immediately after identifying problems with smoke detectors.
11. Anyone caught tampering with smoke detectors or fire alarms are guilty of a misdemeanor.
12. Portable heaters are not allowed in the apartments.
13. Extension cords should not be attached to, woven through, or touching metal in any manner.
14. Extension cords may not be placed under carpet.
15. Motorbikes or other motorized vehicles may not be stored in resident's rooms.
16. Excessive use of paper on walls or windows is not permitted.
17. No unattended cooking is allowed in rooms or kitchens.
18. No use of open flame cooking devices or hot plates is allowed in the units.
19. Microwave ovens, popcorn poppers, toasters, coffeepots, or other such devices must never be left unattended or be used near flammable materials.
20. Light bulbs should be used in approved lamps or holders and be of proper wattage for device; too high wattage may result in a fire.
21. Candles must be positioned so that no combustible materials are within six inches and contained within an approved holder.
22. Light fixtures must not be tampered with in any way and items should not be hung from them, which might serve as conductors of electricity.
23. Candles should be in an approved holder. These holders will be designed so that they will return to an upright position after being tilted to a 45-degree angle from vertical, except candles that self-extinguish if tipped over and do not spill fuel or wax at a rate more than ¼ teaspoon per minute.
24. Unit doors must be able to fully open. The unit door must be closed when the unit is left unattended or the residents of the unit are sleeping.
25. An emergency aisle of at least 22 inches must be maintained within the unit.
26. When arranging furniture, consideration must be taken so that if tipped over it does not block the door.

Fire Safety

Smoke Detectors

By virtue of state law, it is the College Park Housing's responsibility to provide smoke detectors in each unit. Also, by virtue of state law, it is a misdemeanor punishable by 90 days in jail and/or \$700 fine to either remove the batteries or detector from its location. While this represents a violation of state law, it also poses a threat to the safety of residents.

The smoke detectors located in your unit will provide you with early warning of any smoke resulting from a fire. Its proper maintenance is vital to your safety. It is your responsibility to make sure that the smoke detectors in your unit are operational at all times. See the Director of Student Housing/Residential Life when it is not working properly.

In Case of Smoke

- Heat and most toxic smoke or gas rises. This means you should crouch or crawl to avoid the most dangerous fumes.

- Be sure to take short breaths, breathing through your nose. Avoid breathing deeply through your mouth and inhaling large amounts of smoke.
- Never open a hot door. Smoke can be fatal. Carefully place your hand on the door panel above your head. If the door or door knob is hot, do not open the door.
- If you are trapped, any room with a closed door between you and the fire and/or smoke may offer refuge. Seal up the crack around your door using sheets, pieces of clothing, or whatever is handy. Then hang an object out the window (bed sheet, jacket, or shirt) to attract the fire department's attention. If there is a phone in the room, call the fire department (911), and report your room number and location.
- If the door does not feel hot, open it slightly and cautiously. Brace the door with your hip and foot. Place your hand across the opening to determine the temperature of the air. If the air is hot or if there is real pressure against the door, close the door, and follow directions listed above.

Fire or Emergency Evacuation

- A loud, high pitched, continuous alarm will sound from your smoke detector.
- All residents must follow fire exit routes posted on the inside entry door of each unit.
- Electrical devices and lights should be turned off before exiting the building and windows should be open.
- Residents should wear shoes and clothes appropriate for the weather.
- Close and lock unit door and don't forget to take your keys.
- All residents are required to leave the building if the alarm sounds.
- The Director of Student Housing/Residential Life is responsible for checking to make sure all students have evacuated the building.
- Students in second floor units are to use the emergency ladders found in each bedroom.

Evacuation of Disabled Persons

It is the responsibility of the Director of Student Housing/Residential Life to provide evacuation assistance to residents with disabilities.

Fire Code Violations

The smoke detectors and fire extinguishers in your unit are for your safety. Tampering with them only hinders their efficiency and endangers the lives of you and fellow residents.

Failure to evacuate the building will subject a resident to disciplinary action and/or fines. Tampering with smoke detectors is a violation of Minnesota law and may be deemed a misdemeanor or felony.

All cases of fire equipment tampering are investigated. Criminal prosecution through the county courts may also result.

OTHER STUDENT HOUSING POLICIES

Aerials

Outside aerials for radio or television are not permitted.

Apartment Capacity

To comply with fire code and to protect the well-being of all College Park Housing residents and their guests as well as help prevent damage to the unit and the buildings, no more than 20 people may be present in a given unit at any one time.

BBQ

Gas barbeques are available for residents to use; however, residents must provide cooking utensils and clean grills after use. If the barbeques are damaged, or are in non-working order, please notify the Director of Residential Housing.

Bikes

Bikes may be kept inside of the units or in the provided bike rack, provided they do not block exits. They must be kept clean. No snowmobiles are allowed on grounds. Motorcycles are permitted but must be in an assigned parking spot.

Businesses

Residents are not allowed to run any business out of their dwelling or any common areas of the College Park Housing facility. Violation of this provision could result in immediate eviction.

Entry Doors

No posters, staples, memo boards, or other materials are allowed on the front of unit doors or windows.

Furniture Storage and Removal

College Park Housing is not able to store residents' personal furniture or any other personal belongings of residents. All personal belongings must be stored in the units. No furniture is to be removed from the units or any of the public areas of College Park Housing. Residents found to have removed furniture are subject to a \$50 fine and/or report to law enforcement. To avoid damage to the walls and furniture, lofts may not be constructed or used in any College Park Housing unit.

Gambling

Gambling on College Park Housing property is not permitted.

Garbage

Trash is picked up twice a week. Please remove trash from your unit weekly and place in the dumpster. Keeping a clean unit will help prevent the infestation of mice, ants, cockroaches, etc.

Maintenance Inspections\Right to Enter

Maintenance inspections are done on a regular basis to ensure a safe and healthy environment for the residents. A member of the Foundation College Park Housing Committee, Director of Student Housing/Residential Life, and the Dean for Institutional Advancement will conduct the inspections. Residents will not be charged for repairs due to normal wear but if other repair or maintenance is needed, residents will be charged accordingly.

College Park Housing staff has the right to enter any room for the purpose of making repairs or to confirm the suspicion of policy violation.

Breaches of College Park Housing policy or alcohol violations that are noted during maintenance inspections or repair visits will be referred for disciplinary action.

Mandatory Meetings

You are required to attend a Mandatory Meeting at the start of each school year, or at the start of the Spring semester if that is when you begin your residence. In addition to this Mandatory meeting, other Mandatory meetings may be scheduled at the Director of Student Housing/Residential Life's discretion. You may be fined \$25 for failing to attend a Mandatory meeting without prior approval from the Director of Student Housing/Residential Life. Residents are required to make up all missed meetings whether they have been fined or excused within 7 days of the original meeting or else they will receive a second fine.

Parking

Residents must park in the blacktop lots provided. Parking is prohibited in restricted areas. Handicapped parking is restricted to vehicles with permits. Do not park in designated staff parking spaces. Fines will be assessed and/or the police may be called for ticketing and towing. Overflow parking is available in the southwest lot of the Austin East Campus for residents of Housing and their guests. Report all parking violations to the Director of Student Housing/Residential Life.

Pets

Pets, of any kind, are not allowed in the student housing units because of potential health, maintenance, noise, and safety problems.

Physical Changes to Apartment

Painting, attaching or displaying in or about the premises any signs or posters without the consent of the Director of Student Housing/Residential Life is prohibited. The resident shall not tape, glue, or use tacky substances on any of the walls, ceilings, floors, or woodwork of the premises without written consent of the Director of Residential Housing. You are responsible for any damage and will pay for all damages found in the unit. The Director of Student Housing/Residential Life reserves the right to evict the resident if changes in the dwelling is substantial and has created damage to the dwelling.

Quiet Hours/Noise Policy

Living in harmony with members of a community can be very difficult at times. Every individual is responsible for all of their actions. Quiet times have been established in order to offer an atmosphere that is supportive of academics and healthy living. Quiet time is 11:00 p.m. to 11:00 a.m.

Playing loud music or having loud activities between 11:00 p.m. – 11:00 a.m. will result in a fine. Noise that is disruptive or offensive to other residents will not be tolerated. Fines will be given during non-quiet hours for disruptive or offensive noise.

Please respect the privacy of others during the non-quiet times. Keep noise to a minimum. Fine \$25 each person in the unit. Multiple violations could lead to eviction.

Returned Check Fee

If checks are returned from the bank for any reason whatsoever, a fifteen dollar (\$15) handling fee will be charged to the resident. The Manager may demand that rent be paid by cash, money order, certified, or cashiers check from the resident if one or more checks are returned from the bank unpaid.

Roof

Residents are not permitted on any roof at College Park Housing.

Smoking

Smoking inside any of the units or the Community Room building is not allowed. Violations of this policy will result in a \$25 fine or possible eviction.

Snow Removal

In order to facilitate snow removal, cooperation by residents is important. After receiving a snowfall of three inches or more, all residents should be aware that the lot could be plowed. When necessary you will be informed when the plowing will take place and all vehicles must be removed from the lot before the plowing begins.

Problems arise when all cars are not removed from the lot. To plow around one car hampers removal from at least four other parking spaces. Owners of vehicles not removed will be fined \$20. Tenants repeatedly refusing to move their vehicles will be required to park in the overflow lot (athletic lot) or will have their vehicles towed.

Owners of vehicles not removed will be assessed fines or towed. You are responsible for towing and storage charges of your vehicle. You must move your cars back from overflow lot or the school will tow.

Solicitation

Solicitation without prior consent of the Director of Student Housing/Residential Life is not permitted on the property or about the property. Residents are requested to notify the Director of Student Housing/Residential Life of any such guests.

Stereos, Loudspeakers, and Amplifiers

You must use stereos, loudspeakers, and amplifiers responsibly in a manner that does not affect the privacy of other residents. Complaints of noise, especially during the quiet hours, should be referred to the Director of Student Housing/Residential Life for immediate action. If you choose to ignore the noise policy or this statement on stereos, loudspeakers, and amplifiers you may face disciplinary action including confiscation of equipment, referral to law enforcement on disorderly conduct charges or eviction.

Swimming and Skating

Swimming in or skating on the pond near the College Park Housing complex is prohibited.

Unauthorized entry

Entering another person's room without the permission of the person is prohibited and violators will be fined \$150.

DRUG AND ALCOHOL POLICIES

Drug- and Alcohol-Free Complex

According to the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in Certain Buildings or Grounds, Student Housing will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its residents and students.

Accordingly, no resident shall use, manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to use a controlled substance or drug paraphernalia as defined

in Minnesota Statutes Chapter 152 or on College Park Housing grounds. No resident shall use or possess a controlled substance, except when the possession is for that person's own use and is authorized by law while at College Park Housing.

No resident shall introduce upon or have possession at College Park Housing of any alcoholic beverage as defined in Minnesota Statute 340A.101.

Court rulings imply that individuals purchasing or distributing alcoholic beverages for events may be liable for personal injury or property damage that occurs as a result. In addition to personal liability and property damage, individuals run the risk of being charged with selling without a license.

Every incident involving alcohol/drugs will be documented in writing. The reports will be acted upon and kept in a confidential file by the Director of Student Housing/Residential Life and will be reported to both the Dean for Institutional Advancement and the Dean of Student Affairs for appropriate disciplinary action.

Individuals involved in incidents related to alcohol use, possession, or intoxication may be subject to eviction as determined by the immediate circumstances or subject to the following sanctions:

1st offense:

Confiscation of all alcohol/drugs. Parents of residents under 21 will be notified. Law enforcement will be contacted. Fine \$25.

2nd offense:

\$50 fine and/or possible removal from College Park Housing. Parents of residents under 21 will be notified. Law enforcement will be contacted.

3rd offense:

\$100 fine and may result in removal from College Park Housing for the remainder of the academic year. Parents of residents under 21 will be notified. Law enforcement will be contacted.

Riverland students who are not College Park Housing residents will be subject to disciplinary action for any offense associated with the college alcohol policy. Non-students and visitors will be subject to arrest or trespass action for any such offense. Parents of dependent students will also be notified.

Alcohol Beverage Containers

The Director of Student Housing/Residential Life does not advocate the use of empty alcohol containers as decorations or trophies of past consumption. Therefore, the use of alcohol beverage containers for decoration or any other use in College Park Housing will result in referral as a violation of the Housing Drug and Alcohol Policy.

Search of Units

The Director of Student Housing/Residential Life has the right to search any unit if he/she suspects drug or alcohol use.

DISCIPLINARY MEASURES; IMMEDIATE EVICTION

OFFENSES THAT MAY RESULT IN IMMEDIATE EVICTION FROM STUDENT HOUSING and/or possibly additional student code of conduct consequences.

This is not an exhaustive list and does not limit the discretion of the Director of Student Housing/Residential Life in decisions about immediate eviction.

1. Conduct or behavior threatening the safety or well-being of others.
2. Possession, use or sale of alcohol, narcotics or other drugs, including marijuana;
3. Sexual assault and/or harassment;
4. Possession and/or use of a firearm or other weapons on College Park Housing property;
5. Failure to pay rent or any other financial obligations (as defined in Sections 4-7 of the Student Housing Contract)
6. Misusing or tampering with fire equipment: smoke detectors, hoses, and extinguishers.
7. Intentional damage or destruction of College Park Housing property.
8. Use of fireworks within College Park Housing.
9. Violation of the No Smoking policy;
10. Throwing or dropping potentially dangerous objects out of windows.
11. Fighting/physical abuse.
12. Any other material violation of the Student Housing Contract or Student Housing Handbook.

Eviction

Residents with three violations of College Park Housing policies may be subject to eviction. If evicted, the resident will forfeit the balance of their rent payments and will not be allowed to reside in College Park Housing in the future.

Roommates

Living in Student Housing is a very unique, significant, and challenging experience. Developing and fostering good relationships with your roommates will go a long way toward making this a most rewarding portion of your life.

One of the greatest rewards of living in College Park Housing is the living and learning experience. Most roommate experiences have the potential to be ideal, but it takes work by all roommates to keep the relationship growing and positive.

Communication with your roommates will help you avoid potential problems and certain situations with them.

The following are some useful tips on making the most of this unique experience.

Golden Rules for Getting Along

- Communicate.
- Try to get to know each other better.
- Don't expect too much. No one ever said that a roommate has to be your best friend. Getting along with each other is all that is necessary.
- Make sure your roommate knows the policies and get their agreement to abide by them.
- Don't wait for a problem to get out of hand. Be open, listen, discuss, and COMMUNICATE!!
- If you are not open with your roommates, your frustrations may keep building until somebody says something or does something they may not mean, resulting in hurt feelings. Your roommates may not know why you are mad or frustrated and will not know how to correct the situation.
- Be sensitive to each other's moods. Everybody has bad days, so try to understand when your roommates have one too.
- The unit belongs to all of you. Arrange it so it meets all of your needs.
- When things can't be worked out between the two, three, four, or five of you, seek assistance from someone else. The Director of Student Housing/Residential Life or even a Riverland Counselor is willing to help out. They will help you identify options for working out the problem. Remember, mutual respect, understanding, tolerance and acceptance are good ingredients in any relationship. To have a good roommate, you need to be one!!!

Sharing a unit with other residents can be one of the most rewarding and enjoyable aspects of a college experience. The opportunity to become friends with someone new who has a different background and different ideas provides a tremendous learning experience. There is always an initial adjustment period between roommates. To make this adjustment easier, the roommates should sit down during the first few days and discuss the following items.

Belongings

Find out roommates' feelings about lending their belongings to other people, including you. Items may include; clothes, money, hair dryers, stereos, cars, etc. Some roommates don't mind lending to their roommates but won't lend to other people. Find out. Let your roommates know your feelings too.

Cleaning

Make an agreement as to who cleans what and when. Divide all the cleaning responsibilities. If someone isn't doing his/her part, don't wait around or write notes complaining. Talk about it with each other. Don't create hard feelings and increase problems. Work at solving them.

Communication

Always strive to keep the lines of communication open between you and your roommate. Chances are pretty good that if something about the living situation is bothering you, it's bothering your roommates. Talk about it.

Real communication involves sending and receiving messages. Communication concerned with receiving messages involves a willingness to understand another person's point of view or way of looking at the world, or perhaps even unspoken desires and goals.

Guests

Make specific agreements about the times visitors will be welcome and about entertaining guests. Always consider your roommates' side of the situation, particularly when they have a heavy load of exams or papers. After you have established some guidelines with which you can all live comfortably, agree to discuss this issue again at any time any of you have a concern.

Respect

Spend some time with your roommates so you can get to know them better. This will assist you if problems arise later. Find out your common interests and build on them. Respect your roommates. They are as much of an individual as you are. Not everyone is alike, nor does everyone do things the same way. Make other friends and get involved in activities that are interesting and pertinent to you. Do not depend on your roommates to fulfill your every emotional and social need. Finally, realize that you are "sharing". Think of your roommates and yourself as a household, and set up conditions in which all of you can live comfortably.

Behavior resulting in written violations due to policy infringement will be subject to the following fines:

1st Written Violation \$25

2nd Written Violation \$50

3rd Written Violation \$100, and may result in eviction

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