

SOUTHWEST WISCONSIN  
TECHNICAL COLLEGE

# STUDENT HOUSING HANDBOOK

2021-2022

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# WELCOME TO STUDENT HOUSING!

Student Housing is a center for group living, learning, and growth. Opportunities are endless! You have the opportunity to meet and live with people whose backgrounds are different from yours, make new friends, learn things about yourself and others that you can't learn in a classroom, and further develop your own unique goals and values.

No single publication can provide you with all the information you need to deal successfully with the many situations you will encounter while at college. This handbook is designed to be used as a tool during your adjustment to resident living and help meet your informational needs while you are living at student housing. However, whenever people live together, guidelines must be established to assure the rights and privileges of each individual. This handbook is your reference for living standards, policies, and regulations.

**You are expected to know, understand and abide by the Student Code of Conduct, Student Housing Handbook, as well as the Student Housing Lease. The handbook includes terms and conditions of the lease and is part of that lease. It is important you read through it carefully.**

The Southwest Wisconsin Technical College and the Southwest Wisconsin Technical College Real Estate Foundation, Inc. reserves the right to make changes to this handbook at any time. Changes will be communicated to the students via their student email account, and the updated version will be published online. Please contact your Resident Assistants or the Resident Life Manager with any questions or concerns you may have.

The Student Housing Complex is owned and operated by the SWTC Real Estate Board, Inc. (SWTC REF), and is operated by Southwest Wisconsin Technical College.

## Dear Students:

I encourage you to take advantage of all the opportunities available to you at Southwest Tech, especially the unique social, leadership, and educational opportunities provided at student housing. Get to know your roommates and your neighbors, and attend programs and events. You are a student first, but learning takes place everywhere. I hope to meet each of you very soon, and look forward to the upcoming school year. Remember as questions and concerns arise, contact your RAs. They are there to help you and make living in student housing easier for everyone. If there is anything I can do to make your time here on campus or housing a better experience, please let me know.

Sincerely,

***Stephanie Brown***

Resident Life Manager

## RULES

Whether they are state laws, city ordinances, college regulations, or student housing policies—they are created for the purpose of clarifying the rights and responsibilities of each individual. Policies and rules may be updated or added at any time. Each resident is encouraged to become familiar with his or her rights and responsibilities so that the student housing experience will be of greatest benefit to all. By assuming joint responsibility for these policies and regulations, we will be able to work together as a community of individuals building a great place to live!

### ZERO TOLERANCE:

**Certain behaviors and policy violations are deemed serious enough that students may be dismissed on the first offense which includes, but is not limited to the following:**

- Harassment of any nature
- Threats to your own safety or safety of others
- Tampering with locks, apartment locks, and locked storage areas
- Altering or duplicating keys or **giving out key codes**
- Possession, use, or sale of narcotics or dangerous drugs, fireworks, or other material that might create a hazard
- Consumption and possession of alcohol
- **Possession of weapons**

## ALCOHOL/TOBACCO/VAPOR

**The possession and/or consumption of alcoholic beverages are prohibited in all student housing areas, including the grounds regardless of your age.** It is considered an alcohol violation if you are in a room where alcohol is present, even if you are not consuming alcohol. If an individual is found in possession of alcohol, the individual will be instructed to dispose of the alcohol and the alcohol containers in the presence of housing/college staff and will be subject to disciplinary action including eviction from housing.

Residents are not permitted to have any paraphernalia related to alcohol use in their apartments. This includes, but is not limited to, empty bottles, cans, boxes, flags and posters. If such paraphernalia is found, it will be treated as evidence of consumption and/or possession. Disciplinary steps will be taken in accordance with the SWTC Student Code of Conduct.

**Tobacco/VAPOR use is prohibited in all student housing (this includes e-cigarettes of all kinds).** No tobacco use (chew or smoke) may occur in a location that is 25 feet or less from the apartments or the property. Periodic inspections may be made for suspected violations. This is a lease violation and may lead to dismissal from the student housing property. Please keep in mind that if a lease violation occurs, you are **still** responsible for paying rent.

## APARTMENT CHECK-IN/CHECK-OUT PROCEDURES

### CHECK-IN PROCEDURES

The Resident Life Manager or Resident Assistants will distribute key codes at check in.

Residents are required to complete the following prior to receiving door codes:

- On-line Orientation
- Immunization Form (printed from student portal and turned in at check in)
- Missing person form (printed from student portal and turned in at check in)

One mailbox key will be assigned to your assigned apartment. **The key will remain in the central location and shared by all residents.** If keys are lost, they will be replaced at a charge of \$50 for mailbox keys. If code is forgotten, contact a Resident Assistant for help. Screens are not be removed! Residents should always keep door locked when you are away from your apartment or when retiring for the evening. **Duplicating mailbox keys is not allowed.**

Your key/code is for your protection! **Residents may not give codes to guests to enter the apartment.** If a resident gives the code to open an apartment door or the building entry door to another individual, that person will be in violation of the Student Code of Conduct. Violations may result in a student's dismissal from the student housing facility. **Students will not be charged for code changes for safety reasons.**

The resident shall have seven days after date of occupancy to notify the Resident Life Manager in writing of any defects in the premises or else shall be deemed to have received the apartment in good order and repair. This must **be** done on through the following link or in your student portal:

<https://app.smartsheet.com/b/form/c5c45ffd9a9144a4baab1ec456ce20b0>

### CHECK-OUT PROCEDURES

When vacating your apartment at the end of the lease term or when vacating the apartment during the academic year due to apartment change, withdraw from the college or graduation each resident is required to properly check out by following these procedures:

1. Set up an appointment with **the Resident Life Manager or other housing/college representative** one week prior to desired check out date. A check out email with detailed instructions will be sent approximately one month prior to the end of the lease term.
2. Clean the apartment - each resident is responsible for cleaning his/her room and their share of the apartment returning it to its original state. See Request for Refund of Security Deposit form for cleaning details. Violations will include cleaning fees.
3. Remove trash and personal items before check-out. Do not put furniture items by or in the dumpster. Residents found violating this rule will be charged accordingly. You brought it—you take it!
4. Complete the Request for Refund of Security Deposit form with staff checking resident out. Residents are responsible for any damages not listed on the Mandatory Check in List.

5. Review any charges for damages. The charges will be deducted from the security deposit. Additional charges will be placed on resident's student account.

**Security Deposit refunds may be applied to any outstanding charges on the student account.**

Residents not following the procedures or schedule a checkout with the Resident Life Manager will be subject to **improper check out fee of \$50.00**. This will also be assessed for student not checking out by the end of the lease date.

## LEASE CANCELATION

### Prior to Move In:

Students who have signed a lease for 2020-21 but change plans and do not plan to live in housing should let Resident Life Manager, Stephanie Brown know as EARLY as possible. The sooner the Resident Life Manager is notified and re-advertises the lease, the more likely it will be taken over by another student.

Notification Prior to August 1 <sup>st</sup> and lease filled	—————>	Full Security deposit returned
Notification after August 1 <sup>st</sup> and lease filled	—————>	Half Security deposit returned
Notification and lease <u>NOT</u> filled	—————>	Security deposit held and responsible for lease payment until/if lease filled

### After Move In:

Students who wish to be let of their lease for any reason should contact the Resident Life Manager as soon as possible. The student will be responsible for the lease until a student is found to take over the resident's lease. A resident may find a student to take over their lease on their own.

**Student whose lease is not filled will be charged for the lease until/if the lease is filled by another student tenant.**

## RETURNING STUDENT RESERVATIONS

Returning residents should notify the Resident Life Manager and sign a lease by **April 15, 2022**, if they plan to live in their apartment the following academic year. Students will be notified via email and Schoology when leases are available. Failure to sign up by the designated date may result in forfeiture of current apartment and/or priority selection.

## SUMMER HOUSING

Students may reside at the housing complex for the summer months between academic year leases if a student is: enrolled in summer courses, will be enrolled in fall courses or a student employee.

## ASSISTANCE ANIMALS

Residence Life prohibits students from having animals in their apartments, with the exception of service and assistance animals. The college strives to make reasonable accommodations as requested by residents following the guidelines in the [Assistance Animals in Real Estate Foundation-Owned Student Housing](#)

## CABLE TV SERVICE

Cable is on your own. If you wish to have cable you may call Mediacom at 1.800.479.2082 to have your television hooked up to cable. You and your roommate(s) will be responsible for any charges associated with this service. **Satellite service is prohibited in student housing.**

## CLEANING

All residents are responsible for keeping their apartments clean, including the outside area adjacent to the apartment, including hallways and common areas. Security deposits will be withheld for needed cleaning beyond normal wear and tear.

Vacuums and light cleaning items are available for checkout by contacting an RA.

## COMMUNICATION

The official means of communication with student tenants will be done primarily through their student electronic (e-mail) and the college's texting system, RAVE and the Emergency notification system, Mitel Mass Notification. Reminders, important information, and notices will also be conducted through Schoology.

### **Southwest Tech Mitel Mass Notification System Opt-In Instructions:**

All Southwest Tech students that have provided their mobile phone number will receive the following text: **To confirm opt-in to Southwest Tech SMS alerts, reply JOIN SWTC Reply HELP SWTC for help Msg&data rates may apply.** Follow the instructions as prompted.

Student Tenants are responsible for checking their [students@students.swtc.edu](mailto:students@students.swtc.edu) email account for housing information. Southwest Tech Student Housing is not responsible for e-mail communication that is sorted to a spam filter or for accounts that are not accessed.

## CRIMINAL HISTORY & STUDENT RECORD CHECK

New and returning students are subject to a criminal background check. Applicants and current residents must remain in good standing with the College. Disciplinary infractions and conduct issues may constitute a reason for housing to be denied or terminated. Those residents found to have been untruthful about their criminal history will have their leases terminated immediately. All residents have the right to feel safe, secure, and unthreatened by roommates and neighbors.

## DUMPSTER AREA

**The dumpster area for all student housing residents is located in the parking lot of the eightplex. It cannot be used to discard furniture items including but not limited to mattresses, desks, chairs, lumber, and other large items.** Garbage is not be left outside of apartments. A \$50 fine will be given to anyone violating this policy.

## DRUGS

The College will deal in a serious manner, as outlined in the Student Code of Conduct, with any resident who is involved in the use, being under the influence, possession, or sale or distribution of illegal drugs or drug paraphernalia. Involvement with controlled substances could lead to criminal charges being brought against those involved, including imprisonment, monetary fines, and termination of the individual's lease. **The College will not hesitate to involve local and state law enforcement agencies if there is reason to believe a resident or another individual has drugs or drug paraphernalia, including the misuse of prescription drugs, in their possession.** The College will evict a resident for nuisances related to drugs. The resident will be given a 5-day notice to vacate.

## GUESTS

Do not let anyone into your apartment that you do not know! Ask who they are there to see. Then ask the visitor to wait outside while you get the person they are there to visit. Safety first!!! Residents must inform all guests of the student housing rules and regulations. Guests are also required to adhere to college rules and regulations. Violations of this policy will subject you and your guests to disciplinary and possible legal action. As host, you are responsible for your guest's behavior. Guests who violate housing or college policy, create a disturbance or property damage, or who inconvenience residents or staff will be asked to leave.

A guest is any person visiting your apartment regardless if they are a Southwest Tech student, another on-campus housing resident, or a non-student. Guests are expected to be accompanied by their host at all times, or the guest will be required to leave campus. Guests are not to be at your apartment when you are not, and guests may not be given the keys or key code to access your apartment.

Please **clear** all overnight guests with your roommate(s). **Overnight guests are limited to a maximum of two (2) consecutive nights and a cumulative total of four (4) nights per month, whether with the same or different guests.** For example, you can have 4 different guests for 1 night each, 2 guests for 2 nights each, 1 guest for 4 total nights per month, etc. No matter how many different people you have as guests, the total number of nights they stay in your apartment cannot exceed four (4). An overnight guest is considered to be any person that is your guest past midnight.

Residents will face disciplinary action that may include the loss of housing if guests stay longer than stated. We expect that you have permission from your roommate(s) prior to inviting a guest to spend the night in your apartment. In cases where roommates cannot agree, the right of a person to occupy his or her apartment without the presence of an overnight guest takes precedence over the right of a roommate to host overnight guests. A resident's right to a clean, safe, and non-disruptive living/learning environment supersedes a roommate's right to entertain guests. Common areas at housing are not available for guest accommodations.



## ILLNESS/INJURIES

The Resident Assistants are not authorized to give medication, medical treatment, and/or provide transportation to students but can refer you to local medical facilities. Some emergencies may require a 911 call.

### **First Aid Kit/AED**

Each floor of the 6-plex and 8-plex are equipped with first aid kits for minor needs. An AED is located in the basement common area of the 6-plex.

### **Meningococcal Meningitis and Hepatitis B Vaccination**

Wisconsin State Public Health Law, Act 16 requires all colleges and universities in Wisconsin inform students and seek responses regarding vaccinations from students living in on campus housing. This form can be printed from your student portal and should be turned in at check in.

## INTERNET

Wireless Internet access is provided in all apartments and in the sixplex common area located in the basement and in campus buildings. Instructions to connect to your apartment modem is located in the Mediacom brochure provided in each apartment. It includes the account number, modem name and password. If service is needed please call **1-888-845-6245** (you will need your account number when calling for service). SWTC Charger 360 will not be able to provide service for the internet provider.

Copyright infringement is a violation of federal law and subject to severe civil penalties and sanctions. It can also be a violation of federal criminal law. Under federal copyright law, copyrighted works **may not be copied, published, disseminated, displayed, performed or played without the permission of the copyright holder**, unless such use is deemed to be "fair use" under the law. Students found to violate copyright laws will have their Internet access suspended and face disciplinary action up to and including termination of their lease.

## LAUNDRY

Coin operated washers and dryers are provided in the basement of the Sixplex for all residents of the student housing complex. The cost for these machines are \$1.50 for one washer load and \$1.50 for one dryer load. Please do not attempt to wash large items, including comforters and rugs or overload washers and dryers. The College is not responsible for damages to personal belongings while using the laundry equipment or when left unattended in the laundry facilities. If the machines do not work, notify a Resident Assistant. Money lost in the machines should be reported to a Resident Assistant. **Please help maintain cleanliness of the laundry room and empty lint trap after each use.**

## LEASE TERMS

The Student Housing Lease form is binding, no changes in the rental terms and conditions can be made during the stated period of the lease without mutual consent. You are committed to the terms of your lease until the termination date agreed upon and stated in the lease (May 25, 2022). Before

moving out, clean the apartment well. Portions of the security deposit will be withheld if the housing/college staff determines an amount was needed for cleaning beyond normal wear and tear.

## LEASE VIOLATION

### FAILURE TO OBEY LEASE

All tenants must follow the terms of the Student Housing Lease. If the College finds that a resident is in violation of any of the lease terms, the College will give the resident a 5-day notice to solve the problem. The resident must take reasonable steps to solve the problem within the five days or the lease may be terminated. **If the result is termination, the resident will continue to be liable for future rent as agreed upon in the Student Housing Lease.**

### DISMISSAL BY SCHOOL

The Landlord reserves the right to temporarily remove and/or dismiss a student tenant from the student housing complex for an alleged violation and/or violation of the Student Housing Handbook and/or College Student Code of Conduct. As outlined in the Student Code of Conduct, student tenants will receive written notification electronically and/or by letter which will provide a date which student tenant must vacate the apartment. In case of serious violation, or a reasonable belief that a threat exists, student tenant may be required to vacate immediately. Student tenant's access to the college may also be restricted as stated in the Student Code of Conduct. Cancellations of student tenant's lease by the Landlord does not relieve student tenant of any fees and/or charges owed under this lease. Dismissal of student tenant may also result in forfeiture of the deposit.

## MAINTENANCE AND DAMAGES

Requests for maintenance should be completed online by clicking the link in your student portal in the "My Housing" section. If you have a maintenance issue that needs immediate attention, contact the Resident Life Manager or a Resident Assistant immediately. You are responsible for personal damage to the student housing property as well as any caused by your guests. Each roommate may be held responsible for damage. Should damage occur in any common area on the grounds of the student housing complex, all residents will be deemed responsible and split the cost of repairs unless the responsible party steps forward.

## MECHANICAL WORK ON VEHICLES

No mechanical work may be performed on vehicles anywhere on student housing property. Auto parts are not allowed on patios or in apartments. Automobiles must have proper exhaust systems (mufflers). Glass packs and straight pipes are not stock equipment. No toolboxes, vehicle parts, etc. may be stored in the apartments.

## MISSING STUDENT NOTIFICATION

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (Clery Act), Southwest Wisconsin Technical College (SWTC) students residing in Student Housing may register one (1) or more individuals to be a missing person contact. If the

student resident is determined to be missing by the college or a local law enforcement agency, the student resident's missing person contact or contacts will be notified.

Student residents' missing person contact information will be registered confidentially and accessible only to authorized officials. Additionally, this contact information will not be disclosed, except to SWTC authorized personnel and/or law enforcement personnel who are authorized to access it during a missing person investigation. Student residents who choose to register one (1) or more individuals to be a missing person contact must complete this form. Student residents' completed Missing Student Contact Information Forms will be kept in a locked box on the SWTC Campus. This form can be printed from your student portal and should be turned in at check in.

## OUTSIDE AREA SURROUNDING YOUR APARTMENT

The area directly surrounding your apartment is your responsibility to keep clean. No signs may be posted on doors or windows. No storage of any items is allowed outside your apartment with the exception of appropriate patio items (lawn chairs, grill, etc.), which may be kept on the cement patio in the back of the fourplexes and the duplexes. Regular furniture is prohibited on patios. No patio furniture or grills are allowed to be stored in the front of these buildings. Grilling or the storage of grills is not allowed on the wooden decks of the sixplex or the eightplex. **There are to be no more than 4 people on the decks of the sixplex or the eightplex at any given time.**

## PAINT

Residents may not paint their rooms. Rooms are cleaned, painted, or retouched during the summer months. Do not use command hooks to hang décor or lighting.

## PARKING

Students that have automobiles and motorcycles will be required to register them with the Resident Life Manager when they check in. A parking permit will be issued to housing residents. **Any car that is not registered and displaying a permit will be ticketed/towed at the owner's expense.** Students who do not remain at housing for the term of the lease must return their parking permit to the Resident Life Manager upon check-out.

Residents and their guests must park in designated parking only. **Guests may park in the back lot of the Ag/Auto Center or in the lot at the entrance of Brownwood Road.** You will need to communicate this to your guests. **There is no parking in the cul-de-sac, in front of hydrants or mailboxes and other non-designated areas.**

Designated parking is in the stalls located on the street the sixplex parking lot, the eightplex parking lot, and the lot at the entrance of Brownwood Road (please see housing map). Designated Drop Zones (near duplexes) are handicap and short term parking (15 minutes for students to load/unload automobiles). Only students' personal vehicles are allowed at housing. Residents are not permitted to bring trailers, tractors, wagons, etc.

Severe weather may cause problems, especially when there has been a heavy snow. Changes in parking to accommodate snow removal will be communicated through RAVE text alerts and Schoology **Please cooperate.**

## PARENTAL NOTIFICATION

### **(Notice for Students Under the Age of 21 Who Violate the Alcohol and Drug Policy)**

The College has the authority to send a letter to the parents/guardians of all students who are in violation of the Alcohol and Drug Policy. The letter will not go into detail of the incident but will state that the resident has been found in violation of campus alcohol and drug policies. The College is hopeful that the lack of detail in the letter will prompt parents to ask their sons/daughters about the details of the incident, thus resulting in positive and constructive dialogue.

**The College reserves the right to notify a parent/guardian if they feel the student is a risk to themselves or others.**

## PROHIBITED PRACTICES

Traditions and policies of the college require conduct in harmony with good society practices. The following acts, in addition to the Student Code of Conduct, are prohibited and may result in dismissal from student housing and/or the College:

- Conduct that leads to a disruption of student housing or is a violation of city, state, or federal laws.
- Possession of fireworks or other dangerous materials.
- Illegal entry of buildings, apartments, the College, or student housing rooms.
- Use of rooms or facilities of the building for commercial purposes.
- Housing of dogs, cats, or any other type of animal.
- Use/storage of hover boards or charging devices
- Use of drones of any size

## QUIET & COURTESY HOURS / NOISE

One of the basic beliefs of the College regarding student housing is that each resident has a right to conditions that are conducive to undisturbed study and sleep. It is your right as well as your responsibility to let disruptive individuals know if their activity is annoying you.

**Courtesy hours are in effect 24 hours a day, which means that stereos, radios, TVs, musical instruments, etc., and all conversations must be kept to levels that will not interfere with the study or sleep of other residents.**

QUIET HOURS ARE IN EFFECT:

SUNDAY – THURSDAY  
11:00 P.M. TO 8:00 A.M.

FRIDAY – SATURDAY  
MIDNIGHT TO 8:00 A.M.

“Quiet” is defined such that sound cannot be heard in another room with the door and windows closed or heard for longer than 30 seconds by someone who is standing in the hallway, two doors away.

If you encounter a noise problem during quiet hours or at any other time, request that the offenders be quiet. If they persist, contact a Resident Assistant. Housing/college staff may also confront individuals whom they believe to be in violation of the quiet hours policy. Residents responsible for excessive noise or other disruptive behavior may be subject to disciplinary action that may include lease termination. In addition to other disciplinary action, residents may be required to remove stereos or musical instruments from their rooms if they are used inappropriately. **The College will not hesitate to involve local and state law enforcement agencies if necessary.**

## RENT

If you default in making rent payments and an agreement is not reached between you and the Business Office within five days after written notice by the College, your lease will be terminated and the College will take action to collect the rent amount due. **This may include a collection agency.** As stated in the lease, all students are obligated to pay rent from August 2021 – May 2022.

## OTHER CHARGES

Any other charges incurred by the resident will be posted to the resident’s student account. Such charges include utility overage fees, parking fees, damages, etc.

## RESIDENT ASSISTANTS

Your Resident Assistants are full-time students whose job is to assist you, the resident. They have many diverse responsibilities, all of which are related to helping you:

- Be available for general consultation most days, evenings, and weekends
- Be the first contact point for any situation for which you need guidance (maintenance, personal issues, etc.). Resident Assistants will maintain your confidentiality.
- Ask for your help in making life in student housing enjoyable and productive
- Be available on a personal basis for “just talking” about how you’re doing

## RESPECT FOR OTHERS

Mutual respect is fundamental to creating a livable environment. Respect can cover many situations from honoring a fellow resident’s request to turn down your stereo to listening to other viewpoints at a student housing meeting. At no time is verbal or physical harassment an acceptable form of behavior for residents or staff. You are also expected to comply with reasonable requests made of you by staff or fellow residents.

Any conduct that interferes with the educational goals of student housing or infringes upon the rights of others may result in revocation of privileges. Examples of inappropriate behavior include loud noise or disruptive behavior, littering, or leaving areas of the hall dirty.

## ROOMMATES

Room assignments are made without regard to age, race, religion, national origin, sexual orientation, or disability. The Resident Life Manager reserves the right to make assignments and re-assignments as deemed necessary.

Being a roommate and having a roommate are exciting challenges with unlimited potential. You and your roommate may build a lifelong friendship, or maybe you'll just work together to build a mutually satisfying living arrangement in which you can learn more about yourself and the ways that you relate to others. Of all the new people you come in contact with at the College, your roommate will be "geographically" closest to you.

You'll start off by getting to know each other, and may find yourself doing a great deal of sharing. Feel free to talk with your roommate about your ideas, feelings, sense of direction (or confusion), family background, and the whole idea of sharing -- from sharing clean-up duties in the apartment to sharing newfound friends.

**The best way to work things out with your roommate is to be clear about what you want and to work at the fine art of compromise.** When you talk with your roommate -- and don't ever stop doing that even when things aren't going just the way you'd like them to -- be specific. Do you want your roommate to use your things? What does "private time" mean to each of you? Being specific about your needs or wishes with your roommate will make life easier in the long run. Of course you will have to remember that things can't always go your way. "I want" will often have to give way to "let's compromise." **We expect you to establish a baseline relationship of cooperation, understanding, and mutual respect.**

### GOLDEN RULES FOR GETTING ALONG WITH ROOMMATES

- **Communication!!!!**
- Try to get to know each other better.
- Don't expect too much--no one ever said that roommates have to be the best of friends--getting along with each other is all that is necessary.
- Don't wait for the problem to get out of hand. Be open--ask, listen, discuss,  
**COMMUNICATE!!!!**
- If you are not open with your roommate(s), your frustration may keep building until somebody says something or does something they may not mean--resulting in hurt feelings. Or your roommate(s) will have no idea why you are mad and have no idea as to how to correct the situation.
- Be sensitive to each other's moods. Everybody has bad days, so try to understand when your roommate(s) has one, too.
- The apartment belongs to each roommate. Arrange it so that it meets each roommate's needs.
- Be courteous and respectful.
- Address problems immediately rather than waiting for things to get worse.
- When things can't be worked out between you and your roommate, seek assistance from someone else, such as a Resident Assistant or the Resident Life Manager. He or she may be able to identify options for working out the problem. Remember: mutual respect,

understanding, tolerance, and acceptance are key ingredients of any healthy relationship. To have a good roommate, you need to be one!!

### **BASIC RIGHTS OF A ROOMMATE**

- The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance.
- The right to expect that roommates will respect personal belongings.
- The right to live in a clean, safe, and healthy environment.
- The right to privacy.
- The right to host guest(s) who are respectful of the rights of the host's roommate(s).
- The right to settle conflicts.
- The right to be free from fear, intimidation, and physical or emotional harm.
- The right to expect reasonable cooperation in the use of room shared appliances

### **ROOMMATE AGREEMENTS**

Here are some issues to resolve with your roommate at the start of your relationship:

- Cleaning - How often should the place be cleaned and how will work be shared?
- Privacy - How much privacy does everyone want and where can they get it?
- Guests - Will overnight guests be allowed? When and how often can guests visit?
- Shared personal belongings - Will food, clothing, toothpaste, and other belongings be shared?
- Bills - How will bills be divided among roommates, and who will be responsible for payment?

## **ROOMS**

For your protection and the protection of personal property, keep doors and windows locked when not in your apartment. You are not permitted to remove the screens from windows. Doing so will result in disciplinary actions. **The College is not liable for personal property that is lost, stolen, or damaged.** Do not let anyone into your apartment that you do not know! Ask who they are there to see. Then ask the visitor to wait outside while you get the person they are there to visit. Safety first!!!

### **ROOM ENTRY**

The Landlord and the Landlord's employees or designees reserve the right to enter the apartment in the interest of health, safety, security and maintenance under any of the following circumstances.

When possible, notice will be given.

- When there is an immediate threat to the health and/or safety of any occupants or property
- With permission of the resident
- By College personnel and designated agents for repairs/inspection/pest control
- Show the property to prospective tenants to purchase
- To comply with any applicable law or regulation
- College recesses (considered maintenance periods)

The college may search any student resident's apartment at any time if there is reasonable suspicion of illicit or illegal behavior occurring in the apartment that violates local, state and federal law as well as College policies.

Property can be seized and removed from your apartment when:

- It constitutes eminent danger
- Is illegal for tenant to possess
- Is not prohibited by the lease or Student Housing Handbook
- It is owned by the College/Foundation
- It is seized by law enforcement

## STOLEN PROPERTY

Unfortunately, we cannot guarantee that you will never have anything stolen while you are living here so it is best to keep your valuables put away and your door locked while you are out. All student property is to be inventoried by serial number, model, and other specific identification when possible. Residents should not leave expensive jewelry, electronic items, money, or other attractive items out in view of visitors and neighboring students. Residents must individually and collectively be on guard and conscious of security at all times. **You, not the Foundation or College, are responsible for any of your property that is lost, stolen, or damaged.**

## SELF CARE

While living in student housing, all residents are responsible for their own self-care including appropriate personal hygiene, management of medical conditions, or illnesses including mental health and/or disability-related personal needs. Student Life and Counseling can assist with needed items.

## SIGNS, PICTURES, OR POSTERS

Residents may use small nails or poster putty to hang signs, pictures, or posters on the wall. Please do not use duct tape, large nails, masking tape, glue, or other adhesives. **Please do not use command strips! Residents will be responsible for clean-up and repair or any damage caused by hanging items on the wall. Lighting and/or strings of lights are not allowed to be hung on walls.**

## SIXPLEX COMMON AREA

The lower level of the student housing sixplex is utilized as a common/recreational area. The area will be provided to all residents on an honor system. The College will supply a number of recreational items for the area as long as students respect and maintain the area. **Any type of destruction or damage to the equipment or area will result in the removal of the recreational equipment and discontinuation of the area as a recreational facility. Do not remove any items from the basement for personal use in the apartments. This is theft, and disciplinary action will be taken.**

## TOILETS

The **ONLY** substance that should be flushed down toilets (other than human waste) is toilet paper. Do not flush feminine products, paper towels, Kleenex, etc. as it will cause clogging issues. Overflowing toilets are not only inconvenient, but they can also cause potential health hazards.

## UTILITIES

Utility charges beyond \$150.00 per apartment for the fourplex (includes water, sewer, electric, and gas) are the resident's responsibility and will be billed by the Business Office to the resident(s) bill. Utility



charges beyond \$200.00 per apartment for the sixplex, duplexes, and eightplex (includes water, sewer, electric, and gas) are the resident's responsibility and will be billed by the Business Office to the resident(s) bills.

## BEHAVIOR INTERVENTION TEAM (BIT)

The Behavior Intervention Team (BIT) coordinates a response to concerning and distressed behaviors with the intent to provide the appropriate assistance as needed. Team members will respond quickly to referrals; however, if an immediate response is needed, contact the police. The team is made up of staff members from Student Services, Facilities, Student Housing and Public Safety.

To help maintain a safe and secure campus, students and employees should conduct themselves responsibly. It is the responsibility of the entire student housing community to maintain the safety and security of the residence halls. Any occurrence that affects the security of students, employees, and/or their property should be reported immediately to Stephanie Brown, Resident Life Manager, at 608.822.2366. Students may also report concerns through the website (concerns located at bottom of hoe page) Your eyes are our eyes!

## CAMPUS SECURITY

To help maintain a safe and secure campus, students and employees should conduct themselves responsibly. It is the responsibility of the entire student housing community to maintain the safety and security of the residence halls. Any occurrence that affects the security of students, employees, and/or their property should be reported immediately to Stephanie Brown, Resident Life Manager, at 608.822.2366 or The Director of Facilities, Safety, and Security 608-822-2401. Do not let anyone into your apartment that you do not know! Ask who they are there to see. Then ask the visitor to wait outside while you get the person they are there to visit. Safety first!!!

## CITY WIDE SIRENS

- The siren provided by the community of Fennimore for **FIRES** is several consecutive sounds made up of blasts and fades/blasts and fades.
- The siren provided by the community of Fennimore for **TORNADOS** is a continual blasting sound.

## ELECTRICAL APPLIANCES/CANDLES/HEAT SOURCES

Sun lamps, electric heaters, halogen lamps, candles, and candle burners are prohibited because they are a fire hazard. The use of space heaters is not permitted in student housing. You may also not use other items as sources of heat: turning on the oven, grills (charcoal, gas, or electric), space heaters, etc. If your furnace or baseboard heat is not working, contact a Resident Assistant Manager immediately.

Do not place furniture, bedding, books, papers, etc. next to heaters as this creates a fire hazard and blocks heat. Heaters and furnaces are most effective at circulating heat when they are not obstructed.

## EMERGENCY CONTACT

In case of emergencies, contact a Resident Assistant or Stephanie Brown, Resident Life Manager. The "Important Phone Numbers" sheet should be posted in each apartment at all times. This is for your own safety.

## FIRE ALARMS

### **Fire Alarm Drill will be conducted on the following dates:**

- August 25, 2021
- January 26, 2022

Refer to the Housing emergency Plan for evacuation details.

### **IF YOU DISCOVER A FIRE:**

- Sound alarm
- Call fire department: 911
- Leave building
- Do NOT attempt to re-enter building

Residents are required to evacuate buildings when fire alarms are sounded. When evacuating student housing, you must move at least 50 feet away from the apartments for safety reasons. Individuals falsely pulling fire alarms are subject to a fine, additional sanctioning, and possible arrest.

## SMOKE DETECTOR

Each apartment has at least one smoke detector. If you should accidentally trigger your detector with smoke from burning food, fan the air around the detector to clear it. **Tampering with this device (removal of a battery; removing smoke detector from ceiling) will result in a \$75.00 fine.** It is there for your safety and the safety of other residents. You may check the alarm by using the test button. Also, do not cover or block the smoke detector in any way.

## FIRE EXTINGUISHERS

There is a fire extinguisher in the utility room of the fourplexes, duplexes, and eightplex. The fire extinguishers for the sixplex are located in the hallways outside of the apartments. Fire extinguishers are also located in the basement and laundry room of the sixplex. Tampering with these devices will result in a \$75.00 fine.

## DEFIBRILLATOR

There is a defibrillator located in the common area of the sixplex basement. The defibrillator is a life saving device and tampering with it will result in a minimum fine of **\$500.00** or the cost of replacing the equipment if damage occurs.

### **IF YOU ARE ALERTED TO A FIRE BY AN ALARM**

- Remain calm.
- Keep low.
- Feel the door.

- If the door or doorknob is hot or the hallway is filled with smoke, seal the cracks around your door, hang an object out your window, call a Resident Assistant, and keep low to the floor.
- If you can exit safely, take your key, close your room door, leave by the nearest smoke-free exit, and stand clear of the building. Do not re-enter the building until the all-clear is sounded.

**YOU MUST EVACUATE THE BUILDING WHEN THE FIRE ALARM SOUNDS.**

## SECURITY CAMERAS

For your added security, cameras have been installed in common/outside areas at housing.

## SEVERE WEATHER

If alerted to a City of Fennimore tornado warning by emergency sirens:

- Leave room
- Lock door
- Go to safe area
  - Safe areas: basement of the sixplex or lower level, hallways where there are no windows
  - See housing map
- Sit in fetal position with your face and head covered

If there is not time to evacuate to a safe area:

- Crawl under desk or protect yourself with a mattress
- Sit in fetal position with your face and head covered

**Refer to weather poster near the primary exit in your apartment and in all buildings.**